

**Narborough and Littlethorpe Parish Plan Meeting  
Tues 4<sup>th</sup> December 2007**

<b>Present</b>	<b>Apologies</b>
Robin Phillips – Chair	Cllr Trevor Matthews
Linda Owen – Minutes	
Penny Bates	
Cathy Gattoni-Stoker	
Richard Harris	
Graham Harris	
Karen Sutton	
Cllr Pauline Thomas	
Betty Watkins	
Charlotte Burt – RCC	

**1. Minutes of 6<sup>th</sup> Nov** – Agreed as correct record

**2. Matters arising** – The subgroup creating the Youth Questionnaire reported back on what they had achieved, including an accompanying letter for young people. Corrections to the adult survey still need to be sent to the RCC for altering the template – LO to chase up the corrections still missing and get to CB as soon as possible, although recognised that Christmas holidays would make further delay inevitable.

**3. Process** – Charlotte Burt was welcomed as the new representative of the RCC, who will be supporting us in completing the Plan. She advised that the final draft of the survey will need to be sent out to all local service providers (County Council, PCT, etc) for their comments. She holds a full list. They have 3 weeks to make comments and then the survey can be distributed generally, in the way we decide. These are also the formal recipients of the report and Action Plan once it is produced.

**4. Distribution** – It was agreed that The Journal is probably the best means to use, perhaps by using one of their pre-arranged distributions, or at least by using their distributor. RP will approach The Journal and see what negotiation can be done, and clarify final dates for publication etc. The earliest likely date would be end of Feb. The Youth Questionnaire was discussed and CGS agreed to negotiate with Heads of the primary schools and Brockington to see what help they can give. PB will contact Lutterworth Upper School. There were different views about whether this part of the survey needed to be separated from the main one, and therefore the support of schools could be important. It's possible that some schools would use its completion as part of the curriculum. Online completion was discussed. The survey will be on the website and can be completed online. Noted that this will need referring to in the introduction. It was agreed that local businesses should have their own delivery of the survey.

**5. Completion** – Agreed that a 10-14 day period for completion would be best. Boxes for people to return their surveys could be placed at strategic points, such as library, post office, pubs. RH agreed to investigate whether there are suppliers of 'ballot boxes' for hire or loan to us. There was discussion about whether specific approaches could be made to various local groups like WI, Guides, etc. Problem is that not all members would also be residents and therefore eligible to take part, so combined responses may not be appropriate. However there could be some benefit from promotion of the survey at these groups – PT agreed to do this with 2 of the groups she is associated with, and this might provide a guide about whether this approach should be used with more in future. Voluntary Action Blaby will have a full list.

**6. Publicity** – Posters still need to be designed, preferably using the logo we choose for the cover of the survey, and including the deadline for its completion. All agreed to consider any good design/artistic contacts we may have, and noted that PG will probably want to follow this up on her return.

Printing could be done at one of the community or commercial repro businesses locally – RH will look into getting some quotes for this work.

**Next meetings – Tuesday 8<sup>th</sup> Jan, and 5<sup>th</sup> Feb.**

The Journal 2008

Copy date 11<sup>th</sup> Jan  
Copy date 8<sup>th</sup> Feb  
Copy date 14<sup>th</sup> Mar

Publication 26<sup>th</sup> Jan  
Publication 23<sup>rd</sup> Feb  
Publication 29<sup>th</sup> Mar