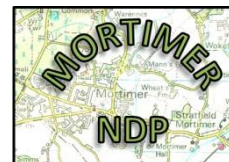




## Stratfield Mortimer Neighbourhood Development Plan



Minutes of the Steering Group Meeting  
held on Friday 17<sup>th</sup> April 2015 at 10am  
at the Parish Council Office

### Present:

Steering group members: Tennant Barber (TB) deputy Chairman, Dudley Ives (DI), Neil Kiley (NK), Jane Rabbiosi (JR) Research & admin assistant

Apologies: Patrick Wingfield (PW) – Chairman, Mike Dennett (MD), Danusia Morsley (DM), John Cornwell (Planning Consultant)

Public & Press present: None

		ACTIONS
1.	<b>Approve minutes of 2<sup>nd</sup> April 2015</b>	
	The minutes were unanimously approved.	
2.	<b>Declarations of interest</b>	
	None	
3.	<b>Matters arising from previous minutes</b>	
	<p>TB ran through the action points from the previous minutes.</p> <p>a. Questionnaire review - With regards to the query on CIL figures used in questionnaire, TB advised the steering group that WBC had not been contacted to check if the £3000 average is the correct or if CIL applied to affordable homes, but confirmed that the wording in the questionnaire with regards to this figure was caveated accordingly.</p> <p>b. SMPC authorisation of printing costs – it was reported that these had been approved and that the printing had been ordered.</p> <p>c. Preparation of questionnaire delivery – TB confirmed that he had booked the Methodist Church on 22<sup>nd</sup> April from midday to 5pm for assembly of questionnaire deliveries. TB advised that DM would confirm if printers would deliver directly to the Methodist Hall. TB confirmed that ‘Bags for Life’ had been purchased.</p> <p>d. Paper questionnaire boxes – NK reported that, Stuart, the carpenter had been commissioned to make the boxes and that it had been agreed that these would be finished by 22<sup>nd</sup> April. It was agreed that an appropriate sign/ label should be attached to the front of each box. It was also agreed that padlocks, combination locking if possible, would need to be purchased for the boxes as these would not be included with the boxes.</p> <p><b>ACTION:</b> Draw up sign for the front of ballot boxes <b>ACTION:</b> Purchase four combination padlocks for ballot boxes</p> <p>e. Meeting with Barton Willmore – it was confirmed that the meeting was scheduled for Mon 20<sup>th</sup> April at 2.30pm</p>	<p><b>TB</b> <b>PW</b></p>

	f. Writing the NDP – TB confirmed that drafting of the documents had begun but had not yet been completed.	
<b>4.</b>	<b>Questionnaire items to be actioned or approved</b>	
	<p>TB reported that the questionnaire team met on Wed 15<sup>th</sup> April and that the online survey is almost complete, the supporting documents just need to have the appropriate links added. TB advised that DM and he will be proof reading to check no errors have occurred in the editing process.</p> <p><b>ACTION:</b> Check that the survey is in a mobile-friendly format</p> <p>a. Paper Questionnaire Process – TB presented the Paper Questionnaire Process (Appendix I – updated version) document to the group. In short, it was described that there are four activities associated with the management of the paper questionnaires – Managing the phone service; delivering additional questionnaires; collecting completed questionnaires; and updating the posters. TB described the detail of how this process would be managed. TB advised that once the Steering Group had approved the document then it would be kept for public record in order to show that the process is managed properly.</p> <p>There were suggestions of amendments to the rota, such as amending questionnaire collection times and changing of wording to show that the rota was for all four duties rather than simply collection of completed questionnaires, as it currently suggests. Other than these suggestions the Paper Questionnaire Process document was approved by the steering group.</p> <p>b. Agree data entry process from paper to Survey Monkey – there was some discussion regarding the options for the data entry process. It was discussed whom should enter the data, volunteers or data entry organisations. It was agreed that this would depend on the volumes of returned questionnaires. JR reported that she was currently researching data organisations and had sent questionnaires to companies called Adetiq and OWD and was awaiting quotes. It was also suggested that trusted people could be paid to upload the data. There was also some discussion as to which format the data should be loaded upon – whether it be direct to Survey Monkey or onto an MS Excel spreadsheet. TB reported that the questionnaire team favoured uploading the data directly to Survey Monkey so as to be able to utilise the analysis tools it offers. No decision was made on this point.</p> <p>c. Agree testing of the online version by SG volunteers – TB reported that DM and he felt that there was no need for online testing as it is quite straightforward. TB advised that DM and he would be proof reading the online survey. The steering group approved that the online version would not need to undergo testing.</p> <p>d. Questionnaire rota – the members of the steering group present and Jr signed up for the days that they could take on the management of paper questionnaires.</p> <p><b>ACTION:</b> Compile the master copy of rota and distribute to volunteers and steering group.</p> <p>e. Approve Corex sign designs – the designs were shown to the group and the group approved them, MD had previously approved them by email</p> <p>f. .Agree if A1 posters should be printed for Budgens window, noticeboard outside library – TB advised that this would not be agreed until quotations</p>	<p><b>TB / DM</b></p> <p><b>TB</b></p>

	<p>were back from the printers.</p> <p>g. Maximising the response to questionnaire – TB raised the discussion as to ideas to maximise the response to the questionnaires. TB reported that Nick Carter suggested contacting local groups to request that they email their members to remind them to complete their questionnaire. There was some discussion as to whether this was a necessary course of action, but TB advised that it was an easy and quick task and as well as flushing out some more responses it would also show examiners that efforts were made to get maximum response from all of the parish.</p> <p>TB asked if the initial meeting with Malcolm Summers regarding the members of the Steering Group visiting Willink School had been followed up. NK reported that he would be happy to re-visit this discussion with Malcolm Summers with a view to setting up meeting with sixth formers to discuss NDP and ask them to fill in questionnaires. There was some discussion as to whether paper copies should be given out or simply direct them to the online survey. The group agreed that to avoid abuse of the questionnaires, it would be appropriate to ask the students to fill in a paper questionnaire under the supervision of steering group members and those students should not be permitted to leave the meeting with their questionnaires.</p>	
<b>5.</b>	<b>Funding and expenditure</b>	
	<p>a. Current budget report &amp; grant update– JR reported that after April commitments were met there would be £566.55 left in the NDP budget. JR reported that MD advised in an email dated Wed 15 April that he had not yet heard from Locality regarding the grant applied for. JR also advised that in the same email MD advised that the SMPC had agreed more funds to NDP in November. JR showed the group the minutes in which a further £8,900 was agreed to be transferred from general reserves to NDP earmarked reserves.</p> <p><b>ACTION:</b> Follow up on status of the Locality grant</p> <p>b. SG approval for the upcoming questionnaire-related expenditure including ballot boxes + padlocks, posters, pay-as-you-go phone and incidentals totalling approx. £360. The steering group approved this.</p>	<b>JR / MD</b>
<b>6.</b>	<p><b>Next meeting to be held on Monday 27<sup>th</sup> April at 10.00 am in the Parish Office</b></p> <p><b>The next normal meeting is scheduled for the Friday 1<sup>st</sup> May at 10.00 am in the parish Office.</b></p>	

## Paper Questionnaires (Qu) Process

There are 4 activities associated with the management of the paper questionnaires:

- Managing the phone service (queries/help line and requests for additional paper copies of qu),
- Delivery of additional qu
- Collecting completed questionnaires is one combined task.
- Updating the posters.

These will be undertaken by the **rota of volunteers for** as per the attached table.

The activities are described below.

### **Tool Box**

At the hand over from one person to the incoming person collect the 'tool box' containing the telephone with the charger, the keys/combination for the collection boxes, spare questionnaires, envelopes, folders and the 'recording book'.

Hand over at a time convenient to both parties typically in the morning.

At each hand over start a new page in the 'record book' with a date.

### **Telephone Service**

- Take calls as necessary, check voice mail and list requests for additional questionnaires in the record book (name, address and number requested).
- Ensure the pay as you go is topped up as necessary, in the unlikely event that it will need topping up contact PW who will arrange payment.

### **Delivery of Additional Questionnaires**

- At a convenient time deliver requested additional qu's as listed in the 'record book' (these will include outstanding requests from the previous day and those received during the day).
- On delivery of the questionnaires complete the entry in the 'record book' with a tick and the serial number of the qu's to be found at the top of the third page, (the start of the questions).
- If there are insufficient spare qu's additional copies can be collected from PW

### **Collecting and processing paper questionnaires:**

- Collect the qu's each evening or before closure of library and Parish Office on their open days.  
**NOTE** suggest you get to library and surgery say at least 15 minutes before closure unless they shut up shop early
- Collected qu's
  - a. Record in the 'record book' the number of qu's returned and list the serial numbers (The **PURPOSE** is to provide a paper trail if there is a need to reconcile the numbers collected with the actual number of paper qu's at some later date.
  - b. Remove the last sheet from the questionnaire and store separately in an envelope with the number of returns and date on the outside.
  - c. Place the qu's in a folder(s) with number of returns and the date written on the front.
  - d. Take the collected qu's and last sheets to PW for safe storage.

- Email the number of collected qus to DM who will arrange for the barometer poster to be updated.

### **Questionnaire Posters**

- From the start of the questionnaire period there will be posters on the fairground railings, village notice boards and possibly Budgens windows
- At the start of the second week the barometer poster showing the number of returns will go up on the fairground railings and will be updated each day by DM
- At the start of the third week a third poster will go onto the fairground railings showing the count down to the closure of the questionnaire period.

### **Entering Paper Questionnaire for Data for Analysis**

The paper questionnaires will be entered into SM by either

1. A group of nominated NDP volunteers, or
2. A professional organisation.

This will depend on the number of returned paper questionnaires.

17<sup>th</sup> April 2015

### Rota for Paper Questionnaires Process – All Tasks

Day	Date	Budgens 7- 9 pm	Surgery 5 - 6 pm	Library	Parish Office	Who
Fri	24/4	✓	✓	5.45 pm	X	TB, DM
Sat	25/4	✓	X	12.15	X	TB, DM
Sun	26/4	✓ 4 pm	X	X	X	JR, TB, DM
Mon	27/4	✓	✓	4.45 pm	X	TB, DM
Tues	28/4	✓	✓	4.45 pm	✓ 12.30	NK, DI,
Wed	29/4	✓	✓	X	X	NK,
Thurs	30/4	✓	✓	X	✓ 12.30	NK,
Fri	1/5	✓	✓	5.45 pm	X	NK,
Sat	2/5	✓	X	12.15	X	
Sun	3/5	✓ 4 pm	X	X	X	JR,
Mon	4/5	✓	✓	4.45 pm	x	DI,
Tues	5/5	✓	✓	4.45 pm	✓ 12.30	DI,
Wed	6/5	✓	✓	X	X	NK,
Thurs	7/5	✓	✓	X	✓ 12.30	
Fri	8/5	✓	✓	5.45 pm	X	NK,
Sat	9/5	✓	X	12.15	X	JR,
Sun	10/5	✓ 4 pm	X	X	X	JR,
Mon	11/5	✓	✓	4.45 pm	X	NK,
Tues	12/5	✓	✓	4.45 pm	✓ 12.30	DI,
Wed	13/5	✓	✓	X	X	
Thurs	14/5	✓	✓	X	✓ 12.30	
Fri	15/5	✓	✓	5.45 pm	X	
Sat	16/5	✓	X	12.30	X	
Sun	17/5	✓ 4 pm	X	X	X	
Mon	18/5	✓	✓	5 pm	X	
Tues	19/5	✓	✓	5 pm	✓ 12.30	DI,
Wed	20/5	✓	✓	X	X	NK,
Thurs	21/5	✓	✓	X	✓ 12.30	NK,
Fri	22/5	✓	✓	6 pm	X	NK,