

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 28th January 2020

Present:

Guy Rickett (chair)
Chris Rickett
Alan Glasspool (notes)
Tony Currivan
Ed Rudler
Nick Kirton
Peter Gantlett
Rosemary Greenway

Apologies:

Marian Kent
Chris Thompson

Meeting Objective: To review and agree the content of the Vision and Aims Questionnaire and agree on next steps.

1. Minutes from Last Meeting
 - a. There were no comments on the minutes.
2. Matters Arising
 - a. There were no matters arising (other than those on the agenda)
3. WCC Consultation
 - a. The notes produced by Guy Rickett from the meeting with WCC were reviewed.
 - b. Discussion then proceeded on the situation with WCC proposal to build up to 10 affordable houses in the parish in 2021.
 - c. At the recent parish council meeting there was an instruction that there should be a call for sites for affordable housing to include both council land and non-council land in the parish.
 - d. Peter Gantlett stated that he planned to put forward a piece of his own land for WCC consideration for affordable housing and wanted to see that non-council land-owners had the chance to offer their land for this purpose as part of our consultation
 - e. Guy Ricketts agreed to produce a request and circulate to the group for feedback. **Action: TBC**
 - f. Guy Rickett will also talk through the approach with WCC. **Action: TBC**
 - g. Peter Gantlett stated that Diane (parish clerk) has the contact details of landowners in the parish
 - h. Tony Currivan volunteered to talk to tenants to help them in the identification of any sites.

4. Agree Questionnaire

- a. Chris Rickett walked the group through the Questionnaire to discuss any feedback and reach agreement.
- b. Chris will update the section at the beginning to explain the context of the housing section regarding the WCC affordable housing plans (**now amended see 3k above**) and the 2018 CP housing survey. **Action: CR**
- c. Agreement was reached on all the questions.
- d. Chris will update the Questionnaire and distribute around the group. **Action: CR**
- e. The group agreed to Chris' proposal to set up a small focus group and to get them to complete the Questionnaire to test its clarity and ease of use.
- f. Guy Rickett will arrange for contact with the Drop In email group to ask for volunteers for the focus group. **Action: TBC**
- g. Chris Rickett will arrange and carry out focus group session(s) with selected volunteers. **Action CR**
- h. Chris Rickett will feedback to the group the results of the focus group tests ahead of the February steering group (25th). **Action CR**

5. Agree the remainder of the Questionnaire Process

- a. Alan Glasspool walked through the outline plan for distribution, collection and analysis of the Questionnaire.
- b. The following principles were accepted;
 - i. Focus group to test questionnaire : **Action CR**
 - ii. Send copy to WCC for any feedback: **Action TBC**
 - iii. Final version approved by group around next steering meeting – 25th February
 - iv. Questionnaires will be numbered
 - v. All returned questionnaires with a name and address completed will be entered into a draw with a chance to win a £50 voucher
 - vi. They will be hand delivered by the group each taking a share, in the same way as the Drop In leaflet process in September / October
 - vii. An up to date list of addresses will be acquired. **Action TBC**
 - viii. Once completed parishioners will be instructed to seal down the envelope
 - ix. There will be an option to scan and then send the completed questionnaire via email
 - x. Delivery was proposed around the 6th to 9th March

- xi. Collection will be via a return visit – proposal is 27th to 30th March. If at this time there has been no completion they will be encouraged to complete within the next few days
- xii. There will an allowance to return a second time within the next week to pick up any late completions
- xiii. In early to mid April a special Steering Meeting will be convened to open all returned envelopes and transpose results onto analysis sheets. These will then be copied to a computer spreadsheet.
- c. Alan Glasspool will document the process above and identify specific actions and responsibilities. **Action: AG**

6. Communications

- a. Nick Kirton to produce update for the next newsletter (1st February). **Action NK**
- b. The 1st March Newsletter will focus on the Questionnaire completion process.
- c. Other communication vehicles should also be considered to promote the Questionnaire process, such as, Nextdoor, leaflet, or use of our second banner.

7. Timeline to completion

- a. This will be updated in light of the actions above. **Action AG**

8. Schedule for next meetings

- a. The next meetings were agreed as follows;
 - i. Tuesday 25th February 2020 – 8:00pm
 - ii. Tuesday 31st March 2020 – 8:00pm
 - iii. Tuesday 28th April 2020 – 8:00pm
 - iv. Tuesday 26th May 2020 – 8:00pm

Action List

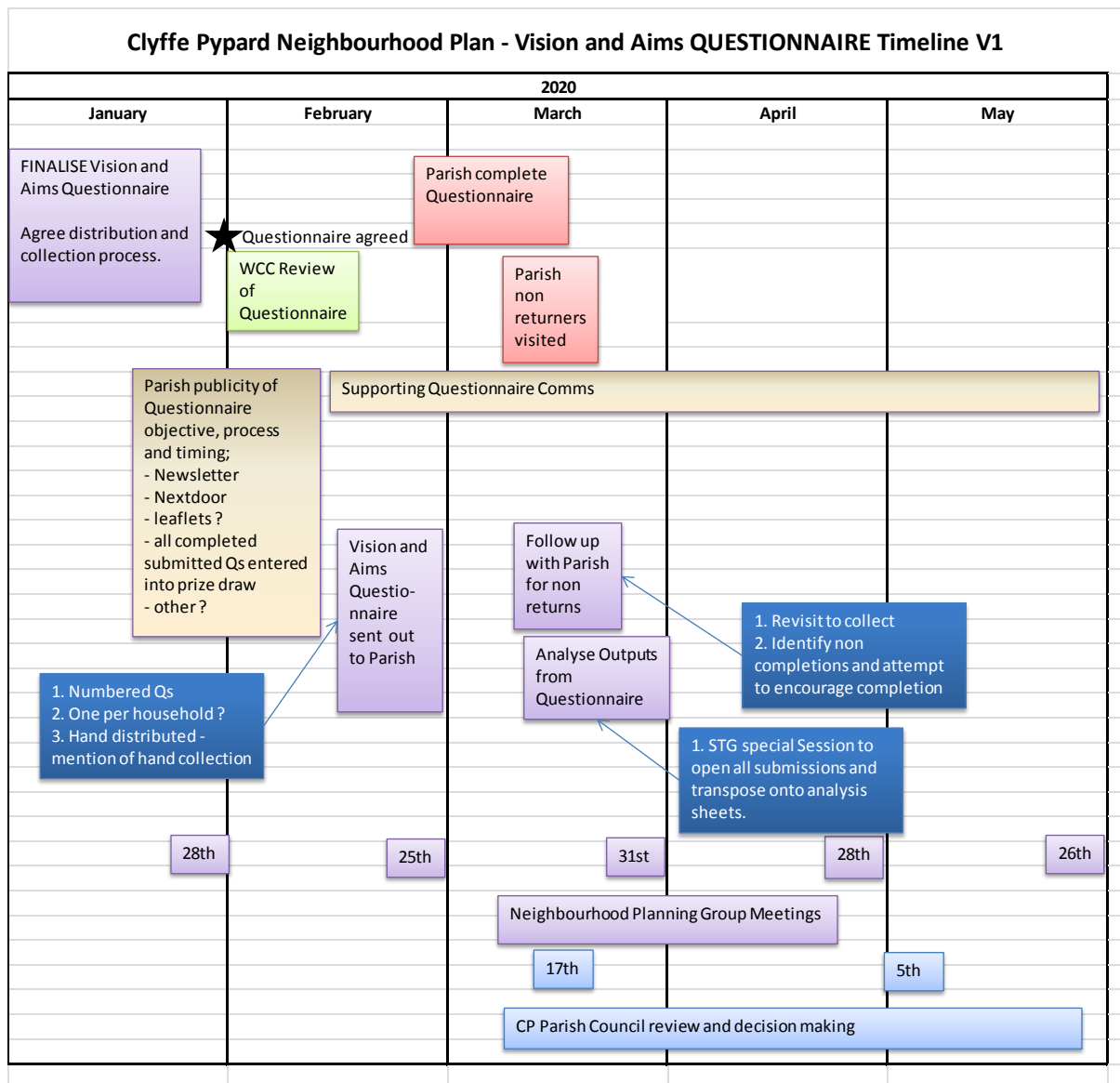
No.	Action	Resp.	Date Raised	Date Reqd	Status
2	Understand from WCC how to approach identifying housing needs for market housing	GR	29/01/19	ongoing	Done

53	Send letter to WCC with questions on their affordable housing plans, including request for discussions on Site Allocation process.	GR	19/11/19	30/11/19	Done
54	Distribute to steering group next draft of Questionnaire for comment including when feedback required by.	CR	19/11/19	30/11/19	Done
55	Provide feedback to Chris R on Questionnaire (date to be provided as part of action by Chris in 54 above)	All	19/11/19	TBC	Done
56	Arrange with WCC for them to review and comment on Questionnaire with a week to provide feedback.	GR	19/11/19	TBC	See 67 below
57	Acquire, wherever possible, copies of other parishes questionnaire (e.g. Compton Bassett, Tockenham) to distribute with first draft Questionnaire	CR	19/11/19	30/11/19	Done
58	Write summary of WCC Affordable Housing plans and potential impact and arrange for summary to appear prominently in 1 st December parish newsletter.	GR, NK	19/11/19	26/11/19	Done
59	Post summary relating to WCC Affordable Housing plans on Nextdoor	GR	19/11/19	26/11/19	Done
60	Arrange for summary relating to WCC Affordable Housing plans to be sent to Drop Ins email group.	GR	19/11/19	26/11/19	Done
61	Confirm date of next meeting with steering group members	AG	19/11/19	30/11/19	Done
62	Update and distribute project timelines.	AG	19/11/19	30/11/19	Done
63	Request for sites for affordable housing to be produced and distributed.	TBC	28/1/20	5/2/20	
64	Request for affordable housing to be discussed with WCC.	TBC	28/1/20	5/2/20	
65	Questionnaire – update section at the beginning with context of WCC affordable housing proposal and CP Housing Survey.	CR	28/1/20	5/2/20	
66	Questionnaire – updated following feedback from steering meeting and distributed back to the steering group.	CR	28/1/20	5/2/20	
67	Questionnaire – share with WCC to get feedback.	TBC	28/1/20	12/2/20	
68	Questionnaire – acquire up to date list of addresses in the parish.	TBC	28/1/20	5/2/20	
69	Questionnaire focus group – arrange for contact of the Drop In group and acquire volunteers for focus group.	TBC	28/1/20	5/2/20	
70	Questionnaire focus group – arrange focus group session(s) and carry out dry run of questionnaire completion.	CR	28/1/20	18/2/20	
71	Questionnaire – updated following focus groups and distributed to steering group ahead of next meeting (25 th Feb).	CR	28/1/20	23/2/20	
72	Questionnaire – remaining process will be documented in detail with specific actions and responsibilities.	AG	28/1/20	7/2/20	
73	Communication update for 1 st February 2020 Newsletter	NK	28/1/20	29/1/20	Done
74	Update and distribute project timeline.	AG	28/1/20	10/2/20	
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Clyffe Pypard Neighbourhood Planning – Project Calendar

Month	Date / Time	Event	
February 2020	TBC	Questionnaire Review and Comments from WCC	
	TBC	Carry out test with focus group	
	25th	Steering Meeting	
	25th	Sign off Questionnaire	
March 2020	6- 9th	Distribute Questionnaire for completion	
	27 -30th	Receipt of completed questionnaires	
	31st	Steering Meeting	
April 2020	5 th	Receipt of completed questionnaires	
	TBC	Steering Group Special Session	
	28th	Steering Meeting	

Timelines to be updated.



Clyffe Pypard Neighbourhood Plan - High Level Timeline to Completion V2 (DRAFT)

