

Ickleford Neighbourhood Plan Steering Group minutes

Tuesday 25 February 2020, The Old George

Attendees: Ruth Bryer, James Tizzard, Pauline Gardiner, Mike Jones, Bruce Parker, Louise Peace, Mike Willoughby

Apologies: None

By invitation: Ray Blake, Judith Crosier, Clare Gooden, Paul Gooden, Bob Overett, Sam Zalin-Miller

Minutes of the meeting of 22 January approved

Matters arising

- Familiarisation with the QGIS mapping software may take some time. We may need to source maps elsewhere for the questionnaire. If so, North Herts Planning may be able to help. **[Action: James and Mike J to see what they can come up with, and flag the need for an alternative if required]**

Questionnaire - update

- Ruth and Pauline were finalising the print version after sending their latest draft to Sally Chapman and Clare Skeels. Both had been positive but advised against including one response option that might suggest future development could be lower than that outlined in the Local Plan.

Questionnaire - publicity and volunteer recruitment

- Publicity options include Facebook, the Village News, Posters, through local groups, the Comet and ParentMail (article already sent to St Katharine's Wheel). Mike J suggested he develop some entries (memes) for Facebook **[Action: Ruth to send copy to Mike for memes, these then to be circulated by those in the group on Facebook]**
- Volunteers will be asked to get in touch and let us know which street they are on.
- Clare Gooden mentioned the need to reach those unable to leave home. Local volunteers should help with this.
- Informing the Neighbourhood Watch coordinators about the questionnaire and seeing if any of them wished to help was also suggested.

Questionnaire - confidentiality

- Sally Chapman did not feel we needed to worry about confidentiality when inputting data as we had only asked for postcodes, not names and addresses.
- She suggested we could collect names and addresses of those who were interested in being updated about the plan's progress. However, as this would add data protection issues and create more work, we thought it preferable to just provide updates to the whole parish. Updates could be through the website and via a sheet distributed with the St Katharine's Wheel. Mike W thought the latter would be possible.
- Similarly, it was agreed offering a prize would be complicated to administer and may not greatly influence whether people took part.
- We plan to deliver questionnaires with envelopes so they can be returned confidentially. Data entry will then be done separately by committee members.
- As the data from paper copies is to be inputted into Survey Monkey for analysis, Sam wondered whether we might want to mention their privacy policy in the paper version **[Action: Sam to review data protection policies of Survey]**

Questionnaire - distribution and collection

- Ideally, we will find volunteers to distribute and collect questionnaires in their own streets.
- We want to give these volunteers flexibility over timings to fit in with their routines and allow them to achieve as high a response rate as possible. We plan to set a week within which to hand out questionnaires. Residents will then have a week to ten days to complete them, with collection taking place the following week. How collection takes place will depend on what works best for the volunteer.
- It would be good to hold a drop-in session at the village hall during the time when residents are completing their questionnaire. A weekend daytime slot would be preferred.
- We want to get the questionnaire out before Easter if possible. This will depend on how quickly it can be made ready for print and online publication.

Questionnaire – development and analysis

- It was agreed that once the print version is close to completion Ruth will pass it to Mike J for laying out. Mike J will liaise with Ruth and Pauline on this. Once the print version is ready, it will then be given to Sam for uploading onto Survey Monkey
- Survey Monkey hosting costs are £99 a month. Louise will probably become the administrator and pay for this, and put in the claims to be reimbursed.
- Given this cost, we do not want to start using Survey Monkey any sooner than necessary. We also need to avoid using it for any longer than needed.
- The analysis stage could be time consuming so we need to plan what is needed and whether we can do this outside Survey Monkey. Sally Chapman may know someone who can advise us.
- Bob asked about our likely approach to free text responses. It was suggested we identify themes in the same way as for the feedback forms. In this exercise we found residents often voiced similar views that could be grouped by topic relatively easily. This aspect of analysis would require coordination across those inputting the data if such coding was done before data entry.
- Free text management software is available and may be useful, although set up time might limit its value in this case.

Finance

- Louise has received a first invoice from Sally Chapman for £647.50. Of this £560 was related to meeting costs and £87.50 for work on the questionnaire. This highlighted the need for us to only invite Sally to meetings when face-to-face input was really needed.
- Current funds were £7613.00, of which £7434.50 were allocated as follows: £6282.50 for Sally, £1000 for printing and survey distribution costs, and £152 for room hire.
- £178.50 remained from the David Barnard locality grant once £16.99 had been paid for a memory stick and £25.00 for space at the Christmas Fayre.

Date of next meeting: Wednesday 18 March at 8pm (to be confirmed)