

MINUTES OF WINCLE PARISH PLAN WORKING GROUP MEETING
HELD ON 1ST DECEMBER 2004
AT THE SHIP INN

Present: Paul Woodcock
Kay Morris
Peter Malkin
Jenny Marsh
Ed Stubbs
Sandy Blythe
Brian Porter

Elsa Goodwin
Giles Meadows
Emma Heald
John Weston
Johnny Morris
Richard Goodwin

Apologies: Rev Verena Breed

Introduction

Paul Woodcock (PW) welcomed Kay Morris (KM) and Brian Porter to the third meeting of the Parish Plan Working Group. PW explained that KM was here to give a demonstration on progress of the website construction to date.

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. 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 - JM to invite SL to next WG meeting. **Closed.**
2. In Elsa's absence Pauline Porter raised the issue of the Parish Plan at a WI committee meeting. The general reaction was the aim of the Plan was not understood. This highlighted the need to ensure that the purpose of the Plan was clearly explained on the questionnaire when it was circulated. **Closed.**
3. PW/JM to re-draft the questionnaire for further review - completed. **Closed.**
4. JW to contact IT Consultant - completed. **Closed.**

Demonstration of Website

PW introduced this item by explaining that the proposed website would serve as a source of information about Wincle and also be a vehicle for communication within the Parish, in the first instance being used to share details of the progress of the Parish Plan. www.wincle.org has been reserved as a URL for the site.

KM gave an update on progress in the development of the Wincle Website and demonstrated the proposed layout and content received so far. The following was agreed:

- the general layout and mapping of the website pages;
- the website layout should be circulated;

- a request put out for content and ideas;
- the parish map should only show businesses and properties of owners that have requested their inclusion;
- links to business websites, or separate pages for businesses, within the community should incur a small annual charge to help offset future running costs.

Action: PW to circulate website layout and request ideas and content for inclusion

Review of second draft questionnaire

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

- the questionnaire should start with a section that succinctly and accurately describes the aim of a Parish Plan - this was agreed to essential for its success;;

Action: All to provide suggestions for the initial paragraph

- following the above paragraph the initial question should be whether the person agrees with Wincle developing a Parish Plan - YES or NO. If YES the questionnaire should be completed and returned to the WG, or if NO just returned to the WG;
- the layout to be altered so that the larger questions and answer boxes are in a tabular format;
- descriptions for answer boxes to be shown as a heading

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 early in the New Year we consult with Sheila Loughlin regarding the section relating to the Wincle School.

Action: 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.

Trial Households for questionnaire roadtest

The following were put forward as possible households that might be prepared to test the questionnaire:

Hill Top Farm	-	Alan & Sue Brocklehurst;
Conifers	-	Eila & Albert Forrester;
Hillanddale	-	Joyce Millington;
Broomhill Farm	-	John & Rosemary Bamford.

Action: PW/JW to arrange for households to be asked to take part in test.

List of households for final questionnaire

PW read out a list of all the households/family names that the Parish records have and asked for comment for any known differences.

Ideas for covering letter

It was agreed that everyone should think about this before the next meeting and prepare it then.

Action: All to provide suggestions for the covering letter

Incentives for completing the questionnaire

Giles Meadows kindly offered to donate a free meal at The Ship as a prize. As the questionnaires can be returned anonymously it was agreed that PW would mark all questionnaires with the corresponding number from his confidential list of parish households. This number would then be entered in the draw for any returned questionnaire from a household and the winner announced at a date to be agreed - possibly the next Wincle Parish AGM.

AOB

JW asked for agreement to purchase a machine to laminate A4 paper sheets. These would be put on the Notice Boards to help publish the Plan and its progress. JW estimated to cost approximately £40. Unanimous agreement was given.

Action: JW to purchase laminator

PW suggested that it would be useful to put an article in the Link and Parish magazine to publicise the aim of the questionnaire and the aim of a ParishPlan. It was agreed that the paragraph at the start of the questionnaire and the content of the covering letter should provide the basis of the article. This will be completed at the next meeting and given to Alan Weeks by Wednesday morning 15th December.

Action: PW to draft potential article and contact AW and Jill Smith about the inclusion of the article in The Link and Parish magazine

Date of next meeting

The date of the next meeting is **8:00pm Tuesday 14 December at The Ship Inn**