

MINUTES OF WINCLE PARISH PLAN WORKING GROUP MEETING
HELD ON 14th DECEMBER 2004
AT THE SHIP INN

Present: Paul Woodcock
Sandy Blythe
Peter Malkin
Jenny Marsh
Johnny Morris

Rev Verena Breed
Giles Meadows
Emma Heald
John Weston

Apologies: Elsa Goodwin
Ed Stubbs

Richard Goodwin
Brian Porter

Introduction

Paul Woodcock explained that after contacting Alan Weeks and Jill Smith about having an article in the Link and Parish magazines, he discovered that the next Parish magazine would not be published until February and the Link's editorial deadline for its January issue was Friday 10th December and not December 14th as originally thought. PW then circulated a draft article to WG members for review and comment. PW was able to get agreement for two A5 sides of copy from AW and the final article was submitted for inclusion in the January issue which is distributed prior to Xmas.

Minutes of the previous meeting

The minutes were unanimously agreed to be a fair and accurate record of the last meeting.

Actions from previous minutes

1. PW to circulate website layout and request ideas and content for inclusion - action taken on by Web project group. **Closed**
2. All to provide suggestions for the initial paragraph - discussed and agreed later in meeting. **Closed**
3. PW to re-draft the questionnaire for further review - completed. **Closed**
4. JM to discuss this with SL in order to define the best route for Sheila's input to the process, bearing in mind the need to get this input by mid-January - **Ongoing**
5. PW/JW to arrange for households to be asked to take part in test - one of the households suggested cannot take part. An alternative suggested - **Ongoing**
6. All to provide suggestions for the covering letter - discussed and agreed as later agenda item in meeting. **Closed**
7. JW to purchase laminator - JW reviewing need for A3 capability - **Ongoing**
8. PW to draft potential article and contact AW and Jill Smith about the inclusion of the article in The Link and Parish magazine - completed. **Closed**

Overview of process

PW suggested that it would worthwhile confirming the processes involved in producing the Plan. After discussion the following was agreed:

- Recommendation from 2003 AGM to proceed with a Plan - *this was supported with the proviso that it would proceed no further than the questionnaire stage if the returns were low.*
- Parish Clerk to apply to Countryside Agency for grant to cover costs to produce the Plan - *JW has been successful in obtaining grants to cover the full cost;*
- Working Group to be formed of volunteers to agree and initiate the process by which the information can be gathered - *comprehensive questionnaire to go to every household.*
- Working Group leads process of Questionnaire distribution and completion with target of a 100% response on a household basis.
- Working Group to review responses and agree if any follow up is required to clarify points raised. The Group will then prepare a draft Plan incorporating and prioritising the responses for presentation to a full Parish Meeting.
- Parish Meeting to agree content of the Plan and its wider publication.
- Irrespective of formal publication, any ideas, opportunities or issues are followed up by the Parish Officers or interested parties.

Review of third draft questionnaire

After discussion the following were agreed on the general content overall layout:

- There is no need for anonymity, as the questions are not felt to be contentious. Therefore the requirement for confidential list and numbering to enable a prize draw is unnecessary.
- The initial question asking if the respondent supports Wincle developing a Parish Plan - YES or NO, and if NO not completing the questionnaire, should be removed. This will be replaced with a final question that asks whether the respondent agrees with the questionnaires being used to develop a Parish Plan.
- The answer columns for "Adequate" and "No Opinion" were reviewed for all relevant questions and in many cases removed and/or the heading changed.

Each draft question was then reviewed in detail and additions/amendments/deletions made accordingly.

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

It was also agreed that JM would consult with Sheila Loughlin regarding the section relating to the Wincle School, so that some content would be available for the 'test' questionnaire to be circulated. (Subsequent to meeting JM has agreed with SL that proposed questions plus one addition are acceptable and that SL should be sent papers for next meeting with prospect of her attending if possible.)

Action: PW to circulate papers to SL.

Questions and Answers (draft)

PW circulated a document that might help WG members with any queries that they might be asked. These were reviewed and agreed

Action: PW to amend and circulate to WG.

Covering letter

PW distributed a draft document based on the Link article for discussion on whether it should be used as an introduction to questionnaire. It was agreed that any further document explaining the purpose of a Parish Plan and the Questionnaire would be too much.

PM put forward a draft statement that could form the basis of a covering letter. With only minimal change to the text, the statement was unanimously agreed as being ideal for inclusion, along with a reference to the Link article should further explanation be needed.

Action: PW to draft covering letter based on PM's wording and modifications agreed at the meeting

AOB

1. JW gave an update on progress with the website development and the setup of a sub-project to assist with this. JW confirmed that the website would be published in early January to enable a printable electronic version of the questionnaire to be available for download.
2. JW reminded everyone to ensure that they were filling in their timesheets and to hand in any that had been completed.

Action: All

Date of next meeting

The date of the next meeting is **8:00pm Wednesday 12th January at The Ship Inn**