

WARDINGTON CLP



Subtitle: Minutes
Date: 20/11/2013
Version: 131125 (final)
Author: Brendan Watts
Location: The Cottage on the Green
Attendees: Brendan Watts, Malcolm Patterson, Mario Pascoe, Mark Thorley, Patricia Peters, Steve Mackenzie-Lawrie
Absent: Janet Craig, Mike Pollard
Keep informed: All members

Agenda

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1. Positions of responsibility

Brendan volunteered to take over the position of chairman in order to co-ordinate further meetings, set actions, to resolve conflicts and maintain focus. There was no vote, but it was generally accepted.

Until we have a secretary, Brendan will also assume the responsibilities of the secretary by writing the minutes and sending out the agenda for meetings.

Malcolm continues in the post of treasurer.

2. Authority

There was a general discussion on where the steering group for the community led plan gets its authority from (if any). The community led plan is mentioned on webpage:

<http://www.oxonrcc.org.uk/what-we-do/community-led-planning>

The formation of the steering committee was established following a public meeting initiated by the parish council. At the public meeting volunteers were asked to come forward and form the "CLP Steering Committee". The steering committee is free to operate independently. We have received funds from ORCC, which are held in our own bank account and managed by the treasurer. The parish council has also donated funds to the steering committee and is kept informed of the committee's plans and activities.

The steering committee was formed to co-ordinate activities that should result in the generation of a Community Led Plan for the village of Wardington. It is open to everyone to join and contribute.

3. Members

The members of the community led plan steering committee are:

- Steve Mackenzie-Lawrie
- Mario Pascoe
- Malcolm Patterson
- Patricia Peters
- Mike Pollard
- Mark Thorley
- Brendan Watts

Additional members include:

- Janet Craig (who remains on the circulation list)
- Nicky ? (not on the circulation list but is happy to contribute in the future)
- Roderick ? (not on the circulation list but is happy to contribute in the future)

4. Review of the plan

Brendan presented a potential plan, which other members contributed to during the discussions. In chronological order the plan is:

Milestone	Comments and target dates
Consider and agree this plan	This was deferred to the next meeting when the plan would be typed up in the minutes so that others can consider it
Amend current plan as required	Set for meeting on 27/11/13
Produce first draft of the questionnaire	Brendan produced two drafts versions 130929 (shorter version) and 131009 (longer version)
Agree first draft	Version "131109 draft" (longer version) has been agreed, see later in these minutes
Fill in the first draft	Agreed for Monday 25/11/13
Collate results, corrections, amendments, additions	To be presented at next meeting on 27/11/13
Update draft to give initial version	
Agree full paper version of the questionnaire	
Agree the format for the questionnaire	
List incentives for people to complete	
Find volunteers to help distribute and collect the plans	
Decide on advertising	
Plan a formal launch	
Launch the plan	
Distribute the questionnaires	
Hold meetings in the village hall for collections	
Manage collection points	
Personal collections	
Collate results	
Presentation of results to the village	
Publish results	

Following this phase we will need new actions to prepare the community led plan itself.

ACTION BW by 22/11/13: type up the plan as part of the minutes so that others can consider it, contribute to it and agree a version of it at the next meeting.

Following the presentation of this potential plan, Brendan suggested that it would take 2 more years to complete if we took a month over each item. The general opinion was that we did not want to take 2 more years so it is assumed that we will have to set actions more often than once per month.

It is hoped that we would be able to set target timescales for each of the milestones in the plan at the next meeting. We may need to clarify the milestones and actionable items for the launch plan since they are simply collected in the list above.

5. Discussion on the questionnaires

Brendan had drafted two versions of the questionnaires. The “version” can be found in white at the bottom of the green box on the front page.

Version	Description
130929 draft	<p>This is a shorter version of the questionnaire, based only on the information collected from the community. It assumes one person will fill in each questionnaire, which gives it the opportunity to seek more detailed opinions on each question.</p> <p>The end results can be presented in a pie-chart format, or as statements of agreement: “xx% of people agreed that...”</p>
131009 draft	<p>This questionnaire is comprehensive. It is an amalgamation from several community led plans and includes all the questions gathered from Wardington. It assumes each household will fill in each questionnaire, reducing the opportunity for detailed opinions.</p> <p>The end results can be presented in the format “xx% of people felt xyz is important”.</p>

There are advantages to each questionnaire. It was felt that it would be better to start with the longer version of the questionnaire. The following points were noted:

- We may change the questionnaire so that only one person answers each one, avoiding households from being influenced by each other’s responses.
- We will probably reduce the length of the questionnaire, based on our own opinion of how important we feel each part is. (There is repetition in the questionnaire, please find and remove this).
- The general view is that the “binary” yes/no answers are probably good enough, but we may change to the more detailed style when we have done our first draft.

It was proposed that we would fill in version “131009 draft” as follows:

- Use column A for your response.
- Rate the relevance of each question using 1 (very relevant) to 5 (irrelevant, remove it). You may prefer just cross the irrelevant questions (which will then receive a score of 5 when the results are averaged and all other questions will receive a score of 1).
- Please add comments. (Brendan promises not to take any offense, be brutal.)
- Please check spellings, grammar, layout, capitalisation, etc. Ignore pagination problems, which will be fixed later.

ACTION EVERYONE by 5pm 25/11/13: deliver completed questionnaires to the Cottage on the Green.

ACTION BW by 27/11/13: collate responses ready for discussion at meeting.

As part of the discussions some additional requirements for the questionnaire were raised. These are:

- We want to try and capture the names of individuals who may contribute to executing aspects of the plan once it has been created.
- We may want a prize draw to incentivise people to contribute.
- We want the post code of each household, which is considered anonymous enough, so we will be able to analyse the responses from different geographic areas of the village.

- We want the end result to tell us the response rate for each section.

We will try to make sure these are incorporated in the next draft.

6. Any other business

7. Date for the next meeting

The date for the next meeting was set as Wednesday 27/11/13 at 8pm at the Cottage on the Green.

8. Revision history

Revision	Changes
131120	Draft, unapproved version of the minutes.
131122	Updated following corrections.
131125	Updated following corrections.