

**Narborough and Littlethorpe Parish Plan meeting  
Tues Nov 6<sup>th</sup> 2007**

<b>Present</b>	<b>Apologies</b>
Robin Phillips – Chair	Penny Bates
Linda Owen – Minutes	Richard Harris
Cllr Trevor Matthews	Mick Sawyer
Cllr Pat Gould	Charlotte Burt - RCC
Cllr Pauline Thomas	
Mary and Garth Young	
Graham Harris	
Betty Watkins	
Cllr Steve Woodcock	

**1. Minutes of 2<sup>nd</sup> Oct** – Agreed as a correct record

**2. Matters arising** – LO reported that our new support from the RCC is to be Charlotte Burt, who had to give apologies for this meeting, but hoped to make the next one. Lizzie Clark had produced a number of copies of the survey in response to the last set of revisions and it was agreed that this would again form the most part of tonight’s meeting.

The group looked at the outline process issued by the RCC and it was agreed that our progress was satisfactory. It was noted that there was a suggestion that a draft questionnaire should be sent to providers of local services for comment. The group agreed that this would be better done once we have agreed on the final survey, rather than during the draft stage. It was assumed that we now have RCC endorsement of the survey’s content and style.

PG was thanked for her latest bulletin on progress, for insertion in The Journal.

**3. Survey** – The latest copy was looked at and further small revisions made, mostly to ensure a consistent approach and structure. The larger sections on Travel & Transport, and Environment & Planning were discovered not to have been revised by LC in the ways the group had decided. PG agreed to let LO have a further electronic copy of these sections and she would resend one final paper version for LC to work on again. If completed well before the next meeting, it would be worth distributing to group members for final agreement in December.

The style and presentation of the survey was discussed and it was agreed that the Parish Council logo/letterhead should be an integral part of the design. SW offered to take some photos of local landmarks and scenes. PG offered to work on the wording of an introduction.

The separate Youth Questionnaire also needed to be finally agreed, preferably by the sub-group that worked on it (PB, CG, and KS). RP agreed to deliver hard copies to them and ask for their comments.

**4. Finance** – SW has submitted two applications for grant aid. PG supplied a list of some further sources that may be useful.

**5. Publicity** – It was agreed that there was no need for a Bulletin this coming month.

**6. Next meeting Tues 4<sup>th</sup> Dec 7.30pm.**