

## Narborough and Littlethorpe Parish Plan Steering Group 5<sup>th</sup> June 2007

Present	Apologies
Lizzie Clark (RCC) - Chair	
Angela Ball	Pat Gould
Penny Bates	Guy Jackson
Cathy Gatton-Stoker	Robin Phillips
Richard Harris	Kim Richardson
Melanie Hickling	David Ovington-Creighton
Vicky Litchfield-Bott	Betty Watkins
Trevor Matthews	Steve Woodcock
Audrey Miles	
Linda Owen	
Reuben Reynolds	
Karen Sutton	
Bryan Symonds	
Pauline Thomas	

### Minutes of 17<sup>th</sup> May – agreed as a correct record

1. LC opened the meeting by suggesting that the dates and minutes of meetings should be posted on the leicestershirevillages.com website (independent website promoted by RCC). RH agreed to organise this once minutes were produced by LO. The Steering Group was urged to supply Email addresses for distribution of papers if possible, to save on postage and printing.

#### 2. Documents

- 2.1 LC distributed an example of a Constitution for the Steering Group to adopt. This was agreed and will be given to the Chair to sign. One copy will be held by him and one by the RCC.
- 2.2 Protocol – the Group examined the protocol describing communication with other organisations and stakeholders, and how they would relate to the Steering Group and Plan
- 2.3 Outline Process – The group examined a suggested timeline and priority list which could be utilised. This is not obligatory but could be helpful.

3. The Group had asked at the last meeting what outcomes had been achieved by other parishes. LC circulated a document she had collated showing some results across the county over the last 3 years, for the Group to examine.

4. Ideas for the consultation exercise were discussed by the Group, as follows:

4.1 A questionnaire was agreed to be appropriate as the foundation but other methods would be useful. The completion of a survey online would help in achieving a good response rate.

4.2 Core questions to be included were circulated. It was agreed that the Group would examine these and comment or edit them in time for the next meeting.

4.3 There was discussion on the possibility of using The Journal as a means of distribution of the survey, either as an insert or as a tear-out page. PG would be asked to try to negotiate something with the Journal Editor in the near future.

4.4 It was agreed that it would be important to establish a number of drop-off points for completed surveys in local businesses, shops and pubs. Individual collection would also increase the completion rate although is hard work.

4.5 It was noted that there would be a need to decide on the spread and distribution of questionnaires eg should there be one per household with the option to apply for more copies?

4.6 It was agreed that it would be useful to have posters and publicity ready for the many events due to be held locally during the summer, announcing the survey and Plan. Some flyers and posters could be produced at minimal cost by the RCC, although design ideas and leadership are needed – PG?

4.7 There was a discussion on the need for some incentives to complete and return the surveys and the possible donation of prizes, for both adults and children, by local businesses.

4.8 LC offered to bring previous examples of surveys developed specifically for children, and for young people. Surveys targeted at the business sector could also be considered.

4.9 The Group was warned that the cost of printing surveys could be high, so support from Blaby DC should be sought in the first instance. Other funders can be approached and the RCC can help with the wording of applications for grants.

4.10 Particular efforts to capture the views of young people will be needed and the video box method was discussed. The Head of Lutterworth Grammar has already expressed interest in supporting the Plan, so this may be a source of technical support. This needs pursuing.

#### Actions agreed

KS offered to organise a suggestions box at Redhill School Fair, supported by artwork by pupils (logo etc) produced with CG's input.

PB will organise a suggestions box at Littlethorpe Gala on July 28<sup>th</sup> – publicity materials needed here as well.

For discussion and decisions at next meeting

The actual content and wording of the survey  
Ideas for pre-survey publicity and events