

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 8th September 2020

Present:

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

Apologies:

Meeting Objective: To agree questionnaire and the remaining process

1. Previous Minutes and Actions from meeting 18th August 2020.
 - a. Action 74 – Update project timelines – Done
 - b. Action 77 - Document remaining process for Questionnaire – Done
 - c. Action 82 – Peter to apologise to Chris R. – unresolved – PG
 - d. Action 100 – Details forwarded to PG, but do not want to complete questionnaire – Done
 - e. Action 107 – on the agenda. No response from WC – outstanding
 - f. Action 116 – Define sub pages – outstanding
 - g. Action 118 – Identify project docs for website – outstanding
 - h. Action 120 – only had one so far yet no complete. Needed before questionnaire goes out – outstanding
 - i. Action 121 – update N&A list for non residents - outstanding
 - j. Action 122 – provide non resident details - Done
 - k. Action 123 – 1st Sept Newsletter - Done
 - l. Action 124 – non resident questionnaire – see 2 below - Done
 - m. Action 125 – thank you message - Done
 - n. Action 126 – update resident N&A list - Done
 - o. Action 127 – distribute N&A list to STG - Done
 - p. Action 128 – Encourage registrations - Done
 - q. Action 129 – Reminder to register - Done
 - r. Action 130 – Spare banner in place - Done
 - s. Action 131 – rewrite final sentence - Done
 - t. Action 132 – update questionnaire from last meeting - Done
 - u. Action 133 – update with additional questions - Done
 - v. Action 134 – explain additional questions - Done
 - w. Action 135 – this agenda covering questionnaire process - Done
 - x. Action 136 – what to do after questionnaire - outstanding
 - y. Action 137 – PDF version of last minutes to website - Done

- z. Action 138 - -meeting arranged 8th Sept - Done
- aa. The previous minutes were agreed.

2. Questionnaire Distribution and Collection

- a. Alan Glasspool walked the group through the proposed process
 - i. At a high level and based on the schematic the key proposed dates are;
 1. Complete the questionnaire versions and formats by end of September
 2. Test and ensure consistency with hard copy by early October
 3. Distribute questionnaire on weekend 17th / 18th October
 4. Allow 4 weeks for completion up to 14th / 15th November
 5. Transfer data to SurveyMonkey to allow analysis by 24th November (STG Meeting)
 6. Arrange meeting with Consultant for beginning of December
 - ii. Peter Gantlett asked Alan Glasspool if these dates could be brought forward. Peter said that it would be better if the date was closer to the Newsletter publication (1st Oct).
 - iii. Alan Glasspool replied that until he started to build the survey it was difficult to estimate. It was also important to allow time to test and then make any changes required to ensure it delivers what we want. From the timeline presented this assumed a beginning of Sept start date. From this meeting it was now not starting until the 14th Sept. Any further reduction in time would seem too risky
 - iv. Chris Rickett agreed that the timeline was acceptable
 - v. Ed Rudler suggested sending out an email to the Newsletter distribution list a few days before
 - vi. Rosemary Greenway said that some people object to extra emails
 - vii. It was agreed to stick with using the postcards and an email to all who have registered as a reminder closer to the time. **Action CR / NK**
- b. Preparation - Key Roles - Residents
 - i. Peter Gantlett updated the group on progress to get residents to register for online completion
 - ii. Peter stated that Rosemary Greenway and Marian Kent have also been assisting in this
 - iii. The Newsletter has not been the main driver. This group has been approaching residents individually and via a leaflet and stated this is an ongoing process and producing registrations
 - iv. Peter went through each area. Withy Bed and Withy Close requires a concerted effort.
 - v. Peter leafletted through the Barton and Thornhill but has so far had little response
 - vi. Peter stated that around 60 were registered and was hopeful we might get to 50% of households
 - vii. Peter asked for assistance from the group to cover outstanding areas
 - viii. Peter agreed to send out the latest spreadsheet – **Action PG**
 - ix. Peter will also send out the Leaflet used – **Action PG**

- x. Alan Glasspool agreed to cover his road – **Action AG**
 - xi. Tony Currivan agreed to follow up on Withy Bed – **Action TC**
 - xii. Chris Thompson agreed to cover up Wood Street – **Action CT**
 - xiii. Everyone to look to assist with filling the gaps – **Action All**
 - xiv. For non residents we have 2 who want to complete a questionnaire
- c. Preparation - Key Roles - Non Residents
- i. Tony Currivan repeated the criteria of non residents ; people who own land or property in the parish, who work in the parish or who use the parish’s facilities
 - ii. Peter Gantlett stated that were currently two non residents who had shown an interest in providing input. Both are employed in the parish.
 - iii. Chris Rickett and Nick Kirton raised questions as to whether everyone had been contacted
 - iv. Peter Gantlett stated that this exercise has been completed.
 - v. Alan Glasspool requested that we need to update the spreadsheet with the list of people contacted and the result (previous action 121). This can then be checked by the STG to identify if there are people missing who need to be contacted. Peter agreed to update the spreadsheet for non residents and distribute. **Action PG**
 - vi. The group then will review this list and identify any additional people to be contacted. This information will be passed to PG to update the spreadsheet and an agreement reached on how they should be approached. **Action All**
- d. Preparation – Key Roles – Deliverers of Hard Copy
- i. It was agreed that those residents who required a hard copy would be allocated to a STG member for delivery
- e. Preparation – Key Roles – Phone Input Gatherers
- i. Alan Glasspool asked Peter Gantlett if there were any residents who had selected a phone call. Peter said nobody had selected this to date.
 - ii. Marian Kent stated that she knew of a number of people and was asked to talk to those residents. Marian felt there could be up to 5 households. This information can then be added to the spreadsheet. **Action MK**
 - iii. Alan Glasspool stated that Chris Rickett had previously volunteered to train some of the STG in how to carry out a phone call to capture inputs or indeed if the numbers are small Chris would be happy to get involved in each one. We need to ensure that the information is collected accurately and impartially.
 - iv. Chris Rickett suggested we could possibly record the calls and reiterated that she would be happy to help with the five possible residents
 - v. It was agreed that Chris Rickett and Marian Kent would work together to undertake the phone calls and data collection. **Action CR / MK**
- f. Preparation – Creation of Questionnaires – Online
- i. Alan Glasspool then walked through the Resident online survey process. Once developed the proposal is to carry out tests with the

STG and use Gemma Greenway to provide other support. It will also be important to ensure that we achieve consistency with the hard copy.

- ii. For non residents Chris Rickett suggested we need to ask a list of a small number of questions as a number of questions in the full questionnaire do not apply.
- iii. Chris Rickett volunteered to produce the Non Resident questionnaire.

Action CR

- iv. Alan Glasspool stated that as it looks likely that there will be a small number of non residents who elect to provide input then we may not need a SurveyMonkey version.
- g. Preparation – Printing, Envelopes / Labels
- i. There was a discussion regarding the best process
 - ii. Based on current thinking both the resident and non resident questionnaires will be printed based on the final numbers from the spreadsheet.
 - iii. The envelope and label configuration will depend upon how they are delivered and distributed
 - iv. Tony Currivan will take responsibility for agreeing what is required plus the Printing, envelopes and preparation. **Action TC**
- h. Distribution / Delivery – online completion
- i. Alan Glasspool went through the key aspects for SurveyMonkey. The main area to discuss being that all the email addresses supplied at registration will need to be entered into to SurveyMonkey and these email addresses will be the way returns are tracked. The meeting agreed that this was acceptable.
 - ii. We will also need to respond to people who cannot access the survey through an issue with their computer operating system, for example. In such cases we will need to change them to hard copy.
 - iii. At this stage the focus will be on the resident questionnaire and the working assumption that we will not be producing an online survey for non residents.
- i. Distribution / Delivery – Hard copy completion
- i. The process discussed for hard copy is that STG members will hand deliver to an allocated list of households. Hand delivery (or more accurately the front door mat / porch) will be attempted where the door is answered. This will provide a chance to engage with the resident.
 - ii. In the situation where there is no answer then the envelope will be posted.
 - iii. The assumption is that there would be a stamped addressed envelope provided. Tony Currivan agreed with this approach.
 - iv. Peter Gantlett stated that the funding budget did not cover the potential current numbers and that we may need to adjust this approach as we get a clearer picture on online verses hardcopy. Given the numbers of hand delivered questionnaires for each STG member (around 8-10) it may be possible to hand collect to reduce the need

- for stamps in every situation. This will need to be agreed nearer the time but we will need to agree a final date for a decision. **Action TC**
- v. It was agreed that we would like to use the vicarage as a key collection point for both royal mail delivery and hand delivery from residents.
 - vi. Nick Kirton to talk to the vicar regarding her willingness to be a collection point for both. **Action NK**
- j. Distribution / Delivery – phone
- i. Chris Rickett and Marin Kent will arrange the contact and undertake the phone calls to collect the data. **Action CR / MK**
- k. Collection of Results – Hard Copy Collection / Phone Calls / Transcription
- i. The meeting agreed that in principle we should rely upon the residents to post or deliver to the vicarage. As we go through the 4 week period we may want to follow up with individuals and then engage in some further visits.
 - ii. Data collected through phone calls will be collected onto hard copy questionnaire.
 - iii. All hard copy returns and phone call input will have to be transcribed into SurveyMonkey. A special process will need to be designed and put into place to ensure accuracy and transparency. This will follow in due course. **Action AG**
- l. Communication
- i. From the earlier discussion it was agreed the approach to gaining more registrations would be handled by door to door type activity.
 - ii. For the run up to the questionnaire being distributed Chris Rickett summarised her ideas. These would be short / sharp possibly controversial messages on such things as building and traffic to get people ‘fired up’.
 - iii. Rosemary Greenway stated that the phrase ‘built environment’ had been proposed for the last Newsletter but had been challenged.
 - iv. Tony Currivan said that this was because it was not a common expression. Tony also suggested we should use the word housing rather than building.
 - v. Peter Gantlett felt that those that had registered did not require any further reminder as they were expecting it to arrive. Tony Currivan also expressed his doubts as to whether they needed anything else.
 - vi. Chris Rickett stated that as we want to maximise returns we should not assume that anybody doesn’t need reminding.
 - vii. Nick Kirton suggested that we send an email to those who have registered shortly before the issue of the questionnaire to say the questionnaire is coming and this can emphasise certain key messages. For those who will get hard copy then the postcard approach can be used. This approach was agreed.
 - viii. Alan Glasspool stated that we also need to continue with the other approaches as well on the run up to the issue, including Newsletter and banners.

- ix. Chris Rickett and Nick Kirton agreed to work together to deliver the total communication aspects. **Action CR / NK**

3. Final Questionnaire

- a. Nick Kirton gave an update on the latest position.
- b. Following feedback from Rosemary Greenway, Nick Kirton explained the changes that he has made;
 - i. Q 30 – amended to ‘What is the age range of these adults?’
 - ii. Q 31 – amended to ‘Which role best describes the status of these adults?’
 - iii. Section I to be titled Health and Wellbeing
 - iv. Question on whether we need the 4 questions 46 – 49 or whether they can all be covered by one question. Ed Rudler said by reducing the boxes we may miss out on information. The meeting agreed with this view and agreed that the questions 46 – 49 should remain.
- c. The decision not to use this for non residents does not change the questionnaire.
- d. Nick Kirton talked through his additional paragraphs on confidentiality and how we will use the information. This also includes a link to the parish council privacy / data processing notice.
- e. Rosemary Greenway asked if we still need part 1 and 2.
- f. Nick Kirton accepted the validity of the question but was able to convince the group that it should stay the same (i.e. not be subjected to further formatting challenges) in order to maintain his sanity!!
- g. Rosemary Greenway raised the issue that question 27 had a full page text box.
- h. The value of question 27 was discussed and it was agreed that the question should be removed and a question covering any other comments will be inserted under What Happens Next.
- i. Blocks of yellow to be inserted at a later date **Action NK**
- j. Nick intends to make the amendments above and a few other small changes and then distribute. **Action NK**

4. Grants and Consultant Update

- a. Grant
 - i. Peter Gantlett confirmed that the funding has been received and we can start spending. The parish council is happy for the money to be spent on SurveyMonkey.
 - ii. Peter Gantlett asked when the SurveyMonkey was required and reminded the group that it will be a years subscription only.
 - iii. Alan Glasspool requested that this be made available from the 14th September. Peter will send through the email and password on that date. **Action PG**
- b. Consultant
 - i. Peter Gantlett gave an update on the consultants.

- ii. Quotes have been obtained from consultants used by Lynham and Wootton Bassett. If we want to use the Wootton Bassett consultants we will need to go back to Groundworks and get that agreed if required
- iii. Tony Currivan wanted to understand how we prepare for any consultant involvement.
- iv. Alan Glasspool stated that based on the early December date for using the consultants we need to plan a process where this group agrees what we are looking for and we review each consultant and then agree which one to use
- v. Chris Rickett stated we need a brief of what is required and would like to review what has been used to date
- vi. Tony Currivan and Peter Gantlett stated that these consultants are solely involved in Neighbourhood plan process.
- vii. Peter Gantlett suggested that once the questionnaire is out he will pull together the information as his focus in the next month is around maximising registrations
- viii. Chris Rickett suggested we need to ensure we drive the requirement and not be driven solely by the consultants
- ix. Tony Currivan requested that Peter send out the information that has been used to date. **Action PG**

5. Declaration of Interest

- a. Tony Currivan urged everyone to complete Dols to this group
- b. Alan Glasspool questioned if this covered the DoI and the Personal Declaration
- c. Nick Kirton confirmed that he had only sent out the DoI
- d. Peter Gantlett stated that the parish council would not make completing of the DoI mandatory
- e. Nick Kirton confirmed that the DoI does not include anything on the intention to put any land forward for consideration to build houses. It only covers land ownership and other interests and is the same as completed by parish councillors.
- f. Alan Glasspool stated we will need to have declarations of intent before we move beyond the questionnaire.
- g. Chris Rickett asked the meeting to agree that we need to do declarations of intent, seconded by Marian Kent
- h. Chris Thompson asked in what timeline this intent applied to
- i. Chris Rickett stated this applied to the period during this project
- j. Tony Currivan agreed for this to be tabled the next meeting. **Action TC**

6. AOB

- a. Tony Currivan asked Peter Gantlett what was the position with regard to land being put forward affordable housing

- b. Peter Gantlett confirmed there are multiple sites owned by a couple of people that have been proposed for housing.
- c. TC restated that the responses to the NP process will help inform the suitability or acceptability of any sites put forward for housing.
- d. PG added that Locality offer free advice on site selection and assessment.

7. Next Meeting

- a. It was agreed that the next meeting would be on Monday 21st September 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	Done
77	Questionnaire – remaining process will be documented in detail with specific actions and responsibilities.	AG	25/2/20	21/7/20	Done
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	Done
107	Include further discussions on ToR , DoI and Personal declarations in future meeting	TC	7/7/20	21/7/20	
116	Define final set of sub pages for Neighbourhood Plan part of website	TC	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	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	Done
123	Request in next parish newsletter (1 st 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	Done
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	Done
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	Done
126	Update name and address list to indicate who has registered for online questionnaire.	PG	18/8/20	25/8/20	Done
127	Distribute name and address list to steering group showing those addresses that have registered.	PG	18/8/20	25/8/20	Done
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 st Sept)	RG	18/8/20	31/8/20	Done
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	Done
131	Questionnaire – rewrite final sentence to explain what will be shared and how confidentiality will be assured.	NK	18/8/20	1/9/20	Done
132	Questionnaire – make changes as agreed and distribute new version to steering group.	AG	18/8/20	24/8/20	Done
133	Additional Questions – make changes as agreed to the additional questions spreadsheet	AG	18/8/20	24/8/20	Done
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	Done
135	Future meeting to include - Agree non online means of distributing and collecting questionnaire	TC	18/8/20	1/9/20	Done
136	Future meeting to include - The question of what we do after the questionnaire has been completed will be covered at a future meeting	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	Done
138	Arrange next meeting for 8 th or 15 th September depending upon progress of the request for funding.	TC	18/8/20	1/9/20	Done
139	Communication – reminders as the questionnaire approaches (from beginning of Oct). Postcard to those getting hardcopy. Email to those registered	CR/NK	8/9/20	17/10/20	
140	Send out latest spreadsheet to STG of residents and their delivery status (online, hard copy, phone) also showing if leaflets used	PG	8/9/20	15/9/20	
141	Send out leaflet used to STG	PG	8/9/20	15/9/20	
142	Resident deliver status - Alan Glasspool to cover his road	AG	8/9/20	15/9/20	
143	Resident deliver status - Tony Currivan to cover Withy Bed and Withy Close	TC	8/9/20	15/9/20	
144	Resident deliver status - Chris Thompson to cover up Wood Street	CT	8/9/20	15/9/20	
145	All STG to look to fill gaps across the spreadsheet	ALL	8/9/20	15/9/20	
146	Update spreadsheet for non residents with information of the contact and the result	PG	8/9/20	15/9/20	
147	All STG to review non residents and identify if others need to be added. Feed these through to PG and agree how they are approached	ALL	8/9/20	21/9/20	
148	Identify those who may benefit from phone call and agree or otherwise with the resident that they can be contacted by phone. Pass results of this contact to PG to update spreadsheet.	MK	8/9/20	15/9/20	
149	Run the process to gather questionnaire input from those residents who have agreed to provide input by phone.	CR / MK	8/9/20	18/11/20	
150	Produce non resident questionnaire for review by the STG	CR	8/9/20	15/9/20	

151	Responsibility for agreeing the envelope / label approach and carrying out printing / envelopes / stuffing process	TC	8/9/20	15/10/20	
152	Agree the approach to posing and collection of hard copies with the impact on stamps and funding	TC	8/9/20	21/9/20	
153	Special process to be designed for the transcription of hard copy resident questionnaires into SurveyMonkey	AG	8/9/20	10/10/20	
154	Discuss and get agreement from the Vicar regarding being a collection point for questionnaire returns via royal mail post and hand delivery	NK	8/9/20	15/9/20	
155	Communication – delivery of communication package to include; updates to Newsletter (1 st Oct), NextDoor. Create and distribute Postcard prompts to hard copy residents, arrange emails to registered residents. Also arrange Banner (s)	CR / NK	8/9/20	15/10/20	
156	Questionnaire – Blocks of yellow to be updated in due course	NK	8/9/20	1/10/20	
157	Questionnaire – Amendments agreed at 8/9 meeting to be incorporated into questionnaire	NK	8/9/20	11/9/20	
158	Send through required details for the commencement of SurveyMonkey to AG	PG	8/9/20	14/9/20	
159	With regard to the Consultants activity to forward to the STG the brief and proposal for works received.	PG	8/9/20	14/9/20	
160	Discussion on declarations of intent to put land forward for building – to be discussed at the next meeting	TC	8/9/20	21/9/20	

Project Calendar and Timelines to be updated.