

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 18<sup>th</sup> August 2020

#### Present:

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

#### Apologies:

Chris Rickett  
Nick Kirton

#### Meeting Objective: To agree questionnaire content

1. Previous Minutes and Actions from meeting 21st 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 - requires further clarity on next steps and timing - AG
  - c. Action 82 – Peter to apologise to Chris R. – unresolved – PG
  - d. Action 100 – Non resident workers – ER to ask his staff - outstanding
  - e. Action 107 – ToR, DoI and Personal declarations; further discussions in future meetings – outstanding
  - f. Action 110 – updated version of Questionnaire – Done
  - g. Action 111 – view from WC and Allison Bucknell is to send out one questionnaire per household – Done
  - h. Action 112 – request in Newsletter to register online – Done
  - i. Action 113 – grant application – Done
  - j. Action 114 – provide support to grant application - Done
  - k. Action 115 – confirmed Locality will have required information – Done
  - l. Action 116 – provide sub pages for website – outstanding
  - m. Action 117 – send through available minutes for website – Done
  - n. Action 118 – identify other project info for website – outstanding
  - o. Action 119 – Send through ToR for approval – Done
  - p. Action 120 – members to complete Dols - outstanding
  - q. The previous minutes were agreed.
2. Actions Arising
  - a. Views from Non-Residents
    - i. All non-residents who have a direct involvement in the parish should have an opportunity to provide their views as part of the Questionnaire process. This can be defined as those who are not residents but who work in the parish or own property, land or businesses in the parish or use facilities within the parish such as the

village hall or church. We need to evidence that they have been asked and then based on their reply, allow them to provide their views in the most suitable way

- ii. As an addition to the latest name and address list, Peter Gantlett will add a separate list of non-residents that have been approached capturing when they were approached and the outcome and if necessary how they want to provide their views (i.e online, hard copy, phone). **Action PG**
  - iii. Ed Rudler will send this detail to Peter following his conversation with his staff (action 100). **Action: ER**
  - iv. Peter Gantlett wanted to ensure that all of those defined in paragraph i above had been contacted.
  - v. Various approaches were discussed but it was agreed that we should not be opening up this option to provide views to people without a valid connection.
  - vi. It was agreed that in the next Parish Newsletter there would be a request for those non-residents, as defined in paragraph i above, who wanted to provide input to let us know. Rosemary Greenway agreed to arrange this. **Action RG**
  - vii. Rosemary Greenway and Chris Rickett (in writing) suggested that a separate questionnaire could be used for the non-resident group. **It was agreed that once the questionnaire was completed Alan Glasspool will make a proposal for what non-residents should complete; this will need to cover both online and hard copy versions.** Tony Currivan's preferred approach would be to not have a second version but clearly communicate what they should complete. Rosemary Greenway suggested having a part 1 and 2 to help this. **Action AG**
- b. Registrations for online Questionnaire
- i. Peter Gantlett reported that he understood that only around 20 people had so far registered for an online questionnaire
  - ii. It was agreed that we should send a thank you message to those who have registered. Tony Currivan will provide a few words for Diane to send out to their email addresses. **Action TC**
  - iii. Peter will update the latest name and address spreadsheet showing those who have registered. **Action PG**
  - iv. Further ideas we discussed to encourage more registrations including use of NextDoor and Leaflet drop. It was agreed at this stage that the following will be actioned;
    1. Peter will distribute the updated name and address list to the steering group. **Action PG**. This will enable them to encourage those people they may know, who haven't registered so far, to register. **Action All**
    2. A reminder will go into the next parish newsletter – 1<sup>st</sup> September. **Action RG**
    3. Rosemary Greenway will arrange for our unused banner (from the Oct drop ins) to have a reminder message added. This will

be used initially at the Fish and Chip van - 20<sup>th</sup> August village hall, but could be used in other places as well. **Action RG**

### 3. Questionnaire

#### a. Agree final format and content

- i. Marian Kent did raise a concern that our questionnaire was going too far and taking too much time. The meeting agreed that we needed to proceed and address the feedback from Wiltshire Council
- ii. The latest version of the original questionnaire (v5.51) and the Additional Questions spreadsheet (v2) were reviewed. Written feedback distributed before the meeting from Chris Rickett and Nick Kirton was also included in the discussion.

#### iii. The key points of discussion and decisions were as follows;

##### 1. Original Questionnaire

- a. Front page – delivery instructions, particularly whether to include post option – to be considered later – see 3 b below
- b. Include Affordable land site options – this is a vision and aims questionnaire so commenting on site options would be a future step following the site allocation process. The current affordable sites activity is currently outside of the NP. **Assuming this is not confidential then this should be minuted in the parish council minutes. It was therefore not considered to be required in this questionnaire as this could also open up the possible requirement to add other topics being carried forward by the parish council or other parties.**
- c. Questions 1-4 agreed
- d. Question 5 – additional text box agreed using ‘please can you tell us of any other high priorities.’
- e. Question 6 – additional text box to be headed – ‘Please can you tell us of any other concerns.’ Agreed
- f. Question 7 – agreed
- g. Question 8 – add a ‘Don’t know’ option – agreed
- h. Question 9 – First statement – Ed Rudler was concerned that this option would effectively not allow any development, even if it had been supported elsewhere. It was agreed that this first statement was covered by question 8 – it was agreed to remove this first statement. Additional text box agreed using ‘Please can you tell us of any other priorities’.
- i. Question 10 – agreed to use ‘Green Schemes’ wording
- j. Questions 11-12 agreed
- k. Question 13 – Additional text box agreed with ‘ Please can you tell us.... ‘ plus correction of ‘of’ to ‘or’.
- l. Section C heading. Agreed to remove the word Management

- m. Question 14 – Additional text box agreed to be headed by ‘Please add other statements you would make on traffic, transport and accessibility.’
- n. Question 15 – add ‘roadside’ to the question - agreed
- o. Question 16 – 21 – agreed
- p. Question 22 – add ‘local’ before pub – agreed
- q. Question 23 – agreed
- r. Question 24 – Additional text box agreed headed ‘Please can you tell us any other uses.’
- s. Question 25 – agreed
- t. Question 26 – remove additional text box – agreed
- u. Question 27 – agreed
- v. Final sentence – need to clarify how data will be used. The analysis or results will be shared plus a reminder of confidentiality. Words to be redrafted by Nick Kirton.

**Action NK**

- w. Alan Glasspool agreed to make the above changes and distribute **Action AG**

2. Additional Question spreadsheet

- a. It was agreed to move question 11 – Number of adults to the front.
- b. Questions 1, 2, 3, 3.1, would all be asked to identify how many adults applied to each answer
- c. 1. What is your gender – agreed to add Non – binary as extra option
- d. 2. Age ranges – agreed
- e. 3. Emp status – agreed
- f. 3.1 Location of Emp – agreed
- g. 8. Businesses run from home – agreed
- h. 4. - change to read ‘Does anyone in your household need specialist care?’ Also add ‘Prefer not to say’ option– agreed
- i. 4.1. Special educational needs – add ‘Prefer not to say’ option– agreed
- j. 5 – 7 agreed
- k. 9 – removed – agreed
- l. 10 – agreed
- m. 12 and 13 – agreed
- n. 14 – 21 agreed
- o. 22 -24 – removed – agreed
- p. Alan Glasspool agreed to update the spreadsheet.

**Action AG**

3. New Combined Questionnaire

- a. Previously Nick Kirton had agreed to add in some words to explain the reasoning behind the additional questions and then add the questions from the spreadsheet to the main questionnaire and reformat

the new combined questionnaire as required. **Action NK**

- b. Agree non online means of distributing and collecting questionnaire
  - i. This was carried forward to the next meeting. **Action TC**

4. Funding

- a. The grant application went into Locality on the 5<sup>th</sup> August 2020 for a sum of £1,716.31
- b. This covers;
  - i. Technical Support for Site Options and Assessment - no cost
  - ii. Consultancy covering suggestions following the Questionnaire results and advice on design policies
  - iii. Other project costs including SurveyMonkey and stationary / distribution and banner
- c. Following Locality's confirmation (received on the 5<sup>th</sup> August 2020) of the receipt of our application, there has been no other contact.

5. Next Steps

- a. The question of what we do after the questionnaire has been completed will be covered at a future meeting. **Action TC**

6. AOB

- a. Alan Glasspool will send a PDF version of the last meeting minutes to Rosemary Greenway to be added to the website. **Action AG**

7. Next Meeting

- a. It was agreed that the next meeting would be on either Tuesday 8<sup>th</sup> September or Tuesday 15<sup>th</sup> September 2020 depending on progress on funding. **Action TC**

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	
100	Discuss with non resident workers how they would like contribute to the questionnaire exercise	ER	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	
110	New version of questionnaire to be produced and distributed.	AG	21/7/20	31/7/20	Done
111	Seek views from WC and Allison Bucknell regarding one	TC	21/7/20	31/7/20	Done

	questionnaire per household or multiple.				
112	Produce draft communication for 1 <sup>st</sup> August Parish newsletter regarding selection of how to complete questionnaire.	RG	21/7/20	31/7/20	Done
113	Take forward grant application process	PG	21/7/20	31/7/20	Done
114	Provide support as required to grant application process	AG / NK	21/7/20	31/7/20	Done
115	Seek any ideas from Allisson Bucknell regarding funding	TC	21/7/20	31/7/20	Done
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	Done
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	Done
120	Members to complete latest DoI form and send to TC	All	21/7/20	31/7/20	
121	Update name and address list to include 'involved' non resident information relating to completing a questionnaire including when they were consulted and their response	PG	18/8/20	1/9/20	
122	Provide details to PG relating to 'involved' non residents	ER	18/8/20	1/9/20	
123	Request in next parish newsletter (1 <sup>st</sup> Sept) for any 'involved' non residents to let us know if they want to provide their views via the questionnaire.	RG	18/8/20	31/8/20	
124	Propose approach to the non resident questionnaire, online and hard copy. Should this be the same as residents or different and if so how.	AG	18/8/20	1/9/20	
125	Provide thank you message to Diane to send to those residents who have registered for an online questionnaire.	TC	18/8/20	31/8/20	
126	Update name and address list to indicate who has registered for online questionnaire.	PG	18/8/20	25/8/20	
127	Distribute name and address list to steering group showing those addresses that have registered.	PG	18/8/20	25/8/20	
128	Steering group to encourage friends and neighbours to register using list in action 126.	All	18/8/20	1/9/20	
129	Reminder for residents to register in next parish newsletter (1 <sup>st</sup> Sept)	RG	18/8/20	31/8/20	
130	Spare banner from Drop Ins to be updated and used at Fish and Chip van to promote registration online.	RG	18/8/20	20/8/20	
131	Questionnaire – rewrite final sentence to explain what will be shared and how confidentiality will be assured.	NK	18/8/20	1/9/20	
132	Questionnaire – make changes as agreed and distribute new version to steering group.	AG	18/8/20	24/8/20	
133	Additional Questions – make changes as agreed to the additional questions spreadsheet	AG	18/8/20	24/8/20	
134	Add in some words to explain the reasoning behind the additional questions and then add the questions from the spreadsheet to the main questionnaire and reformat the new combined questionnaire as required.	NK	18/8/20	4/9/20	
135	Future meeting to include - Agree non online means of distributing and collecting questionnaire	TC	18/8/20	1/9/20	

136	Future meeting to include - The question of what we do after the questionnaire has been completed	TC	18/8/20	1/9/20	
137	Send PDF version of last meeting minutes to RG for inclusion on the website.	AG	18/8/20	24/8/20	
138	Arrange next meeting for 8 <sup>th</sup> or 15 <sup>th</sup> September depending upon progress of the request for funding.	TC	18/8/20	1/9/20	

Project Calendar and Timelines to be updated.