

**Narborough and Littlethorpe Parish Plan Meeting
Tues 5th Feb 2008**



Present	Apologies
Robin Phillips – Chair	Cathy Gattoni-Stoker
Penny Bates	Linda Owen
Pat Harrison	Charlotte Burt RCC
Pat Gould	Steve Woodcock
Richard Harris	
Graham Harris	
Trevor Matthews	
Karen Sutton	
Pauline Thomas	
Betty Watkins	
Mary and Garth Young	

1. Minutes of 12th Jan – agreed as a correct record

2. Youth Questionnaire

Introduction: The draft copy produced by PG was circulated and discussed. It was agreed with minor revisions. A paragraph is required detailing the prize draw (see below).

Action: RP to revise text and circulate.

Front Cover: A draft copy produced by PB was circulated and it was agreed to proceed on the following basis. The cover (and the whole questionnaire) will be printed in black on white paper. The cover will feature a picture taken from the railway bridge and will include the Parish Council Quality logo and the RCC logo. The text is to be amended to include the word Youth before Questionnaire and a flash is to be put across the bottom regarding the Prize Draw.

Action: PB to arrange for amendments.

Distribution: Lutterworth and Brockington have agreed to distribute/ collect the survey as part of a classroom exercise. A response is awaited from the 3 local primary schools.

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Additional Question: The Parish Council has requested the inclusion of an additional question as follows.

“If the Parish Council formed a Youth Council to discuss issues affecting young people would you be interested in joining in? Yes/No”

This was agreed and will be included in the section Activities & Amenities following the existing Q7.

Action: RP to forward question to RCC.

Contact Details: A detachable section is to be provided for contact details for those who have wish to be involved in the Youth Council or to be included in the prize draw. The information provided is to be left to the discretion of the contact with two lines to be provided. (RP post meeting note – a privacy statement will also be included.)

Action: RP to draft and circulate.

Printing: RP has approached BDC to print both questionnaires (see below). The 2001 census indicated that there were 1323 5-15 year old in the parish at that time. The current primary school current intake figures multiplied by ten suggest a youth population of 1000. Doug Maas has agreed that Parish Centre could print it if required. However there is some doubt as to the cost of this and whether the group would need to pay for this from its own funds.

Action: TM, PB to establish PC costs if appropriate.

3. Adult Questionnaire

Introduction: The draft copy produced by PG was circulated and discussed. It was agreed with minor revisions. A paragraph is required detailing the prize draw (see below).

Action: RP to revise text and circulate.

Front Cover: It was agreed that the front cover should be in the same format as the Youth Questionnaire. This together with the rest of the questionnaire will be printed in black on white paper. A flash is to be put across the bottom regarding the Prize Draw.

Action: PB to arrange for amendment.

Contact Details: A detachable section is to be provided for contact details for those who have request information etc. in response to one of the questions or who wish to be included in the prize draw. The information provided is to be left to the discretion of the contact with two lines to be provided. (RP post meeting note – a privacy statement will also be included.)

Action: RP to draft and circulate.

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Distribution: PB indicated that LCA would distribute the Littlethorpe copies. GH indicated that An Ad to Offer group would be happy to quote for distribution if we provided them with details. However it was agreed that the group would arrange delivery of the Narborough copies.

Collection Points: KS advised that the following organisations had agreed to have collection boxes.
Narborough Hall, Coppice, Mercury News – Forest Rd, Parish Centre, Narborough PO, High Tide Fish Bar, Village Hall (Littlethorpe), Spar (Littlethorpe).

Tesco and the Coop have also been approached but have not yet responded. It was agreed that there were no other obvious collection points in Littlethorpe.

These need to be included on the questionnaire together with details of online completion.

Action: RP to draft and circulate.

4. Posters and Publicity

Posters: Various options were discussed and it was agreed that the cover theme would be carried forward onto the posters. There will be 2 main posters – Coming soon and Remember to return your questionnaire. PG will also produce a supplementary poster based on the “3 photo” draft. These will be in colour and need to be laminated for use on the outdoor notice boards (6 required by Doug Maas).

Action: PB and PG to arrange final copy.

Press Releases: PG has prepared 2 press releases for Feb and March issues of The Journal. Ideally these want to reflect the poster and front cover themes. However it is believed that there may be a cost if we include photographs.

Action: PG to establish cost and arrange inclusion in The Journal.

5. Collection Boxes

Several options were discussed based on archive and A4 and A3 paper boxes. It was agreed that we would use A4 paper boxes as these will be free. These will include the “3 photo” theme.

Action: RP to arrange for 10 boxes.

The boxes will have to be emptied on a regular basis.

Action: All - Volunteers required!

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6. Timetable

The following timetable was discussed and agreed noting that we do not have direct control over the consultation or printing activities.

Milestone	Target Date
RCC to send out questionnaire to interested parties	08/02/08
Comments returned (3 weeks)	29/02/08
Agree any amendments at next meeting	04/03/08
RCC/PPG incorporate amendments	07/03/08
Youth questionnaire printing (needs to be in schools before end of term)	W/c 10/03/08
Adult questionnaire printing 7 deliver to distributors	21/03/08
Adult questionnaire distribution	W/c 31/03/08
Adult questionnaire closing date	25/04/08

7. Funding

It is understood that SW has applied for 2 grants but has not yet received any response. RP advised that the RCC New Year grants were aimed specifically at capital projects and as such we were not yet in a position to apply. PG has produced a list of potential sources of funds and this needs to be followed up.

Action (in his absence): SW to pursue further funding.

8. AOB

Incentive Prizes: GH has obtained prices for a flight over the local area in a light aircraft. It was agreed that we should include this an incentive on both questionnaires. Any winner under 18 will have to be accompanied by an appropriate adult. We are therefore looking at a single flight for 3 passenger i.e. youth winner + adult and adult winner. GH also indicated that he might be able to obtain sponsorship for this.

Action: GH to approach potential sponsors and confirm costs.

**Next meetings – Tues 4th March and Tues 1st April at 7:30
in the Parish Centre, Desford Rd, Narborough**