

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 21st 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 8<sup>th</sup> September 2020.
  - a. Action 82 – Peter to apologise to Chris R. – unresolved – PG
  - b. Action 107 – DoI etc.on the agenda – see section 10. No response from WC – outstanding
  - c. Action 116 – List sent to RG - Done
  - d. Action 118 – Identify project docs for website – outstanding
  - e. Action 120 – only had one so far yet no complete. Needed before questionnaire goes out – outstanding
  - f. Action 121 – Non residents on spreadsheet - on the agenda see section 3. - outstanding
  - g. Action 128 – Encourage registrations - Ongoing
  - h. Action 136 – what to do after questionnaire – outstanding
  - i. Action 139 – Comms approach on the agenda – see section 9 - Outstanding
  - j. Action 140 – send out latest resident spreadsheet – Done
  - k. Action 141 – Send out leaflet – Done
  - l. Action 142 – Resident delivery status AG – Outstanding
  - m. Action 143 – Resident delivery status TC – Done
  - n. Action 144 – Resident delivery status CT – Outstanding
  - o. Action 145 – All STG to fill in gaps – Outstanding
  - p. Action 146 – Update Non Residents spreadsheet – Outstanding
  - q. Action 147 – All STG review Non Residents – Outstanding
  - r. Action 148 – Identify phone call residents - Outstanding
  - s. Action 149 – Phone process responsibility – Done
  - t. Action 150 - Non resident Q draft – Outstanding
  - u. Action 151 – Resp for envelope / printing – Done
  - v. Action 152 – Approach for postage approach – Outstanding
  - w. Action 153 – Transcription process – Outstanding
  - x. Action 154 – Agree role of Vicar – Outstanding

- y. Action 155 – Communication approach – Outstanding
- z. Action 156 – Yellow updates to Q – Outstanding
- aa. Action 157 – Q updates from 8/9 mtg – Done
- bb. Action 158 – SM set up – Done
- cc. Action 159 – Consultants brief to be forwarded – Done
- dd. Action 160 – Discussion on DoI – see section 10. - outstanding
- ee. The previous minutes were agreed.

## 2. Residents Online Registrations

- a. Peter Gantlett stated that there were still a few gaps
- b. Peter mentioned that in a few cases he is getting more than one email for a household. In such cases, it was agreed Peter would go back and state that only one response per household was permitted and that only one of the emails could therefore be accepted and to ask for their choice. **Action PG**
- c. Chris Rickett had passed through some updates from Withy Bed and Withy Close and agreed to send through some additions **Action CR**
- d. Chris will also follow up with some outstanding houses in the council houses in Clyffe **Action CR**
- e. Alan Glasspool has still to follow up Laurel House and Foxfield House - **Action AG**
- f. Chris Thompson has No. 3 up Wood street to complete – **Action CT**
- g. Everyone was asked by Peter Gantlett to let him know as soon as possible any further updates **Action All**

## 3. Non Residents Identification

- a. It was agreed that when it comes to the users of the Village Hall this should only include those who are regular users
- b. Peter Gantlett will update this list to show the final non residents to be included **Action PG**
- c. Peter Gantlett stated that for the Village Hall users email was the most sensible contact vehicle
- d. Providing an email address could be obtained for all qualifying non residents then the following process was proposed;
  - i. All non residents on our list would be contacted
  - ii. A covering letter would be sent in an email to each person / organisation
  - iii. Attached would be the non resident questionnaire
  - iv. They would be asked to fill in the Word document and return or they can request a hard copy to be sent if they provide an address

## 4. Phone Calls – Identify Requirements

- a. Chris Rickett and Marian Kent continue to identify and agree who will require a phone call. The expectation that this will be less than five.

## 5. Resident Questionnaire

- a. Nick Kirton stated that the questionnaire was almost final. A few small changes had been received. **Action NK**

## 6. Non Resident Questionnaire

- a. It was agreed that the first question on the Non Resident questionnaire would ask what their relationship to the parish was and that this would allow multiple responses. Even if individuals meet more than one of the criteria they will still only get one questionnaire to complete.
- b. In addition to the first question specific to non residents, Chris Rickett had suggested a set of questions taken from the Resident questionnaire. Rosemary Greenway had suggested some additions. Chris Rickett will confirm the list of resident questions to be included. **Action CR**
- c. Nick Kirton agreed to produce the hard copy non resident questionnaire **Action NK**

## 7. SurveyMonkey of Resident Questionnaire

- a. Alan Glasspool explained that he had pulled together design assumptions for the SurveyMonkey survey. The key ones being;
  - i. The survey will be presented in a number of pages. This helps to break up a long survey such as ours. Once responders get to the end of a page and hit the Next button then their answers are captured. Without pages this would not happen until the very end
  - ii. Where questions require an answer then validations have been added to ensure the responder cannot proceed unless an answer is given. This is obviously different from the hard copy where we cannot rely upon any question being answered
  - iii. Responders will be allowed to go back and forth and edit their input as much as they want, until they hit the Done button
- b. A Version1 of the questionnaire survey has been created based on our different question and instruction types. This consists of 12 questions.
- c. Alan Glasspool proposed to send this Version 1 out to the STG and to get them to complete it as a test.
- d. Alan Glasspool asked for the group to have a play and to test the organisation, validations and navigation. All data entered would be treated as test data only.
- e. The STG agreed to participate in the test.
- f. Alan Glasspool stated he would be sending the Version 1 survey out on Tuesday (22/9) and requested everyone to complete it by the end of Thursday (24/9) **Action AG**
- g. The STG were asked to provide feedback to Alan as a result of the test **Action All**

- h. Alan Glasspool will be then working on a second Version to contain all of the hard copy content incorporating key points from the Version test feedback.  
**Action AG**

## 8. Questionnaire Process Critical Dates and Checkpoints

- a. The group reviewed the schematic showing the proposed checkpoints required to achieve a Questionnaire distribution on the weekend of the 17 /18<sup>th</sup> October.
- b. The key dates being
  - i. 29<sup>th</sup> Sept – GO /NO GO Decision on the 17<sup>th</sup> / 18<sup>th</sup> Oct
  - ii. 7<sup>th</sup> Oct – Final Sign Off of all key documents; questionnaires, spreadsheet, SM questionnaire, allocation of STG members to tasks
  - iii. 13<sup>th</sup> October – Ready to Go decision; all envelopes constructed with questionnaires, envelopes, stamps, numbering and checked, all emails loaded onto SM and checked
  - iv. Each of these dates would be a STG Meeting **Action TC**
  - v. These dates were agreed
  - vi. The processes to check the hard copy envelopes / questionnaires will need to involve some of the group meeting in a socially distanced way. Tony Currivan will look at how this can be achieved. **Action TC**
  - vii. Peter Gantlett suggested the spreadsheet should be completed by the 4<sup>th</sup> October. **Action PG**
  - viii. For funds required from the grant then these need to be requested with enough notice to allow the parish council to approve.
    - 1. Printing / envelopes etc. – proposal with costs to be provided by Tony Currivan to Peter Gantlett for next meeting (29/9).  
**Action TC**
    - 2. Communications – proposal with costs to be provided to Peter Gantlett by next meeting (29/9)
      - a. for postcards – **Action CR**
      - b. banner **Action RG**

## 9. Communication

- a. Nick Kirton agreed to provide oversight across all communication messages to ensure they are consistent and appropriate **Action NK**
- b. The following communication methods were discussed
  - i. Banner
    - 1. It was agreed to proceed to produce one once we have a GO decision on the date. Rosemary Greenway will obtain a quote from Robin **Action RG**
    - 2. Rosemary Greenway stated that as Robin is away from the 7<sup>th</sup> October the content would need to be provided by the 2<sup>nd</sup> October **Action NK**
  - ii. Post Cards

1. Chris Rickett suggested that two sets are distributed around the 5<sup>th</sup> and 12<sup>th</sup> October.
  2. There were differing views as to whether one or two sets were needed. Chris proposed two because by definition those not registering for online were likely to be less invested in the process and would need more 'nudging' with fairly controversial messaging
  3. Other felt two could be too many
  4. It was agreed that Chris Rickett will distribute what the postcards would contain to help arrive at a way forward at the next meeting. **Action CR**
- iii. Those Registering for online
1. It had previously been agreed that one email would be sent to this group within a week of the questionnaire being distributed as a final reminder.

#### 10. Declarations of Interest / Intent etc.

- a. Chris Rickett is producing a map of the parish to show who owns each piece of land. Marian Kent also commented that there is a lot of interest around the parish to know who owns what
- b. Rosemary Greenway suggested this could then go onto the website
- c. Chris suggested it would be beneficial for each declaration of land to include the land registry information
- d. Peter Gantlett stated that this reference often covers many acres and will therefore not allow anyone to identify a particular plot of land.
- e. Tony Currivan stated that we need to be transparent with the community regarding our interests and intentions and stated that the clarity is particularly needed when there is an intent to put forward land
- f. It was agreed that if a member of the STG has the intention of putting forward land for development then sufficient information needs to be provided to be able to identify where the plot is.
- g. Peter Gantlett shared with the group the Declaration of Interest that he had completed. He has also included statements on Declaration of Intent as well
- h. The group agreed to use Peter's format to complete their own declarations **Action ALL**
- i. Peter Gantlett agreed to email this to the STG members **Action PG**

#### 11. AOB

- a. There was no AOB

#### 12. Next Meeting

- a. It was agreed that the next meeting would be on Tuesday 29th September 2020 at 7:30pm via Peter's Zoom

## Action List

No.	Action	Resp.	Date Raised	Date Reqd	Status
82	Peter to apologise to Chris R.	PG	25/2/20	6/3/20	
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	Done
118	Identify other existing key project documentation for inclusion in website	AG	21/7/20	31/7/20	
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	
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	
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	Done
141	Send out leaflet used to STG	PG	8/9/20	15/9/20	Done
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	Done
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	Done
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	Done
152	Agree the approach to posting 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 <sup>st</sup> 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	Done
158	Send through required details for the commencement of SurveyMonkey to AG	PG	8/9/20	14/9/20	Done
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	Done
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	
161	Where more than one email has been registered for a household contact and agree which one to use	PG	21/9/20	4/10/20	
162	Complete collection of resident questionnaire approach in Withy Bed and Withy Close	CR	21/9/20	29/9/20	
163	Complete collection of resident questionnaire approach in council house in Clyffe Pypard	CR	21/9/20	29/9/20	
164	Final changes to be made to resident questionnaire	NK	21/9/20	29/9/20	
165	Confirm list of resident questions to be included in non resident questionnaire	CR	21/9/20	29/9/20	
166	Produce non resident questionnaire	NK	21/9/20	29/9/20	
167	Send out Version 1 of SM questionnaire to STG for completion	AG	21/9/20	22/9/20	
168	STG to test and complete Version 1 of SM questionnaire	STG Members	21/9/20	24/9/20	
169	STG to provide feedback on the test	STG Members	21/9/20	24/9/20	
170	Develop Version2 of SM to include all content	AG	21/9/20	29/9/20	
171	Arrange the next 3 dates for STG meetings; 29/9, 7/10 and 13/10	TC	21/9/20	13/10/20	
172	Set up socially distanced approach to check hard copy questionnaires, envelopes, numbering etc.	TC	21/9/20	7/10/20	
173	Complete all the spreadsheet filling and allocation	PG	21/9/20	4/10/20	
174	Provide proposal for printing, labels, envelopes, post with requirements for costs from our grant	TC	21/9/20	25/9/20	
175	Provide proposal for postcards with requirements for costs from our grant	CR	21/9/20	25/9/20	
176	Provide proposal for banner with requirements for costs from our grant. This will include quote from Robin Greenway	RG	21/9/20	25/9/20	
177	Content of Banner to be provided to Robin	NK	21/9/20	25/9/20	
178	Distribute proposal for postcards and timing	CR	21/9/20	25/9/20	
179	Use PG' DoI format to complete a declaration of interest and intention	ALL	21/9/20	25/9/20	
180	PG to send his DoI copy around the group	PG	21/9/20	22/9/20	

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Project Calendar and Timelines to be updated.