

Notes of the East Leake Community Plan Group held on Wednesday 19th September 2012 at 7.30 pm at the East Leake Parish Council office.

Present: Jenny de Villiers	Co-operative Sector & Neighbourhood Watch (Chair)
Vicenta Rose	Resident (Secretary)
Kevin Shaw	East Leake Village Hall
Doris Elcock	East Leake Community Care
Brenda Lewis	Resident
Craig Baldwin	Business owner & resident
Carys Thomas	Parish Council
Julie Stables	Love & Piste Business owner
Gary Grayston	Resident & Business owner
Felicity Rose	Resident
Lesley Way	Resident
Donna Griggs	Lantern Lane School

Item	Action
<p>Delivery of Questionnaires & follow up</p> <p>Questionnaires have been delivered to every household in East Leake. Thanks was placed on record to those people who carried out the deliveries and in particular to Carys Thomas for her work in co-ordinating the rounds and monitoring the return rates.</p> <p>All collection boxes have been collected and emptied and an update received on the online responses.</p> <p>To date, there have been 911 questionnaires returned which is an excellent result! This equates to a 32% response rate.</p> <p>Brenda has attended assemblies at the Junior schools in order to promote the questionnaire and Harry Carlton Academy has agreed to send a text reminder to all pupils and families. Donna agreed to issue a similar reminder from Lantern Lane School once Jenny has confirmed the collection points.</p> <p>The banners have also helped with the publicity and thanks placed on record to Kevin Shaw.</p> <p>It was agreed to extend the final deadline for return of questionnaire to the 30th September 2012.</p> <p>Collection boxes have been returned to the Parish Council, Post Office, Leisure Centre and the Co-operative so that people can still return them there. They will be left in place until the 30th September.</p> <p>From reviewing the response rate, it was identified that the returns from Rushcliffe state were low by comparison so it was agreed to ask the owner of the NISA shop known locally as Pav's) if they would have a collection box in order to facilitate the return of questionnaires.</p>	<p>Jenny/ Donna</p> <p>Jenny</p>

<p>Carys has produced some slips that can be printed in black and white to be posted through letterboxes as a reminder that it's not too late to complete the questionnaire. Available from the Parish Council office and also via email if people wish to print their own.</p>	All
<p>As Rushcliffe is a large estate it was agreed to have a group effort so anyone who is free should meet at 2pm on the roundabout corner on Wednesday 26th September.</p>	All
<p>Everyone should keep their spare questionnaires in case they are requested by a resident on their round.</p>	All
<p>Please let Carys know how many undelivered questionnaires on each round e.g. empty houses, nonexistent properties etc. so she can update the base figure for the response rate percentage.</p>	All
<p>Finance ELCPG has received 2 invoices. Adlards for £1304.40 for printing of the questionnaires and £96 from John E Wrights for the update to the banners.</p> <p>Both were approved.</p>	
<p>Next steps Aim to have initial data analysis completed by end of October. Invite Kathy Seymour of Seymour Research Services to present findings at the next meeting.</p> <p>It was agreed to ask Kathy Seymour for a quotation to extend the scope of the data analysis to include the free text comments due to the time involved for ELCPG to carry out this analysis. Felicity will ask Kathy Seymour to provide a quotation for consideration by ELCPG.</p> <p>Agreed to work on the Community Plan as a collective and not in individual working parties to ensure consistency of approach.</p> <p>Follow up Drop in sessions to communicate the results and community plan to be held in March 2013. Booklets containing the Community Plan to be produced.</p> <p>A discussion took place about consulting with businesses in East Leake. It was agreed that as the vast majority of business owners are also resident in East Leake that they have had the opportunity to complete the questionnaire so there was no requirement to conduct further surveys or questionnaires.</p> <p>Discussion also took place about whether we try and capture the views of people who use the village but are not resident here. Agreed that this was not necessary.</p>	Felicity.
<p>Any other business Thistlebank Graphics have sent an email of complaint for consideration by ELCPG and the Parish Council over the process for obtaining quotations for printing. Jenny will draft a reply and check it with Vicenta & Lesley Bancroft before issuing it.</p>	Jenny
<p>Date of Next Meeting To be confirmed – likely to be November</p>	Vicenta