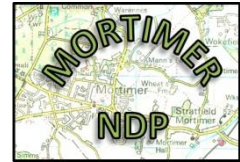




## Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting  
held on Friday 6 March 2015 @ 10am  
at the Parish Council Office



### Present:

Steering group members: Tennant Barber (TB) acting Chairman, Mike Dennett (MD), Dudley Ives (DI), Danusia Morsley (DM), Neil Kiley (NK)

Research & admin assistant: Jane Rabbiosi (JR)

Public & Press present: One

**Apologies for absence:** Patrick Wingfield (PW) - Chairman

### ACTIONS

#### 1. Approve minutes of 20 February 2015

The minutes were unanimously approved.

#### 2. Declarations of interest

DI declared interest as he lives opposite the West End Road site  
TB declared an interest as he lives on Kiln Lane

*Before proceeding with the meeting the attending member of public was asked if he had any comment or a specific question he would like to raise. He thanked the group for allowing him to attend and informed the group that he was attending as one of the suggested sites is close to his home.*

#### 3. Matters arising from previous minutes

NDP financial records – JR informed the group that Jayne Kirk had forwarded a report documenting Steering Group expenditure to date. JR confirmed that she would be keeping a track of expenditure going forward.

#### 4. Feedback on exhibition & discussion groups

##### a. Overview and any matters arising

It was agreed that the general feedback had been positive. People had generally been impressed with the professional tone of the exhibition and discussions. NK reported that Royce Longton of Burghfield Parish Council had visited the exhibition on Sunday and he had asked if he might have copies of the exhibition displays etc as Burghfield would be looking to also carry out an NDP. TB suggested he may also be interested to receive a copy of the Herefordshire Council guide to NDPs as this was quite a comprehensive document.

**ACTION:** send Royce Longton of Burghfield PC information as requested

##### b. Update on feedback / early analysis from exhibition and discussion sessions

TB informed the group that in excess of 700 feedback postcards collected. TB reported that all the numbers had been logged and he was in the process of typing up, processing, referencing and grouping them

JR

into subject matters. TB reiterated that it was important that the results were not publicised until after the questionnaires period had been closed as this information might bias the questionnaire results.

## 5. Questionnaire review

TB ran through his Report To Mortimer NDP Steering Group 4 March 2015 and copies were distributed to the group.

- a. TB and DM reported to the group that they had meet with Jenny Legge at WBC and it had been a very productive meeting and the Mortimer NDP draft questionnaire had been forensically critiqued by WBC and a great deal of feedback had been given and the draft questionnaire has been revised in line with the comments. TB and DM reported that the questionnaire sub team will meet again on Monday 9 March to try to produce a close to complete questionnaire for Steering Group approval.

TB and DM reported that WBC strongly advised that the questionnaire should be carried out online. However, TB/DM estimate that approx. 40% of the population would prefer a paper questionnaire being unfamiliar with on-line surveys. There was some discussion on the subject of running a paper questionnaire alongside the online version. The group considered two options either:

- Option A - a paper questionnaire delivered to every home and business with the option to complete the questionnaire on-line or
- Option B - an on-line questionnaire with homes / individuals / businesses having the option to collect / request a paper version; in this situation every home / business would have a leaflet delivered to announce the questionnaire. Paper copies would be delivered to Windmill Court, Badgers Croft and Glenapp Grange on the basis that the residents are less likely to be comfortable using an on-line questionnaire.

The majority vote, 3:1 was for Option A.

- b. TB & DM reported that with regards to online survey software the options were to use either Survey Monkey (which is used by WBC and therefore WBC would be able to give support) or e-surv which is free. The questionnaire sub team prefers the Survey Monkey option as this software is used by WBC and various government agencies. It provides for the questionnaire, analysis of returns and secure data storage. The Steering group agreed to request the Parish Council place a contract with Survey Monkey.
- c. TB reported that the questionnaire sub team recommended that those 16 years of age and over should be eligible to respond to the questionnaire. There was some discussion on this subject. TB reported that the questionnaire sub team had thought that 16 years old was appropriate as at this age they are eligible to live away from home. NK commented they he thought the age limit should be 18 years old as this is the national voting age and DI was in agreement. DM confirmed that it is essential at we are seen to have reached out to all members of the community and therefore young people need to be consulted in some way. TB & DM confirmed that when it came to voting on the referendum then the age limit would be 18 years old. DI raised the question as to how we would be able to determine the age of who fills the questionnaire anyway. MD commented that as we did need to consult with the younger generation

then it was just as well that they be eligible to complete a questionnaire. The steering group agreed that the questionnaire age limit should be 16 years old.

- d. TB reported that it is recommended that respondees will, be asked to indicate their age within broad bands e.g. 16 -21, 65+. This information will be used to
1. To assess the degree to which all age ranges have responded
  2. To determine if there are distinctively different views between age groups. This information on its own is not believed to be sensitive because an individual cannot be identified.
- e. TB reported that WBC and the questionnaire sub team recommended that names and address information (either road/street name or post code) will be requested but it will not be mandatory. TB reported that the reasons for collecting this information include:
- To manage, not eliminate, duplicate entries
  - To be able to assess the degree to which the several geographic areas of Mortimer have been represented
  - If a prize is offered to encourage responses then names and addresses will be required.

TB reported upon advise from ICO and WBC advisers collection of names and addresses is low grade sensitivity re: data protection. It was acceptable to have a locked questionnaire collection box in Budgens and data analysis could be carried out by Steering Group approved individuals. NK commented that without collecting names and addresses then the process would be open to abuse by individuals who wished to sabotage / skew the results. DI asked the group if there were suspicious questionnaires, what action could be taken? TB & DM agreed to ask WBC about this subject. After some discussion the Steering Group agreed that there should be an area for names and addresses at the end of the questionnaire with the option to tear this section off. It is assumed that each questionnaire and address section would be given a unique number so that they can be referenced back. **ACTION:** Ask WBC about how we would deal with suspicious questionnaires

**TB or DM**

- f. On the subject of questionnaire delivery, TB reiterated that it was vital that questionnaire be delivered to all households and Bryan Lyttle had previously suggested using the electoral register to reach all households. JR reported that she has been in contact with Phil Runacres at WBC who had informed her that while they couldn't allow us to have a copy of electoral register they could send a list of addresses in the Parish and this had been received. JR also reported that she had been in touch with Royal Mail regarding direct mailing services who had referred her to ARC mailing who are preparing a quote for printing and delivery.

After some discussion the Steering Group agreed that the questionnaire will run for 4 weeks and that analysis should begin as soon as questionnaires were returned.

- g. The Steering Group was asked to agree to request the PC agree to purchase 3 lockable metal boxes (one to go in Budgens, one to go in Doctors surgery (if doctors agreeable) and other location TBC) in which

paper questionnaires can be returned. The Steering Group agreed this request. JC suggested that we ask might first ask WBC electoral services or planning if they have ballot boxes which we could use.

**ACTIONS:** approach WBC regarding loan of ballot boxes  
Approach doctors to see if they are happy to have ballot box in surgery

**JR  
NK**

- h. TB reported that the questionnaire sub group had been thinking of ways to encourage people to fill in the questionnaire and therefore get a good response rate. TB report that they planned to offer a support service to help the less able to fill in the questionnaires, also a list of local clubs and organisations had been drawn up and these would be contacted / visited. NK confirmed that he had provisionally been in touch with Malcolm Summers – Willink School deputy head to see he would be receptive to Steering Group visiting sixth forms and he was happy for this to take place, NK also mentioned he had been in contact with James Strang regarding setting up a meeting with local farmers.

One of the ideas was for there to be a prize draw for questionnaires with a £100 prize for the winner. The Steering Group agreed to offer the cash prize.

**ACTION:** Look into whether this prize amount would be covered by the NDP grant.

**JR**

- i. DI requested that the questionnaire be sent to Parish Council for final approval. After some discussion it was agreed that as a courtesy the final questionnaire be sent to parish counsellors for their information and not for their comment / approval.
- j. TB referred the group to the briefing document to be put to the Parish Council for their approval. The majority of the Steering Group voted that they were happy for the below report to go forward to the Parish Council ahead of their next meeting on Thursday. DI abstained from voting until he had thoroughly read through the report. It was agreed that MD would present the report to the Parish Council. It was agreed that it should be added to the report that the Steering Group request that the Parish Council apply for the new NDP government grant.

## **6. Funding status**

JR reported that Jayne Kirk (PC Clerk) had submitted the Expression of Interest form to mycommunity.co.uk for a neighbourhood planning grant. The next step would be to complete a draft application listing possible expenditure.

**ACTIONS:** Circulate a list of expenditures for the steering group to add to.  
To pull together a list of consultants that we might need to use during the process as well as rough costings.

**JR  
NK & JC**

DM informed the group that she would be attending the Building Better Opportunities Conference on 9<sup>th</sup> March 2015 run by Empowering West Berkshire and she would collect information on any other grants that might be available to the NDP.

## **8. Next meeting to be held on Fri 20<sup>th</sup> March (10.00 – 12.00 at Parish Office)**