

## Little Compton Parish Plan Meeting

Monday 7 April 2014 at 7.30pm at the Village Hall

### Present:

Stephen Browne  
Lin Dean-Smith  
Jeremy Evans  
Hilary Macdonald (Chair)  
Jenny Rudge

Apologies: Sue Morgan

### Discussion / Actions

- |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Action</b>  |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. Minutes and actions from last meeting        | <p>The minutes of the last meeting (12 February) were approved.</p> <p>Hilary thanked Sue in absentia for her file of parish plan documents.</p> <p>Stephen was also thanked for his report to the Parish Council annual meeting, and for obtaining updated quotes for questionnaire analysis from Simon Purfield, Consultation &amp; Customer Insight Manager, Chief Executive's Unit. Stratford on Avon District Council. These were:<br/>£3.50 a questionnaire (x50) =£175, plus conversion from Word into SNAP software at £75. It would include a simple report with the result of each question, plus all the comments made in the open ended questions. Alternatively we could have the results in an Excel spreadsheet so that we could analyse the data ourselves, which would be cheaper. Jenny reported that any approval for expenditure must be put before the Parish Council, but she thought that the general feeling on the Parish Council appeared to be that spending £200-250 to analyse the questionnaires was unjustified, given the very low response rate of 22%. <b>Stephen agreed to obtain the quote for entry into Excel.</b></p> | <b>Stephen</b> |
| 2. Follow up from Parish Council Annual meeting | <p>There was little response from the meeting. It is not known whether any spare questionnaires were taken from the meeting. A new deadline of 30 April for return of questionnaires was proposed at the meeting. One more completed questionnaire has been received subsequently.</p> <p>After the meeting Reed Business School</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |

requested copies of the responses to the questionnaire relating to it (Section 9). Jenny inquired of the local association of Local Councils whether this would be permitted. They said it was unusual, but on the grounds that no-one could be identified from the returned answers they could not see a reason not to allow it. A discussion ensued among the steering group members as to whether (a) copies should be given out, and, if so, where to draw the line with further such requests, or (b) a central copy should be available to view on request. Other aspects taken into consideration included the general transparency of the parish plan process and of all parish council matters, as well as the goodwill shown by Reed Business School to take villagers' views into account. **Hilary agreed to check with Reed Business School as to whether actual copies were required or a summary of responses would suffice.**

**Hilary**  
**I**

3. Reviewing questionnaires returned

It was proposed that the members of the steering group divide the questionnaires among themselves and enter the data into a prepared spreadsheet. **Jeremy proposed that we then analyse the responses, produce a summary, and present a report to an open meeting of the village.**

**Hilary agreed to submit a request in CentrePoint for a computer-literate person with the time to design the spreadsheet.**

**Hilary**

4. Next steps

**Hilary agreed to submit a further reminder of the new deadline for return of completed questionnaires.**

**Hilary**

**Stephen agreed to prepare a reminder notice to be posted on the noticeboard.**

**Stephen**

5. Next meeting

To be held on 13 May at 7:30 p.m. in Village Hall, timed to precede next Parish Council meeting scheduled for 19 May.

Hilary Macdonald