

# WARDINGTON CLP



Subtitle: Minutes, plans and decisions  
Date: 05/02/14  
Version: 140216 draft  
Author: Brendan Watts  
Location: The Cottage on the Green  
Attendees: Brendan Watts (BW), Steve Mackenzie-Lawrie (SML), Mike Pollard (MJP),  
Patricia Peters (PP), Mark Thorley (MT)  
Absent: Malcolm Patterson (MCP), Mario Pascoe (MPP)  
Keep informed: All members

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## Agenda

1. Review of the previous meeting.....	1
2. Discussions and outcomes .....	1
3. Review of the plan .....	3
4. Launch at the village hall .....	4
5. Any other business .....	6
6. Date for the next meeting.....	6
7. Revision history .....	6

### 1. Review of the previous meeting

The minutes from the last meeting on 22/01/14 were approved.

### 2. Information on the housing questionnaire

There will be a questionnaire about housing in the village soon. MPP provided the following information about this questionnaire:

*With regard to the housing questionnaire the update from tonight's parish council meeting is:*

- 1. There are a number of areas of clarification which have to be responded to,*
- 2. The questionnaire and process is therefore is on hold until the parish council are happy with the responses from ORCC.*

*For most people there will only be one page of questions which ask for:*

- 1. House and Household profile*
- 2. How long you have lived in village?*

*There are additional sections for those who are interested in affordable homes.*

### 3. Children's questionnaire

(This should have been in the minutes last time). PP presented her questionnaire for the children, which will allow her to collect the views of our younger members. The questionnaire is shown below.

It was agreed that this would be a simple and effective questionnaire for the children.

<i>Living in Wardington Parish</i>	
<i>What I like</i>	<i>What I don't like</i>
	<i>I am          years old and I live in</i>
	<i>Upper</i>
	<i>Middle      Wardington</i>
	<i>Lower</i>
	<i>Williamscot</i>
	<i>Coton</i>
<i>Where I play</i>	<i>What I would like to happen for children</i>

### 4. Discussions and outcomes

#### 4.1. Advertising of the event

It was noted that we may have missed the Warbler.

The discussions at the meeting concentrated on how we would advertise the event. We had many slogans to attract people, some more provocative than others.

The actions from the meeting regarding advertising were:

**ACTION SML: try to get an entry in the Warbler (we may be too late).**

**ACTION SML: Create a poster to advertise the event and pass to the parish clerk (Robert) and ask if he will circulate it.**

**ACTION SML: Print and put up the poster on the village notice boards.**

**ACTION BW:** Place the poster on Wardington.NET for additional advertising.

**ACTION BW:** Use some of the “slogans” from the poster for up to 4 posts on the Wardington.NET, each one highlighting some benefit of completing the questionnaire.

#### 4.2. Other actions

**ACTION MT:** Look at getting a list of postcodes and a list of houses. We would like to end up with a big list in Excel format.

**ACTION PP:** Buy Easter eggs for the children (allocated a budget of £20).

**ACTION PP:** Buy some simple stickers for the children so we know which ones have taken part (will be reimbursed, no budget allocated).

**ACTION MPP:** Test projector in the hall on 28/02/14.

**ACTION BW:** Start preparing a presentation.

**ACTION BW:** Forward the questionnaire to SML in preparation for printing.

## 5. Review of the plan

There were no updates to the overall plan, but it is held here in the minutes as a reference.

Milestone	Comments and target dates
Update draft with SML's comments	22/01/14: BW and SML have updated the questionnaire.
Agree full paper version of the questionnaire	Final version must be agreed by 01/03/14 for printing.
Agree the format for the questionnaire	One per person, approx 600 copies, A4, stapled, colour, double-sided.
Printing the questionnaire	SML able to arrange printing. Printing should be complete by 15/03/14.
List incentives for people to complete	3x prize draw and 1x prize on the launch at the village hall.
Find volunteers to help distribute and collect the plans	Volunteers will be invited to help at the launch.
Plan a formal launch	Plan on separate spreadsheet.
Launch the questionnaires	The date for the launch set for 22/03/14 2pm to 4pm in the village hall.
Distribute the questionnaires	Distribution complete by 05/04/14. Distribution by a team of ~15 volunteers, assigned ~20 houses each. Dropped off (and collected) from each house. Unused questionnaires back to PP.
Hold meetings in the village hall for collections	Not decided
Manage collection points	
Personal collections	Collection complete by 26/04/14.
Collate results	May 2014.
Presentation of results to the village	June 2014.

Publish results	June 2014.
Some actions carried out	Summer 2014.

## **6. Launch at the village hall**

There are only two minor updates to the plan for the day. The updated version is below.

Community led plan questionnaire launch  
Tea, cakes and questionnaire distribution in village hall

Aim 60 people  
22nd March

Task	Person(s) responsible
<b>Questionnaire - one per person, approx 600 copies, A4, stapled, colour, double-sided</b>	
Finalising	BW: Final version by 01/03/14
Printing	SML: Printing by 15/03/14
Emailing Alan Foulkes, alan.foulkes@oxonrcc.org.uk	BW: Final version by 01/03/14
<b>Advertising</b>	
Incentives	MCP: Arrange £25 cash prize by 22/04/14 3x £25 prizes for completed questionnaires
Warbler	SML: Prepare and send to Henri
Posters	SML: Put up posters
Driving boards	BW: Make/put up boards
Wardington.net	BW: Advertising program
<b>Food</b>	
Tea, coffee cakes	MPP to co-ordinate Cake volunteers: PP, AP, FW AP, FW - teas, cakes on the day
Easter eggs for children	PP: Allocated £20 budget.
<b>On the day</b>	
<b>Arrive at 12pm to setup</b>	
Door (MCP)	MCP: Direct to address table
Address table (MPP)	MPP, MJP, MT, GP: We write name/address, hand over questionnaire, direct to tea, children to PP
Tea/cakes (MPP)	AP, FW, (HP?): Serving tea, direct to map
Children (PP)	PP: Sit individually with children LW: Help round up kids <b>Stickers on children who answer.</b>
Map (SML)	SML: Hand raffle tickets, tel# on back if you are not staying. Enlist volunteers.
Short presentation (BW)	BW: Running continuously. Delivered at 2:45pm
Clear-up (4pm)	Everyone!
<b>Equipment and materials</b>	
Projector	MPP 28/02/14, 3:30pm - test projector
Pencils, pens	BW

**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 05/03/14 at 8pm at the Cottage on the Green.

**9. Revision history**

Revision	Changes
140216	Draft version.