

# WARDINGTON CLP



Subtitle: Minutes  
Date: 27/11/2013  
Version: 131129  
Author: Brendan Watts  
Location: The Cottage on the Green  
Attendees: Brendan Watts, Malcolm Patterson (MP), Mario Pascoe (MPAS), Steve Mackenzie-Lawrie  
Absent: Janet Craig, Patricia Peters, Mike Pollard, Mark Thorley  
Keep informed: All members

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## Agenda

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### 1. Review of the previous meeting

The minutes from the last meeting on 20/11/13, version 131125, were approved.

Actions from the previous meeting:

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. **Completed.**

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

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

No actions were outstanding.

It was agreed that the minutes should be circulated to the parish council since we are to keep them informed about our progress.

ACTION BW by 04/12/13: Email approved minutes to parish clerk (Robert). **Completed.**

The following steps would be followed for issuing minutes:

- (a) Draft minutes typed up following the meeting

- (b) Amendments emailed and further draft minutes issued
- (c) Final version accepted (either at the next meeting or by the majority of attendees by email)
- (d) Minutes emailed to parish clerk ([wardingtonparishcouncil@hotmail.co.uk](mailto:wardingtonparishcouncil@hotmail.co.uk))
- (e) Minutes placed on [www.wardington.net](http://www.wardington.net) (if possible)
- (f) Minutes circulated via wardington.net newsletter

## 2. Financial review

Malcolm presented the accounts that were submitted to the Oxfordshire Rural Communities Council (ORCC) on 12/03/13. The Wardington CLP bank account has £844.50.

The balance of £844.50 comes from income of £2235.30 and expenditure of £1390.80. Of the income £1209.17 was raised from residents and local businesses; £1000 was a grant from the Oxfordshire Rural Communities Council (ORCC) and £26.13 was from parish council. The parish council is committed to a further £200 as a condition of the ORCC grant.

The money in the bank and the money still to come from parish council should be sufficient to carry out the questionnaire and compose the community led plan, but probably not printing and the direct costs of consultation meetings and presentations in the village hall. In any event it was agreed that we wanted to have enough money left over so that small projects could be started immediately once the plan was written.

For these reasons it was decided to approach parish council for support, including financial support, in their next financial year.

It was also agreed that we should continue to aim to raise money wherever we can for projects that arise out of the community led plan.

## 3. Scope of the questionnaire

It was noted that we do not have any members from Williamscot or Coton and that these communities may feel excluded, which is not our intention. There was a long discussion on how to make sure we include these communities appropriately.

It was decided that:

- We would develop the questionnaire so that Williamscot and Coton were included (though we may need local help to add questions that they require).
- MP would inform the parish council that we intended to include Williamscot and Coton in the questionnaire.
- Once a full draft is available, we would seek opinions from outside Wardington village.

We would, of course, welcome anyone who wants to join from these communities.

ACTION MP by [next parish council meeting]: Update the parish council.

## 4. Review of the plan

It was agreed that the questionnaire's plan, as set out in the minutes last time, was sufficient for the time being and did not need adjusting. It was noted that the order of some items and the detail in

places may need to change. We will update the “comments and target dates” field as needed. The plan is reproduced here with the comments field updated as appropriate:

<b>Milestone</b>	<b>Comments and target dates</b>
Consider and agree this plan	27/11/13: The plan was accepted as sufficient for now, though some improvements to the details and ordering would be required.
Amend current plan as required	27/11/13: No changes to the milestones as a result of this meeting.
Produce first draft of the questionnaire	20/11/13: BW produced two drafts versions 130929 (shorter version) and 131009 (longer version)
Agree first draft	20/11/13: Version “131109 draft” (longer version) has been agreed, see later in these minutes
Fill in the first draft	27/11/13: First draft filled in, comments collected, spreadsheet of results available.
Collate results, corrections, amendments, additions	27/11/13: Done at the meeting.
Update draft to give “full draft”	27/11/13: BW to make second draft by 04/12/13. Steering group to provide comments and corrections at meeting on 08/12/13.
Agree full paper version of the questionnaire	
Agree the format for the questionnaire	20/11/13: Intend to use a paper version.
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	

## 5. Target timescales

Our current timescales are:

Date	Milestone
Mid-Dec 2013	External draft version available for wider consultation, including for Williamscoot and Coton
Feb 2013	Entry in Warbler
Mar 2014	Formal launch
Apr 2014	Collection complete
Jun 2014	Publication of results
Summer	Intend to have some activities of the plan carried out

We did not want to carry out the formal launch earlier because we want the collection phase to happen when the daylight hours are longer (April), partly to avoid scaring people by calling after dark and partly to avoid walking at night.

## 6. Discussion on the current questionnaire

We went through the first draft of the questionnaire, question by question. Having our members fill in the questionnaire was useful since it highlighted problems. A new version of the questionnaire will be produced and the steering committee will meet to go through the next version (probably in a very similar way).

ACTION BW by 04/12/13: Update the questionnaire and recirculate.

ACTION EVERYONE by 11/12/13: Go through the questionnaire again. Bring comments to the next meeting.

## 7. Any other business

There was no other business raised.

## 8. Date for the next meeting

The date for the next meeting was set for Wednesday 11/12/13 at 8pm at the Cottage on the Green.

## 9. Revision history

Revision	Changes
131128	Draft version.
131129	Clarification on initials. Clarification on collecting during daylight hours. Clarification on the financial statement.