

MINUTES OF WINCLE PARISH PLAN WORKING GROUP MEETING
HELD ON 10th NOVEMBER 2004
AT THE SHIP INN

Present:

Paul Woodcock	Elsa Goodwin
Rev Verena Breed	Giles Meadows
Peter Malkin	Emma Heald
Jenny Marsh	John Weston
Ed Stubbs	Johnny Morris
Sandy Blythe	Richard Goodwin

Introduction

Paul Woodcock (PW) welcomed Richard Goodwin and thanked him for participating in the Parish Plan Working Group. PW then gave a brief update on the last meeting for RG and those members who weren't able to attend.

Minutes of the previous meeting

Jenny Marsh proposed that the minutes were a fair and accurate record of the last meeting. This was seconded by Emma Heald and unanimously agreed.

Actions from previous minutes

1. PW to contact RG - completed. **Closed.**
2. JM to contact SL - JM confirmed that The Wincle Primary School Headmistress, Sheila Loughlin, was very interested to be involved in the plan and to advise on any part of the questionnaire that related directly to the school and/or the pupils. Unfortunately, SL commitments meant that she would not be able to regularly attend the Working Group meetings. It was agreed that the WG would keep SL informed of progress and there was an open invitation for her to come to any WG meeting - PW to forward minutes to SL. **Ongoing.**
3. PW to supply timesheets to WG members - completed. **Closed.**
4. Elsa to raise at WI - EG was unable to inform the WI of the PPWG aims and actions at the last meeting, but will do so at the next meeting in December. **Ongoing.**
5. PW to list sample questions for review - completed. **Closed.**
6. JW to bring parish map to next meeting - completed. **Closed.**

Review of draft questionnaire

After discussion it was agreed that a realistic target should be to distribute one questionnaire to each household, but that the questionnaire should be designed to allow differing views from family members to be recorded. It was also agreed that each household should be able to request extra copies of the questionnaire should individual family members wish to complete the survey independently.

The draft questions were then reviewed in detail and the following agreed:

- the list of sample questions covered all the major topics relevant to the Parish;
- the structure of the questions should, where possible, allow for a "YES", "NO", and "DON'T KNOW" ticked reply;

- the questions needed to be re-grouped to provide a better flow to the questionnaire.

Action: PW/JM to re-draft the questionnaire for further review

AOB

JW asked the WG to formally confirm their agreement to continue with the development of the Wincle Web site with the assistance of an IT Web Consultant. JW advised that from the outset of the PP process Cheshire Community Council had recommended that a Web site could be an essential tool to assist with the collection, collation and dissemination of information for the Plan and it had been an important factor in the CA Grant Application. After discussion, it was unanimously agreed to continue with the Web site construction.

Action: JW to contact IT Consultant

Date of next meeting

The date of the next meeting is **8:00pm Wednesday 1 December at The Ship Inn**