

Clyffe-Pypard Neighbourhood Planning Group

Notes of the meeting held on 29th September 2020

Present:

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

Apologies:

Marian Kent

Meeting Objective: To make GO / NO GO Decision for the 17th October sending out Questionnaire plus update on the remaining process

1. Previous Minutes and Actions from meeting 21st September 2020.
 - a. These were not reviewed
 - b. The previous minutes were not agreed.
2. SurveyMonkey - Online Questionnaire
 - a. Alan Glasspool walked the group through the key results and conclusions from the Version 1 Test. From this the following decisions were reached.
 - i. The Multi pages approach will be used
 - ii. The 'One Question at a Time' setting will be used
 - iii. The group understood the issues with number changes due to the Question Skip Logic
 - iv. Validations will be used throughout based on the instructions given to ensure consistency of answers
 - v. For manual input of hard copy questionnaires the household number will be added by STG member to the end of Q5 comment box to allow a cross check
 - vi. Proposed spreadsheet will be used to capture manually data from hard copy questionnaires for Housing section only, before questionnaires are handed through to Alan Glasspool for transcription into SM. Who will do this is to be decided. **Action AG**
 - vii. The group agreed that Alan Glasspool will be trusted to perform his role as Survey manager without any additional control
 - viii. The remaining steps to get to a final version are;
 1. Small number of changes between hard copy and SM version to be finalised **Action AG/NK**
 2. Hyperlink to be set up for FAQs with Rosemary Greenway's assistance **Action AG**

3. a full version of the SM questionnaire will be sent out to the STG members for a final test in the next few days. **Action AG**
 4. All members will complete survey and feedback any final feedback to Alan Glasspool **Action ALL**
- ix. The group agreed, from a SM perspective, on a GO decision to distribute the questionnaire on the weekend 17th / 18th October**

3. Communication

- a. Nick Kirton walked the STG through his proposals;
 - i. The overall approach will be to be more 'punchy'
 - ii. Nick has only had feedback from one STG member and requires all the group to review and comment **Action ALL**
 - iii. Parish Newsletter update;
 1. This includes a paragraph on possible implications of any further Covid-19 restrictions
 2. A bold 'punchy' heading will be used
 3. There will be a 'punchy' summary on the front page as well as the detailed note inside **Action RG**
 4. This update for 1st Oct was agreed publicising 17th / 18th Oct weekend
 5. There will be further follow up communication on the 1st November version
 - iv. Postcards (only being sent to those who are getting hard copies)
 1. It was agreed they would be headed 'New Homes in the Parish – Coming Soon?'
 2. As second will be sent out in the middle of the 4 week return period
 3. These will be printed double sided on paper - more like leaflets
 - v. Banner
 1. Agreed fewer words were required
 2. Proposal was made that it should be put in place on the weekend of 17th /18th Oct and therefore say something like – 'You Now Have Questionnaire! – Have Your Say'

4. Declarations of Interest (DoI)

- a. Tony Currivan summarised the way forward;
 - i. It had previously been agreed that all STG members would complete a DoI and include in this a statement of intent with regard to putting land forward for development in the NP process – from now up to conclusion of the final referendum.
 - ii. The DoIs will be shared with this group and placed on the website
 - iii. It was agreed that this needed to happen before the questionnaire is distributed
 - iv. Currently some DoIs submitted either do not include a statement of intent or it is not clear what is meant by the statement

- v. It was agreed that everyone will send their DoI to Tony Currivan as soon as possible **Action All (action 120)**
- vi. Tony Currivan will ensure that the required information is present, consistent and clear **Action TC**

5. Funding

- a. The estimates for further spend at the moment are as follows;
 - i. Banner - £85 (RG)
 - ii. Printing / Envelopes / Labels and Stamps - £1.20 per hard copy questionnaire (TC)
 - iii. Peter Gantlett stated that this was not in line with the detail included in the grant submission. It was agreed Peter and Tony Currivan would sort this out. **Action PG / TC**
 - iv. Concern was raised that this seems extremely inflexible given the fluid nature of hard copy numbers and changing requirements and that the amounts involved are very small.
 - v. Peter also proposed to go back to the Parish Council for any overspend **Action PG**

6. Resident selections - Online / Paper – Updated Spreadsheet

- a. Updates are still being carried out
- b. Reconciliation is still to take place with Diane
- c. Chris Rickett has sent though some updates. Chris also mentioned that she had agreed to collect the completed questionnaire in a few particular situations where people are unable to leave their homes
- d. The spreadsheet will be a very important control mechanism for the whole delivery and collection process so it is vital that it contains correct and complete detail of any resident selections and any other arrangements made. Identify all updates required and send through to Peter Gantlett. **Action ALL**
- e. Peter Gantlett to update spreadsheet **Action PG**
- f. The spreadsheet will also need to contain the email addresses of those individuals who have elected for online completion. Peter Gantlett will undertake a final review process with Diane to ensure these are complete and correct. **Action PG**
- g. Alan Glasspool stated that he will need to have access to the emails addresses and also to the email used to send them. For the testing Alan has used his own email.
- h. Peter Gantlett raised concerns regarding this and that Diane will have to agree to this. **Action PG**
- i. Nick Kirton stated that as a sub-committee of the parish council there is no GDPR issue with STG members having access to the residents email addresses and using in the way previously communicated. This is confirmed in our Terms of Reference
- j. Nick Kirton discussed the conversation that he had with the Vicar and the concerns regarding residents delivering hard copies by hand to the vicarage.

The group agreed that the only return option (except for a few specially arranged 'in person' collection cases) would be thorough postage via the royal mail system to the vicarage.

7. Next Meeting

- a. This was agreed to be on Tuesday 6th October at 7:30pm. The objective of this meeting will be to Sign Off all the key deliverables;
 - i. Final Resident Questionnaire
 - ii. Final Non resident Questionnaire
 - iii. Final SM Resident Questionnaire
 - iv. Final Spreadsheet with all information for resident delivery and collection in place and STG members allocated for delivery of hard copy questionnaires
- b. Alan Glasspool requested that in addition, the process for 'socially distancing' checking the prepared hard copies, envelopes, labels, numbering and logistics is presented for discussion and agreement. **Action TC**

Action List (Note: I have Closed Actions I believe have already been completed or were covered in the meeting – labelled Done*. **All Actions highlighted in Yellow need to be completed in just over a week!**)

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	
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	
142	Resident deliver status - Alan Glasspool to cover his road	AG	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	
150	Produce non resident questionnaire for review by the STG	NK	8/9/20	15/9/20	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	Done*
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	Done*
156	Questionnaire – Blocks of yellow to be updated in due course	NK	8/9/20	1/10/20	
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	Done*
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 Withered Bed and Withered 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	Done*
165	Confirm list of resident questions to be included in non resident questionnaire	CR	21/9/20	29/9/20	Done*
166	Produce non resident questionnaire	NK	21/9/20	29/9/20	Done*
167	Send out Version 1 of SM questionnaire to STG for completion	AG	21/9/20	22/9/20	Done*
168	STG to test and complete Version 1 of SM questionnaire	STG Members	21/9/20	24/9/20	Done*
169	STG to provide feedback on the test	STG Members	21/9/20	24/9/20	Done*
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	Done*
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	Done*
175	Provide proposal for postcards with requirements for costs from our grant	NK	21/9/20	25/9/20	Done*
176	Provide proposal for banner with requirements for costs from	RG	21/9/20	25/9/20	Done*

	our grant. This will include quote from Robin Greenway				
177	Content of Banner to be provided to Robin	NK	21/9/20	25/9/20	
178	Distribute proposal for postcards and timing	NK	21/9/20	25/9/20	Done*
179	Use PG' DoI format to complete a declaration of interest and intention	ALL	21/9/20	25/9/20	Done*
180	PG to send his DoI copy around the group	PG	21/9/20	22/9/20	Done*
181	Agree checking process for hard copy questionnaires to update spreadsheet before being transcribed onto SM .	AG	29/9/20	6/10/20	
182	Resolve small number of consistency issues between hard copy and SM versions of resident questionnaire	AG / NK	29/9/20	2/10/20	
183	Set up hyperlink for FAQs	AG	29/9/20	30/9/20	
184	Send out full online SM to STG members for Test 2	AG	29/9/20	30/9/20	
185	All STG members to carry out Test 2 and feedback results to Alan Glasspool	ALL	29/9/20	2/10/20	
186	All STG members to provide feedback on Communications material to Nick Kirton	ALL	29/9/20	2/10/20	
187	Provide 'punchy' message on the front of the Parish Newsletter – 1 st Oct	RG	29/9/20	30/9/20	
188	All DoIs submitted to be checked for completeness and consistency	TC	29/9/20	6/10/20	
189	Resolve issues with actual spend being slightly different than submitted to the grant application	PG / TC	29/9/20	2/10/20	
190	Go back to parish council to cover any overspend	PG	29/9/20	6/10/20	
191	Everyone ensure all aspects of spreadsheet are checked and provide updates to PG	ALL	29/9/20	2/10/20	
192	PG to update spreadsheet accordingly	PG	29/9/20	4/10/20	
193	Ensure email addresses are added correctly to the spreadsheet and carry out final reconciliation with Diane	PG	29/9/20	4/10/20	
194	Agree with Diane which email address to be used for sending emails from SM and managing the responses	PG	29/9/20	4/10/20	
195	Bring proposal for 'socially distanced' checking process to the 6 th Oct meeting (see action 172)	TC	29/9/20	4/10/20	

Project Calendar and Timelines to be updated.