

**MINUTES OF WINCLE PARISH PLAN WORKING GROUP MEETING**  
**HELD ON 16<sup>th</sup> February 2005**  
**AT THE SHIP INN**

**Present:** Paul Woodcock Sandy Blythe  
Elsa Goodwin Giles Meadows  
Emma Heald Ed Stubbs  
Jenny Marsh Richard Goodwin  
John Weston Peter Malkin

**Apologies:** Johnny Morris Rev Verena Breed

**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. Everyone to ensure that they were filling in their timesheets and to hand in any that had been completed - **Ongoing**.
2. JW to advise local authorities etc as well as Wincle residents with email ids and distribute posters - Completed. **Closed**.
3. JW to write to Ginny and Kay to thank them for their efforts in getting the website up and running in line with the project requirements - Completed. **Closed**.
4. PW to re-draft the covering letter and questionnaire ready for distribution - Completed. **Closed**.
5. PW to list and advise each WG member of their distribution list and circulate relevant number of questionnaire packs - Completed. **Closed**.
6. JW to pay GM and KV invoices - Completed. **Closed**.

**Return of Questionnaires and feedback on any issues**

PW collected all the returned questionnaires from the WG members and checked off from the distribution list. From the 63 questionnaires distributed 57 were completed and returned giving a return-rate of 90%. Of the 6 outstanding questionnaires only 2 were actually declined to be completed, 1 resident was on a long vacation in Australia and the remaining 3 were still to be collected.

No feedback was received on any issues.

PW confirmed that he would collate the returned questionnaires and enter the responses into spreadsheets that he had built to analyse the data. He estimated that this would take about 3 weeks and he confirmed that he would distribute the results for review before the next meeting.

**Action:** PW to analyse the questionnaires and distribute the results.

It was agreed that these results would need to be audited by a third-party to authenticate the results.

### Process for sweep-up of outstanding questionnaires

Following such a high response it was felt that apart from contacting the 3 remaining households for their questionnaires no further effort was required.

### AOB

- PW thanked all WG members for their hard work in the distribution and collection of the questionnaire and making the survey such a tremendous success.
- JW requested agreement to pay the invoice submitted by PW for expenses incurred for the production of the questionnaire and the website URL annual charge. This was agreed.  
**Action: JW to pay PW invoice.**
- JW requested agreement to purchase a scanner to help with transferring documents to the website and distribution of questionnaire analysis. This was agreed.  
**Action: JW to review and purchase scanner.**
- JW noted from the returned questionnaires that he had seen so far that the suggestion of collecting and recording the history of the village was strongly supported. Sandy Blythe was asked if she would review how this might be achieved and who could be asked to contribute.  
**Action: SB to review the collection and recording of Wincle village history.**
- PW suggested that it would be good to get an article included in the next edition of the Link to let everyone know the high response level to the questionnaire. This was agreed.  
**Action: PW to write article for inclusion into the edition of the Link.**

### Date of next meeting

The date of the next meeting is **8:00pm Wednesday 16<sup>th</sup> March at The Ship Inn**