

**Narborough and Littlethorpe Parish Plan
Steering Group Meeting 4-9-07**

Present	Apologies
Robin Phillips – Chair	Mick Sawyer
Linda Owen – Secretary	Steve Woodcock - Treasurer
Penny Bates	
Guy Jackson	
Pat Gould	
Trevor Matthews	
Mary and Gavin Young	
Pauline Marshall	
Betty Watkins	
Richard Harris	
Graham Harris	
Cathy Gatton-Stoker	
Lizzie Clark - RCC	
Karen Sutton	

1. Minutes of Aug 7th agreed as a correct record.

Matters arising – One of the planned publicity events, Party on the Park, went ahead as planned.

2. Finance – LO confirmed that she had spoken to SW and supplied him with minutes of previous meetings. TM confirmed that the £1000 initial grant is held by the Parish Council. LC stressed that there would be a need to apply for funding over and above this amount, but that a specialist officer at the RCC is able to give support and guidance to the application process.

3. Survey –

3.1 LC circulated the first amended version of the survey, but the meeting expressed fears that the length could still be daunting for respondents. LC suggested that providing an index and inviting respondents to fill in only what they wished would offset the problem. There was discussion about the 'fit' of this version with issues that are of importance to this community. It was agreed that the initial brainstorming exercise at the first public meeting, along with the information gathered at the publicity events, was the best source of what issues most concern people.

3.2 PB informed the meeting that she had tried out a model youth survey with an invited group of young people, who had shown great interest in the topic and offered a number of useful ideas. PB will type up this amended survey for inclusion with the main one. It was suggested that schools would probably support separate distribution to young people if necessary, especially if backed by visits to present the Plan and survey directly. LC pointed out that funding for a specific event for young people, using a variety of ways to elicit good responses, would probably be available.

It was agreed that the main survey would benefit from having the youth questions featured at the start, since this would also engage parents early in the process.

3.3 The group agreed on the need to further examine the survey, topic by topic, to further refine and add the necessary issues of most concern locally. RP agreed to circulate the documents with this information in. Small groups of 3 are to work on agreed topics, half of them before the next meeting and the remainder during the first part of the October meeting.

Sub Groups: Traffic and Transport – CGS, GH, RP
Environment and Planning – MY, GJ, RH
Information and Libraries – BW, PM, LO
Sport and Recreation – PB, PG, TM

Crime and Safety – TM, GJ, RH
Social Care – LO, MY, RP
Community Spirit – BW, PM, PG
Young People – PB, CGS, RH

4. – Next meetings **2nd October**, then **Nov 6th** and **Dec 4th**.