

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 6<sup>th</sup> October 2020

#### Present:

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

#### Apologies:

Marian Kent  
Chris Rickett

#### Meeting Objective: To agree Final Sign Off for the 17<sup>th</sup> October sending out Questionnaire plus update on the remaining process

1. Previous Minutes and Actions from meeting 29<sup>th</sup> September 2020
  - a. These were not reviewed
  - b. The previous minutes were not agreed.
  - c. The minutes from 21<sup>st</sup> September 2020 are also still to be approved
  
2. Preparation – Resident Registrations
  - a. Peter Gantlett summarised the current position;
    - i. 74 registered
    - ii. 62 paper copies
    - iii. 3 declined
    - iv. 2 empty properties
  - b. It was agreed to now draw a line under the allocations and go with these as a final position
  - c. For delivery of the paper copies and postcards, STG members volunteered to cover the different areas of the parish as follows (delivery will be for those within the household number range with paper copy designated). These correspond to the tab / sheet on the spreadsheet;
    - i. Sheet 1 – Crossroads towards Hillmarton - Household numbers 1-8 – **PG** to deliver
    - ii. Sheet 2 – Crossroads to Tockenham - Household numbers 9 -24 - **NK** to deliver
    - iii. Sheet 3 – Crossroads to the Barton
      1. Household numbers 25 – 50 – **TC** to deliver
      2. Household numbers 51 – 65 – **PG** to deliver
    - iv. Sheet 4 – Crossroads to Broad Hinton – Household numbers 66 – 87 - **CT** to deliver
    - v. Sheet 5 – Clyffe Pypard up the Hill to Bupton – Household numbers 88 – 110 – **AG / CR** to deliver; AG will liaise with CR to incorporate those which CR had already committed to deliver to and collect. **Action AG**

- vi. Sheet 6 – Wood St through to Clyffe – household numbers 111 – 138 – **ER** to deliver. ER is not available for the weekend of 17<sup>th</sup> / 18<sup>th</sup> October. Tony Currivan to arrange for cover. **Action TC**
  - d. The meeting believes that there are now no requirements for any phone calls to collect questionnaire input. Alan Glasspool will confirm this with Chris Rickett. **Action AG**
  - e. The spreadsheet with the separate tabs / sheets needs to be updated to reflect the final position of online verses paper **Action PG**
  - f. For those designated as ‘registered’ now require their email address to be added alongside their household on the spreadsheet. **Action PG**
3. Preparation Non Residents
- a. There are two groups shown on sheet 7 of the spreadsheet;
    - i. Non residents with an interest – 10 in total
    - ii. Groups / individuals who use the Village hall – 7 in total. The Wootton Bassett couple who use the Village Hall use it for dancing practice.
    - iii. Peter Gantlett’s proposal is;
      - 1. Non Residents with an interest – are sent an email with the attached questionnaire from the clyffepypard hotmail addresses held by the parish council. Any completed online questionnaires or queries will be received by Peter or Diane and forwarded to Alan Glasspool. Non residents returning hard copy questionnaires will have sent them via Rachma. **Action PG**
      - 2. Groups / individuals – are sent an email with an attached questionnaire from Peter’s own email as he is the only one who holds their details and will not allow them to be shared. Peter will handle any queries and forward returns to Alan Glasspool. As above any returned in hard copy will go to Rachma. **Action PG**
4. SurveyMonkey - Online Questionnaire
- a. Alan Glasspool walked the group through 6 final points to agree;
    - i. **Q5** will allow between 1 and 5 responses
    - ii. **Survey format** – the decision is to use the ‘Classic’ format
    - iii. **Thank you at end of survey** – agreed to include
    - iv. **Thank you email plus summary of results** – agreed to include
    - v. **Matrix inputs 28 – 31 to avoid incorrect entry** – it was agreed to leave as matrix and deal with any incorrect entries. The only alternative, to use percentages was dismissed as it was viewed to be too confusing and could cause more errors overall
    - vi. **Manual transcribing when input incorrect** – it was agreed that incorrect entries both from hard copy questionnaires or from 28 – 31 when entered online, would be corrected at the end or near the end

of the collection process following the removal of appropriate validations to allow the offending questions to be skipped

- vii. Alan also thanked Gemma Greenway for her contribution by providing feedback and ideas for solutions.
- viii. Change will be made to the Version 3 survey to incorporate the above. **Action AG.**

- b. Alan Glasspool asked Peter Gantlett if a decision had been made over which email address should be used as the sending email in SM and who would have access to it. At the last meeting it was stated that the sending email should be from a specific parish neighbourhood address and if Alan Glasspool was going to manage the survey through SM then he would require access
- c. Peter Gantlett stated there is a second email address for the parish, clyffepypardpc on [gmail.com](mailto:clyffepypardpc@gmail.com), which could be used.
- d. However there are two issues that currently prohibit Alan Glasspool (or any other, non parish council member, of the STG) from having such access
  - i. the GDPR statement published on the website states that only parish councillors can use parish council email addresses
  - ii. there does not seem to be any formal evidence that non parish council STG members were proposed and accepted by the parish council to become members.
- e. Nick Kirton suggested that the parish council could undertake a risk assessment as part of their decision making process and use this as part of their justification for any decision.
- f. Alan Glasspool stated that a way around these issues is for Peter Gantlett, Rosemary Greenway and Marian Kent, in some combination, to take on the responsibility for managing the survey.
- g. Peter Gantlett stated that this could have value as it would let this group understand more about SM and be able to use it in the future.
- h. Peter Gantlett has called a special parish council meeting for Thursday 8<sup>th</sup> October to attempt to come to some sort of solution.
- i. Peter Gantlett was asked to update the STG on the outcomes from this meeting as soon as possible **Action PG**
- j. Until this has been concluded it is not possible to sign off any of the various communications.

5. Creation of Resident Hard Copy Questionnaires and Postcard ready for delivery

- a. Tony Currivan explained his proposal and the following was agreed;
  - i. Following final confirmation of which email address then Questionnaire can be finalised **Action NK**
  - ii. Tony will print the required number of Questionnaires and Postcards (at least 62) **Action TC**
  - iii. Peter Gantlett will print a set of 62 delivery envelopes with NP heading and message **Action PG**
  - iv. Peter will also print another set of 62 return envelopes with return address (c/o Rachma) **Action PG**

- v. Tony and Peter will add number from the 62 household numbers flagged as 'paper' to each questionnaire and envelope and to the postcards **Action TC / PG**
  - vi. Peter will print copies of the spreadsheet with the 62 households clearly identifiable. Stamps will be added to the return envelopes.  
**Action PG**
- b. A meeting will be held at the Village Hall at 9:00am Saturday (10<sup>th</sup> Oct). At this meeting;
- i. A table will be set up corresponding to each tab /sheet (1-6) on the spreadsheet
  - ii. On each table will be;
    - 1. The numbered questionnaires for those households designated as paper copy
    - 2. The numbered envelopes for delivery and returns
    - 3. The numbered postcards
    - 4. Copy of the spreadsheet
  - iii. Each member of the STG responsible for each tab / sheet (see 2c above) will check questionnaires and envelopes are numbered correctly using the spreadsheet tab / sheet
  - iv. Then each member will construct the delivery envelope containing the questionnaire and the stamped return envelope
  - v. Each member can then take away their set of envelopes and postcards to be delivered as follows;
    - 1. Postcards by Mon 12<sup>th</sup> Oct
    - 2. Envelopes over the weekend of the 17<sup>th</sup> / 18<sup>th</sup> Oct
  - vi. Peter Gantlett requested that only 6 people can attend. Social distancing should be maintained and a face mask will need to be worn
  - vii. Those attending will be TC, PG, NK, AG, RG (who will look after CT's allocation) and ER
  - viii. Tony Cuirrivan and Peter Gantlett will set up and run the session.  
**Action TC / PG**

#### 6. Hard copy delivery

- a. It was agreed it was up to the person delivering if they wanted to knock and engage with the householder or just post it through the letter box

#### 7. Communication

- a. Nick Kirton stated that as he has had no feedback on his communications then he assumed all was ok.
- b. Alan Glasspool stated he was happy with it.
- c. Specific points on the communications plan;
  - i. All the communication is dependant upon agreeing the email address
  - ii. Banner – Rosemary Greenway will take Nick Kirton's proposal and arrange for this to be produced by Robin. This will be required around 15<sup>th</sup> / 16<sup>th</sup> October so that it can be erected when the questionnaires start to be delivered **Action RG**

- iii. Post cards (12<sup>th</sup> Oct) – Tony Currivan to use Nick Kirton’s text and make them ‘eye catching’ **Action TC**
- iv. Email to go to all who registered in the week before survey sent out via SM (13<sup>th</sup> / 14<sup>th</sup> Oct) – Alan Glasspool to use Nick Kirton’s text **Action AG**
- v. Cover Email to go out with resident survey (17<sup>th</sup> Oct)– Alan Glasspool to use Nick Kirton’s text **Action AG**
- vi. Cover email to go out with Non Resident surveys (17<sup>th</sup> Oct) – Peter Gantlett to use Nick Kirton’s text **Action PG**

## 8. Funding

- a. Peter Gantlett and Tony Currivan have come to a position where the required solutions above can be funded.
- b. Alan Glasspool requested that, to ensure transparency, the STG were made aware of the impact on the overall funding as presented in the grant. **Action PG / TC**
- c. With regard to consultants it is possible to change from those who provided a quote that was used on the funding application
- d. Tony Currivan said we should reconsider what is required and if agreed undertake a specification, interview and selection process
- e. It was agreed that the way forward on the use of consultants would get picked up at a meeting once the questionnaires had been distributed. **Action TC**

## 9. Declarations of Interest (DoI)

- a. Tony Currivan stated that all DoIs had been received but that they were not as clear as was requested and there are inconsistencies with the words used.
- b. Tony has proposed the use of the following words;
  - i. If there is no intention use the words
    - 1. Neither I, nor any other owner related to me of the land identified above, have any intention of putting any of this land forward for housing development during the production of the Neighbourhood Plan
  - ii. or if you do have an intention, please state
    - 1. I, and/or any other owner (who is related to me) of the land identified above, intend to put forward land for housing development during the production of the Neighbourhood Plan should there be a proven need
- c. Everyone was requested to include one of these phrases and resubmit (in PDF form) to Tony by the 12<sup>th</sup> October so that they can be uploaded onto the website before the questionnaire goes out. **Action All**
- d. It was agreed that there should be a sentence in the next Newsletter reminding the community that information relating to the STG and the NP can be found on the website. **Action NK**

## 10. Next Meetings

- a. The next meeting is Tuesday 13<sup>th</sup> October at 7:30pm to confirm that everything is ready to go for the weekend of the 17<sup>th</sup> / 18<sup>th</sup> October.
- b. Alan Glasspool proposed that following this meeting, weekly Tuesday 7:30pm meetings are pencilled in from the 20<sup>th</sup> October through to the 10<sup>th</sup> November.
- c. This was agreed but Tony Currivan stated that if there was nothing to cover then they would not be held

## 11. AOB

- a. Tony Currivan communicated that we have had a recent response from Wiltshire Council
- b. Tony will respond to the following; **Action TC**
  - i. Questionnaire - “You should ensure you reach all sections of the community. I see you now have a separate survey for non residents, what is the reasoning behind having a separate non residents survey, ie rather than just the same survey for all? “
  - ii. ToR
    1. “The membership doesn’t currently contain any representatives of community groups”
    2. Plus some other minor clarification points

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 under 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	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	Done**

142	Resident deliver status - Alan Glasspool to cover his road	AG	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	Done**
145	All STG to look to fill gaps across the spreadsheet	ALL	8/9/20	15/9/20	Done**
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	
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	Done**
153	Special process to be designed for the transcription of hard copy resident questionnaires into SurveyMonkey	AG	8/9/20	10/10/20	
156	Questionnaire – Blocks of yellow to be updated in due course	NK	8/9/20	1/10/20	
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	
172	Set up socially distanced approach to check hard copy questionnaires, envelopes, numbering etc.	TC	21/9/20	7/10/20	Done**
173	Complete all the spreadsheet filling and allocation	PG	21/9/20	4/10/20	
177	Content of Banner to be provided to Robin	NK	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	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	Done**
183	Set up hyperlink for FAQs	AG	29/9/20	30/9/20	Done**
184	Send out full online SM to STG members for Test 2	AG	29/9/20	30/9/20	Done**
185	All STG members to carry out Test 2 and feedback results to Alan Glasspool	ALL	29/9/20	2/10/20	Done**
186	All STG members to provide feedback on Communications material to Nick Kirton	ALL	29/9/20	2/10/20	Done**
187	Provide 'punchy' message on the front of the Parish Newsletter – 1 <sup>st</sup> Oct	RG	29/9/20	30/9/20	Done**
188	All DoIs submitted to be checked for completeness and consistency	TC	29/9/20	6/10/20	Done**
189	Resolve issues with actual spend being slightly different than submitted to the grant application	PG / TC	29/9/20	2/10/20	Done**
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 <sup>th</sup> Oct meeting (see action 172)	TC	29/9/20	4/10/20	Done**
196	Sheet 1 Delivery responsibility, resident postcard	PG	6/10/20	12/10/20	
197	Sheet 2 Delivery responsibility, resident postcard	NK	6/10/20	12/10/20	
198	Sheet 3 (25-50) Delivery responsibility, resident postcard	TC	6/10/20	12/10/20	
199	Sheet 3 (51-65) Delivery responsibility, resident postcard	PG	6/10/20	12/10/20	
200	Sheet 4 Delivery responsibility, resident postcard	CT	6/10/20	12/10/20	
201	Sheet 5 Delivery responsibility, resident postcard	AG/CR	6/10/20	12/10/20	
202	Sheet 6 Delivery responsibility, resident postcard	ER	6/10/20	12/10/20	
203	Sheet 1 Delivery responsibility, resident questionnaire	PG	6/10/20	17/10/20	
204	Sheet 2 Delivery responsibility, resident questionnaire	NK	6/10/20	17/10/20	
205	Sheet 3 (25-50) Delivery responsibility, resident questionnaire	TC	6/10/20	17/10/20	
206	Sheet 3 (51-65) Delivery responsibility, resident questionnaire	PG	6/10/20	17/10/20	
207	Sheet 4 Delivery responsibility, resident questionnaire	CT	6/10/20	17/10/20	
208	Sheet 5 Delivery responsibility, resident questionnaire	AG/CR	6/10/20	17/10/20	
209	Sheet 6 Delivery responsibility, resident questionnaire	ER	6/10/20	17/10/20	
210	Arrange cover for ER on 17 <sup>th</sup> October	TC	6/10/20	10/10/20	
211	Confirm no requirement for phone calls with CR and arrangements for collections	AG	6/10/20	10/10/20	
212	Spreadsheet with multiple sheets to be updated to show final distribution choice	PG	6/10/20	9/10/20	
213	Spreadsheet to be updated with email addresses for SM delivery	PG	6/10/20	9/10/20	
214	Non Residents with interest to receive email and questionnaire from PG using Hotmail email address	PG	6/10/20	17/10/20	
215	Non Resident - Groups / Individuals to receive email and questionnaire from PG personal email address	PG	6/10/20	17/10/20	
216	Create final version of SM survey	AG	6/10/20	13/10/20	
217	Regarding use and access to emails and management of SM, decisions to be communicated to STG from 8 <sup>th</sup> October parish council meeting	PG	6/10/20	8/10/20	
218	Finalise questionnaires following clarification of email address	NK	6/10/20	9/10/20	
219	Print required number of postcards and questionnaires	TC	6/10/20	9/10/20	
220	Print on required number of delivery envelopes – with heading and message	PG	6/10/20	9/10/20	
221	Print on required number of return envelopes – with return address	PG	6/10/20	9/10/20	
222	Add appropriate household numbers to postcards and	TC	6/10/20	9/10/20	



	questionnaires				
223	Add appropriate household numbers to delivery and return envelopes	PG	6/10/20	9/10/20	
224	Run session in Village Hall to check paperwork and numbering before inserting	TC / PG	6/10/20	10/10/20	
225	Arrange for agreed text to be created on Banner	RG	6/10/20	15/10/20	
226	Agreed text onto postcard	TC	6/10/20	9/10/20	
227	Agreed text for all who registered week before delivery used in email communication	AG	6/10/20	12/10/20	
228	Agreed text for all who registered to go out on email with survey link	AG	6/10/20	17/10/20	
229	Agreed text to go out in cover email with questionnaires to non residents	PG	6/10/20	17/10/20	
230	Provide STG with the final position on funding grant spend for this part of the NP project	TC / PG	6/10/20	19/10/20	
231	Arrange future discussion on use of consultants	TC	6/10/20	20/10/20	
232	All STG to resubmit DoI to TC using his phrasing.	ALL	6/10/20	12/10/20	
233	Sentence in next Newsletter to remind parish they can access information on STG and NP on the website	NK	6/10/20	28/10/20	
234	Respond to reply from WC regarding Questionnaire and ToR	TC	6/10/20	12/10/20	

Project Calendar and Timelines to be updated.