

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 21st July 2020

Present:

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

Apologies:

Chris Rickett

Meeting Objective: To review questionnaire approach and Terms of Reference

1. Previous Minutes and Actions from meeting 7th July 2020.
 - a. Action 74 – Update project timelines – deferred - until there is further clarity on next steps and timing - AG
 - b. Action 77 - Document remaining process for Questionnaire – ongoing- draft discussed at this meeting - requires further clarity on next steps and timing - AG
 - c. Action 82 – Peter to apologise to Chris R. – unresolved – PG
 - d. Action 92 – Info for website - Done
 - e. Action 93 – Create new web page - Done
 - f. Action 94 – WC affordable housing strategy - Done
 - i. Jane Wilkie (WC) sent through the following response on the 16th July from the WC Housing team; “the focus in the first few years of the project will be in the south of the county. It may be possible that a site could be considered in the future but they are not looking at any sites in your area at present.” Done
 - ii. Peter Gantlett updated the group with the latest position on moving the affordable housing position forward. Progress has been made in that there is now a potential land owner. The activity is still at a very early stage. The parish council know further details but these will not be shared any wider at the moment. Peter believes this was a possibility but now is a probability.
 - g. Action 95 – WC defn of community support – this was sent out on the 10th July – Done
 - h. Action 97 – Q – adding places for free text – Done
 - i. Action 98 – Q – add demographic / profile data – Done
 - j. Action 99 – Identify other interested parties – Done
 - k. Action 100 – Non resident workers – outstanding
 - l. Action 101 – Q – look and fun factor – Done
 - m. Action 102 – Q – use of SurveyMonkey – Done

- n. Action 103 – arrange to collect input from Gemma Greenway on SM – Done
- o. Action 104 – matching up between parish newsletter email list and addresses – Done
- p. Action 105 – screen shot of council DoI – Done
- q. Action 106 – revisit DoI – Done
- r. Action 107 – further discussions in future meetings – outstanding
- s. Action 108 – additional website requirements – Done
- t. Action 109 – Identify extra web pages - Done
- u. The previous minutes were agreed.

2. Questionnaire

a. Additional Questions

- i. Alan Glasspool had distributed draft changes to the last questionnaire and suggested additional questions to cover the areas raised by WC.
- ii. Detailed feedback had been received from Rosemary Greenway and Chris Rickett. Tony Currivan had put forward three new questions on sustainability
- iii. Concerns were raised that some of the demographic and population profile additional questions could make it less likely for people to complete it.
- iv. Marian Kent was concerned that the questionnaire was getting too big and that we needed to streamline it. Ed Rudler agreed with this statement
- v. Nick Kirton stated that we need to be clear on why we are asking them
- vi. Alan Glasspool stated that the demographic and profile questions were to ensure we could evidence that we know the make up of the parish and can therefore identify specific groups that we might want to talk to further to understand specific issues and ideas. The health and wellbeing questions have become a very key area for WC and they made a specific request to include questions to cover these. They also asked us to again look at the sustainability questions.
- vii. Peter Gantlett suggested we drop Tony Currivan’s question on biodiversity and instead address it via the parish newsletter
- viii. Nick Kirton said that we must remember that the existing questionnaire fairly reflects those concerns raised in the Drop Ins. We should not allow additional questions only to address WC’s requirement for more coverage but make sure all questions add value.
- ix. Ed Rudler said he wasn’t sure why we have included more free text boxes
- x. Tony Currivan reiterated that this was also a specific point from WC
- xi. Chris Thompson thought it was good as it stands and that the key was how we get it out to people
- xii. Ed Rudler raised an issue with formatting when viewing the Word document on his Mac.

- xiii. Nick Kirton said that this can be resolved by sending a PDF version through.
- xiv. Tony Currivan asked Alan Glasspool to revisit the questionnaire in light of all the feedback received and send a new version for comment. **Action AG**

b. Distribution

- i. The meeting was in agreement that we should use SurveyMonkey (SM) to develop a survey to be completed online.
- ii. Rosemary Greenway has produced some drawings to go onto the questionnaire and did not think these could be used in SM. Alan Glasspool stated that pictures and logos can be imported onto a survey so it should be possible to include these drawings.
- iii. Rosemary Greenway stated that Gemma Greenway had offered her support to help with the development of SM
- iv. Peter Gantlett, Rosemary Greenway and Marian Kent talked through the address list they had pulled together. This is now an up to date and accurate list. The next step is to identify those people who select an online completion and to add their email addresses to this address list. This list can then be used to record the completion method for all addresses
- v. The Parish Newsletter would be the main way in which we would gather these email addresses. These will be collected using Diane's email
- vi. We do already have ideas of those people who may want to have a phone call
- vii. Peter, Rosemary and Marian raised the question of whether our distribution should be to one per household or to allow multiple completions per household
- viii. Rosemary Greenway stated that as we will have an online solution it is easier to offer multiple completions per household as long as there was the question differentiating the age groups
- ix. Nick Kirton raised the question of how we control the numbers as we will not be sure how many copies are truly from residents. Nick stated it should be one per household.
- x. Alan Glasspool and Ed Rudler stated that there was a real chance of a loss of control if we went to multiple completions per household
- xi. Rosemary Greenway said we could ask for responders to put post code on the form
- xii. Peter Gantlett suggested we check with WC to get their opinion
- xiii. Tony Currivan said we should try and find out what other parishes have done.
- xiv. Tony Currivan will follow up again with Jane Wilkie (WC) and Allison Bucknell. **Action TC**
- xv. Marian Kent raised a concern on getting non residents to complete questionnaires
- xvi. Tony Currivan stated that all information from non residents will be analysed separately from residents and given less weight

- xvii. It was agreed by the meeting that the working assumption is one per household
- xviii. Rosemary Greenway will draft suggested communication for 1st August Parish Newsletter to request households to register to be able to complete the questionnaire online, and distribute to the group for comment. **Action RG**

3. Grants and Funding

- a. Tony Currivan reminded the meeting that 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
- b. We need to register an interest then complete an application. The minimum amount is £1000. You can submit multiple applications in a tax year. Any funding received will need to be spent before the end of the tax year.
- c. SurveyMonkey can be funded
- d. Once the application has been received it will take around 4 weeks for any funding to come through. Funding cannot be used for an expenditure already incurred.
- e. Peter Gantlett agreed to take forward the process of completing the application as it does need to come from the parish council. **Action PG**
- f. Alan Glasspool and Nick Kirton were happy to provide any support to Peter as this is undertaken. **Action AG / NK**
- g. Tony Currivan said that he would also contact Allison Bucknell for any ideas. **Action TC**

4. Website for Neighbourhood Plan

- a. Rosemary Greenway explained that the Neighbourhood Plan information can now be accessed off of the main Parish Council website home page
- b. Peter Gantlett stated that there were two currently two constraints with the current website;
 - i. Firstly cost – we are not paying anything at the moment
 - ii. Secondly there are some accessibility issues with the site that need to be corrected
- c. Nick Kirton stated that we could include the website in any grant application
- d. Tony Currivan walked through his Suggestions for Website, distributed before the meeting. Tony wanted each of his headings to be a separate sub page under the Neighbourhood Plan. Tony will come back with a final set of sub pages. **Action TC**
- e. Tony Currivan stated all information to be posted must be in PDF format
- f. Rosemary Greenway was happy to be the sole updater for the website, Diane is the back up if required
- g. Alan Glasspool will send through to Rosemary the minutes from previous meetings to be uploaded to the new website pages. **Action AG**
- h. Alan will also look at what other key existing project documentation should be included. **Action AG**

5. Terms of Reference

- a. Tony Currivan asked if the ToR was now ready to be sent to WC for their approval. **Action TC**
- b. Peter Gantlett asked if the group were happy with Nick Kirton's new version of the Declaration of Interest
- c. Peter Gantlett said the parish council will not force members to complete but would be happy if people did
- d. Nick Kirton said that it needs to be completed to ensure transparency
- e. Tony Currivan stated that we have established that everyone is comfortable
- f. Peter Gantlett suggested that all the forms should go to Tony Currivan and that members can write their name in the signature box and send though via email, to prove that it is from them.
- g. All members to complete form and send through electronically to Tony Currivan . **Action All**

6. AOB

- a. No AOB

7. Next Meeting

- a. It was agreed that the next meeting would be on Tuesday 18th August 2020 at 7:30pm via Peter's Zoom

Action List

No.	Action	Resp.	Date Raised	Date Reqd	Status
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	
92	Define what information needs to go onto a new NP web page on the parish website.	TC	2/6/20	12/6/20	Done
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	Done
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	Done
95	To get the WCC definition of Community Support	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	Done
98	Consider adding demographic type data to questionnaire	NK / AG	7/7/20	14/7/20	Done
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	Done

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	Done
102	Consider possibility of using SurveyMonkey for online questionnaire	AG	7/7/20	21/7/20	Done
103	Talk to daughter in law to share with Alan Glasspool use of SurveyMonkey	RG	7/7/20	8/7/20	Done
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	Done
105	Screen shot of council DoI to be sent to Nick Kirton	RG	7/7/20	8/7/20	Done
106	Consider bot council DoI and the Tockenham based version	NK	7/7/20	14/7/20	Done
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	Done
109	Identify required webpages, section and content for NP section.	TC / CT	7/7/20	14/7/20	Done
110	New version of questionnaire to be produced and distributed.	AG	21/7/20	31/7/20	
111	Seek views from WC and Allison Bucknell regarding one questionnaire per household or multiple.	TC	21/7/20	31/7/20	
112	Produce draft communication for 1 st August Parish newsletter regarding selection of how to complete questionnaire.	RG	21/7/20	31/7/20	
113	Take forward grant application process	PG	21/7/20	31/7/20	
114	Provide support as required to grant application process	AG / NK	21/7/20	31/7/20	
115	Seek any ideas from Allisson Bucknell regarding funding	TC	21/7/20	31/7/20	
116	Define final set of sub pages for Neighbourhood Plan part of website	TC	21/7/20	31/7/20	
117	Send through to RG PDF versions of all STG minutes	AG	21/7/20	31/7/20	
118	Identify other existing key project documentation for inclusion in website	AG	21/7/20	31/7/20	
119	Send ToR through to WC for approval	TC	21/7/20	31/7/20	
120	Members to complete latest DoI form and send to TC	All	21/7/20	31/7/20	

Project Calendar and Timelines to be updated.