

WARDINGTON CLP



Subtitle: Minutes, plans and decisions
Date: 05/03/14
Version: 140315
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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1. Review of the previous meeting

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

2. Posters

We decided that we will make a simple poster and put them up in various places.

ACTION BW: Design poster and print 15 copies.

ACTION BW: Email poster to Robert so he can circulate it using his list.

ACTION PP: Put up the posters around the village.

ACTION BW: Post two more entries on Wardington.NET

3. Housing list

Mark is still hoping to get a list of postcodes and, from that, a list of houses.

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.

4. Questionnaires

Steve has printed the questionnaires!

ACTION PP: collect and staple all the questionnaires together.

We have decided not to number the questionnaires.

We found an error on the questionnaire, which means we will need to supply 4x £25 prize for people who return them.

5. Review of the plan

There were no major updates to the overall plan, but it is held here in the minutes as a reference. Completed items have been removed.

Milestone	Comments and target dates
List incentives for people to complete	4x 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

The only update to the launch list is that there will be 4x £25 for incentives now. Completed actions have been removed.

Community led plan questionnaire launch

Aim 60 people

Tea, cakes and questionnaire distribution in village hall

22nd March

Task	Person(s) responsible
Questionnaire - one per person, approx 600 copies, A4, stapled, colour, double-sided Bring questionnaires	
Advertising Incentives Posters Driving boards Wardington.net	MCP: Arrange £25 cash prize by 22/04/14 4x £25 prizes for completed questionnaires PP: Put up posters BW: Make/put up boards BW: Advertising program
Food Tea, coffee cakes	MPP to co-ordinate Cake volunteers: PP, AP, FW AP, FW - teas, cakes on the day
On the day Door (MCP) Address table (MPP) Tea/cakes (MPP) Children (PP) Map (SML) Short presentation (BW) Clear-up (4pm)	MCP: Direct to address table MPP, MxP, MT, GP: We write name/address, hand over questionnaire, direct to tea, children to PP AP, FW, (HP?): Serving tea, direct to map PP: Sit individually with children LW: Help round up kids SML: Hand raffle tickets, tel# on back if you are not staying. Enlist volunteers. BW: Running continuously. Delivered at 2:45pm Everyone!
Equipment and materials Projector Pencils, pens	MPP 28/02/14, 3:30pm - test projector 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 19/03/14 at 8pm at the Cottage on the Green.

9. Revision history

Revision	Changes
140315	Release version.