

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 7th July 2020

Present:

Tony Currivan (Chair)
Alan Glasspool (notes)
Ed Rudler
Nick Kirton
Peter Gantlett
Rosemary Greenway
Marian Kent
Chris Thompson

Apologies:

Chris Rickett (comments submitted before the meeting on the agenda items)

Meeting Objective: To review questionnaire approach and Terms of Reference

1. Previous Minutes and Actions from meeting 2nd June 2020.
 - a. Action 67 – Questionnaire – share with WCC - Done
 - b. Action 68 – Up to date Address list requested – Done
 - c. Action 74 – Update project timelines – deferred - until there is further clarity on next steps and timing - AG
 - d. Action 77 - Document remaining process for Questionnaire – ongoing- draft discussed at this meeting - requires further clarity on next steps and timing - AG
 - e. Action 82 – Peter to apologise to Chris R. – unresolved – PG
 - f. Action 89 – Update questionnaire - Done
 - g. Action 90 – Reformat questionnaire - Done
 - h. Action 91 – WC Covid guidance - Done
 - i. Action 92 – Info for website - outstanding
 - j. Action 93 – Create new web page - ongoing
 - k. Action 94 – WC affordable housing strategy - outstanding
 - l. Action 95 – WC defn of community support – TC to check that response had been distributed
 - m. Action 96 – next meeting - Done
 - n. The previous minutes were agreed.

2. Questionnaire
 - a. Alan Glasspool covered the key points of feedback from the earlier meeting with Wiltshire Council (Jane Wilkie and Mike Kilmister) that he and Tony Currivan attended
 - b. Mike Kilmister raised the following;
 - i. Some questions need to be more open ended. We discussed that we had undertaken Drop In sessions last October which allowed more

- free format responses; something that Mike was not aware of. However he felt we should be offering 'other' responses where appropriate
- ii. The questionnaire needs to allow us to identify specific groups within the community that we might want to go back to and explore what they want (e.g. teenagers, single mothers, disabled) This can be achieved by asking demographic type information.
 - iii. Wiltshire Council are very keen that the questionnaire addresses health, wellbeing and sustainability
 - iv. We need to speak to non residents who work, or use facilities, in the parish as well as farm workers in temporary accommodation and get their views on the questionnaire. This would be valuable information and evidence that we were taking all stakeholders into account. Resident input would however carry the most weight
 - v. Questionnaire could be more attractive – more fun
 - vi. Due to the challenges of Covid 19 we should be;
 1. Offering options for how people provide their answers. Online responding looks a better first option but still providing hard copy and phone if required. Mike pointed us to the Barrow cum Denham example that uses SurveyMonkey and includes additional demographic type questions relating to point 2 ii above
 2. Allowing more time for people to complete the form – 4 weeks was suggested rather than 2
 - vii. Funding is available, up to £10,000, to support any of the above and has been increased from £9,000 as a result of Covid 19
- c. The group then discussed each of the above
- i. Open ended questions
 1. There was concern that the Drop In sessions had already allowed for this and that such questions were hard to analyse
 2. There was however agreement with the concept to avoid us imposing pre-conceived ideas
 3. It was agreed that there are be places where we should be allowing a 'other' free format answer.
 4. Nick Kirton and will look at where these could be added.

Action NK
 - ii. Demographic information
 1. Nick Kirton raised concerns about confidentiality. The example from Barrow cum Denham shows how they approached this with appropriate messages and assurances.
 2. Peter Gantlett and Tony Currivan suggested this information could be pulled together using the experience of the group
 3. Alan Glasspool stated that the best way to get the data was to ask. This also evidences that we followed due process
 4. There were suggestions to put the information on a separate sheet (Nick Kirton) or at the end (Rosemary Greenway)

5. Nick Kirton and Alan Glasspool will look at the options for this referring to the Barrow cum Denham example **Action NK /AG**
- iii. Well being, Health and Sustainability
 1. Tony Currivan agreed there should be more on this in the questionnaire
 2. Nick Kirton and Alan Glasspool will review the Questionnaire in these areas **Action NK /AG**
- iv. Speak to non residents and people in temporary accommodation
 1. There is agreement that all the community should be consulted
 2. It was agreed to identify all the groups in Parish, church, village hall users, etc and to agree with them how they wanted to provide input. It was agreed to identify all the groups and to agree with them how they wanted to provide input. We should make the offer to everybody and it is up to them if they decline
 3. Peter Gantlett will identify the list of non residents who use the Village Hall, absent land owners and farm workers in temporary accommodation and discuss with them how they want to get involved **Action PG**
 4. Ed Rudler will do the same for his non resident workers **Action ER**
 5. Rosemary Greenway stated that we could also put a request to these groups in the newsletter
- v. Questionnaire more attractive
 1. Chris Rickett suggested using aerial photographs of recognisable features in the Parish
 2. Rosemary Greenway suggested using 'fun' markers to show progress through the questionnaire
 3. Nick Kirton raised that we will need to understand of impact on the formatting and printing
 4. Rosemary Greenway agreed to look into the possible additions **Action RG**
- vi. Impact of Covid 19
 1. The group agreed that we should be offering email / online (if feasible), hard copy and phone and allow 4 weeks for completion
- d. Alan Glasspool then walked the group through a draft description of the process for preparation, delivery, collection and analysis of the questionnaire.
- e. Additional comments made;
 - i. Alan Glasspool suggested that email / online should be the first priority which was agreed by the group
 - ii. Nick Kirton agreed that all recipients need to agree to how they will complete the questionnaire
 - iii. Alan Glasspool agreed to look at the online option via SurveyMonkey **Action AG**

- iv. Initial indications are that funding will be required.
- v. Rosemary Greenway stated that her daughter in law had been involved in the SurveyMonkey used in the Goddards project. Rosemary agreed to ask her daughter in law if she would be happy to talk to Alan Glasspool to share learnings etc. **Action RG**
- vi. The Parish newsletter communication would be key in explaining the options and what people had to do. Rosemary Greenway explained that each month 161 newsletters are sent out via email. Only 7 printed versions are delivered.
- vii. Rosemary Greenway suggested that there could be a link from a website to the survey. Alan Glasspool stated that this would not enable an audit trail against our household list and allow for multiple completions.
- viii. Nick Kirton suggested sending out leaflets to those not online to understand their preference
- ix. Peter Gantlett suggested first using the newsletter email list and attempt to allocate each email to the address list. Peter suggested himself, Marian Kent and Rosemary Greenway to attempt to identify from the parish address list the likely choice of communication for each household **Action PG / MK / RG**
- x. This would then indicate how many household we would reach if we used the email list to seek confirmation / choice of completion media. We could then consider what other routes would be needed for the others.
- xi. We would also include information about choices in the newsletter on Nextdoor and via the poster as well as the Drop In email list
- xii. Marian Kent offered to get involved in the phone process as required
- xiii. Alan Glasspool agreed to produce a timeline and detailed actions for the questionnaire process for the next meeting subject to satisfactory progress on the SurveyMonkey questions **Action AG**
- xiv. Alan Glasspool suggested the next meeting should be in two weeks.

3. Terms of Reference

- a. Tony Currivan stated that the ToR is needed before the questionnaire
- b. Peter Gantlett said this was not necessarily the case. The next Parish council meeting is not for 2 months and that as long as this group was happy to proceed then this would be ok
- c. Nick Kirton explained that from the latest feedback he had produced a new version. Nick had also sent through a Declaration of Interest based upon that used at Tockenham
- d. Rosemary Greenway suggest that the council version is used. Rosemary will send a screen shot through to Nick Kirton **Action RG**
- e. Nick Kirton said he would look at the council one **Action NK**

- f. Nick Kirton requested that any other concerns should be picked up by Tony Currivan
- g. Ed Rudler stated the personal declarations shared by himself and Chris Rickett were for this group only. The way forward on Personal declarations was not covered. Tony Currivan to include in future meeting. **Action TC**

4. Parish website

- a. The best practice for neighbourhood plan (in the Locality documentation) is that separate websites and email are set ups, at the least a separate section that can be updated by this group
- b. PG has spoken to AR who set up the Parish Website;
- c. There is scope to give NP its own page on the web site
- d. Currently RG and the Parish Clerk are able to post items on the Web site ;It would be up to AR to agree if this was to be extended to others
- e. PG said the PC would want to be satisfied with the process put in place , then it would be up to the NP steering group to agree what was posted.
- f. Rosemary Greenway and Tony Currivan will have a conversation with Anna Radley. **Action RG / TC**
- g. Tony Currivan and Chris Thompson will look at the required pages, section and content required **Action TC / CT**

5. AOB

- a. Alan Glasspool asked if there was any update on the affordable housing activities being undertaken by Peter Gantlett
- b. Peter Gantlett needs to check if White Horse are still interested
- c. Peter Gantlett would like this activity to continue as a parallel track to the NP until the NP produces a steer from the community of what is required

6. Next Meeting

- a. It was agreed that the next meeting would be on Tuesday 21st July 2020 at 7:30pm via Peter's Zoom

Action List

No.	Action	Resp.	Date Raised	Date Reqd	Status
67	Questionnaire – share with WCC to get feedback.	TC	28/1/20	TBC	Done
68	Acquire up to date address list for the parish	TC	28/1/20	TBC	Done
74	Update and distribute project timeline.	AG	28/1/20	21/7/20	
77	Questionnaire – remaining process will be documented in detail with specific actions and responsibilities.	AG	25/2/20	21/7/20	
82	Peter to apologise to Chris R.	PG	25/2/20	6/3/20	
89	Update the Questionnaire with agreed changes from 2/6/2020 meeting.	TC	2/6/20	12/6/20	Done
90	Reformat the final questionnaire ready for printing.	NK	2/6/20	19/6/20	Done
91	Understand from WCC what if any Covid 19 protocols are required to undertake a questionnaire process.	TC	2/6/20	12/6/20	Done
92	Define what information needs to go onto a new NP web page on the parish website.	TC	2/6/20	12/6/20	
93	Arrange for the creation of new web page for NP and any required process for updating it.	RG	2/6/20	19/6/20	
94	Understand what is WCC current strategy and plan for developing affordable housing and what that means for Clyffe Pypard parish	TC	2/6/20	12/6/20	
95	To get the WCC definition of Community Support	TC	2/6/20	12/6/20	
96	Next meeting to be arranged once a clearer picture is understood from action 91.	TC	2/6/20	12/6/20	Done
97	Look at adding places to add free text to the Questionnaire	NK	7/7/20	14/7/20	
98	Consider adding demographic type data to questionnaire	NK / AG	7/7/20	14/7/20	
99	Identify Village hall groups, non resident farm workers and landowners and farm workers who live in temporary accommodation.	PG	7/7/20	14/7/20	
100	Discuss with non resident workers how they would like contribute to the questionnaire exercise	ER	7/7/20	14/7/20	
101	Look at possible additions to the questionnaire to improve its look and fun factor	RG	7/7/20	14/7/20	
102	Consider possibility of using SurveyMonkey for online questionnaire	AG	7/7/20	21/7/20	
103	Talk to daughter in law to share with Alan Glasspool use of SurveyMonkey	RG	7/7/20	8/7/20	
104	Use the parish council newsletter email list to match to the address list to understand coverage	PG / RG / MK	7/7/20	14/7/20	
105	Screen shot of council DoI to be sent to Nick Kirton	RG	7/7/20	8/7/20	
106	Consider both council DoI and the Tockenham based version	NK	7/7/20	14/7/20	
107	Include further discussions on ToR , DoI and Personal declarations in future meeting	TC	7/7/20	21/7/20	
108	Have conversation with Anna Radley regarding additional website requirements and how these can be achieved	RG / TC	7/7/20	14/7/20	

109	Identify required webpages, section and content for NP section.	TC / CT	7/7/20	14/7/20	
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Project Calendar and Timelines to be updated.