



## Pilning & Severn Beach Neighbourhood Plan Steering Group

6 Vicarage Road, Pilning, Bristol BS35 4LN

T: 01454 631499

E: clerk@pilningsevernbeach-pc.gov.uk

### Meeting Notes for 17<sup>th</sup> August 2021

#### 1. Expected

Anuran Wickramasinghe; Gary Sheppard; Ian S Roberts; John Miller; Jonathan Edwardes; Nigel Barton; Olga Taylor; Richard Edwards.

#### 2. Apologies

Jacqs Graham and Peter Tyzack

#### 3. Review of actions from previous meeting (not on the agenda)

Demographic census results from 2021 are not yet available

Meeting notes agreed these can be published on the NP website page

#### 4. Family fun day at Severn Beach Village Hall

Volunteers A timetable of volunteers was agreed for the event, with a minimum of two at any one time.

Equipment A gazebo, chairs and folding table are being provided by the team, with thanks

Quiz The quiz was discussed and how it will be used at the fair. After discussion it was agreed that the quiz will be a give away with the answers being published in a future In View.

Offer made to print the quiz welcomed.

Data collection Form for data collection from residents and two pull up banners 2m x 80cm for the stall (and future events) were presented (see costs below). The primary function of the form is to collect data from people in order to send out the survey. However only those in the parish will be permitted to take part in the survey and referendum. However, those not eligible can still get information about the project. Further work is required with additional images of the area on the banner and form.

Under 18's Concern was raised that under 18's who will be eligible to vote in the referendum in two years' time could be left out. Legally the group cannot collect data from under 18's. Under 18's will need to refer to In View and the website if they want to be kept up to date.

Electronic Form Using Google Forms to collect data is permitted under GDPR if people are giving their permission to do so and that automatically collecting email addresses is not activated.

Proof of engagement the collection of data is a key indicator of how well the group has communicated with the community.

Collection points information will be provided on the website where forms can be dropped off, also posters in the windows of businesses willing to help.

Consistent messaging it was impressed on the group the importance of having a cohesive marketing campaign where every item has the same branding.

GS needs a copy of the logo as an EPS file

#### Action OT

Marketing finance Costs for £242 for 2x banners and 1000 leaflets / forms. GS explained that the quote recommended by the subgroup was not the cheapest but there was very little between the quotes. Decision taken to recommend a local company. All this expenditure is covered by the grant.

**Vote: Carried unanimously**

## **5. Update on the Parish Survey**

Subgroup has met twice since the last meeting and the plan is to get the survey out by the end of November with returns before Christmas.

Registration by paper and electronic forms

Possibly Survey Monkey (now called Momentive) or Smart Survey for the electronic form.

Banner and slips already mentioned under the Craft Day exhibition.

Parish Council website to be used for the various links

Collation of the questions has started, using standard questions from South Gloucestershire Council

Subgroup have shared and considered further questions

*Are the questions the same for all age groups?* Same for all.

Notes from the subgroup are now on the NP shared drive.

Data collection will be electronic and paper, electronic returns will depend on how many will sign up. Data from other NP's shows that electronic is not always that successful and paper copies will be required.

Data processing, electronic data will be gathered automatically, paper copies will need to be manually entered into a database.

*How will this be managed?* It depends on how many paper copies come back from residents; there may be need to outsource some data entry tasks. There is an allowance in the budget for that eventuality, should it be necessary. Quotes have been obtained from suitable firms e.g., Survey Monkey for the processing of any electronic data.

*How will the data be analysed?* The companies would send the data in a CSV file which can be imported to Excel or a similar spreadsheet.

Care needs to be taken that the questions are easy to process e.g., multiple choice rather than free text. Most of the questions will be closed questions but there will be some narrative answers as well.

*Are the questions per household or per person?* The subgroup has had a response from another NP Group. In brief they were happy to have any responses so did not put a household only restriction on the response. However, there could be an issue if there are multiple entries from one household attempting to skew the data. This will have to be considered when formulating the questions.

Noted that the subgroup oversees setting the questions and that anyone wanting to comment in them will need to be part of the subgroup. Once the questions are agreed by the subgroup they will then be shared with the whole steering group.

*What kind of responses do the subgroup expect to receive from the survey?* The views of parishioners on what we see are the key issues of a Neighbourhood Plan and the things that are important to them. Residents will inevitably have to be partly guided into thinking about subjects or headings expected to be in the Neighbourhood Plan. Assumptions made in the draft plan can be changed by the responses from the residents.

*Will anyone regardless of age be able to fill out a survey?* The expectation is they would just not be able to vote in the referendum. Residents will be encouraged to fill in the survey online to capture the views of as many people as possible. Budgetary constraints prevent everyone in the parish getting a paper copy.

## **6. Identification of sites**

About half of the extra ones have been added to the NP spreadsheet. Some duplication of the "Call for sites" already identified has taken place. Note this is an internal document to the steering group. Predominantly the suggestions have been for built environment and not for any green spaces. Information to be circulated to the steering group.

## **7. Communication with other agencies**

Contact with Danny Dixon at South Gloucestershire Council regarding new housing target numbers. South Gloucestershire Council are unable or unwilling to provide this information. A meeting with South Gloucestershire Council has been accepted to discuss this issue further. Date and agenda to be confirmed.

**Action RE**

Conversation with Paul Seaver at Strides, currently working on the Bedminster Neighbourhood Plan. They are using the manifesto format for the plan. Happy to share ideas how they have gone about it. Suggest inviting Paul Seaver to the September meeting.

**Action AW**

Mapping the for the Neighbourhood Plan, AW suggested a contact in Bristol who has developed a mapping system and AW will arrange a demonstration for a future meeting.

**Action AW**

## **8. Website development**

All up to date including the August eNewsletter.

The legal position regarding GDPR was clarified regarding the use of Google forms. If the participant makes the decision to fill in the form themselves then that is compliant. Note any data for the NP will be held securely away from the shared drive.

QR code to be created for the Google form on the Parish Council website

It is possible to use Google forms for the survey as well and this is a paid account already via the Parish Council.

## **9. Agreement on next steps**

Meeting of the subgroup 1<sup>st</sup> September

Engagement at the Craft Day on 4<sup>th</sup> September in Severn Beach

Next meeting 16<sup>th</sup> September (full group)

Surveying groups and business and how that will be moved forward? Full group or subgroup? Do we understand what the target group is? List to be added to the shared drive. OT to ask SevernNet for any assistance they can give with business.

**Action RE**

## **10. Review the Project Plan**

Little to add to the project plan, more information is expected at the next meeting.

## **11. Any other business**

*Why is there a requirement for timekeeping on the agenda?* Suggested that this would be beneficial, however the group disagreed.

*Face to face meetings* agreed to try for the Thursday 16<sup>th</sup> September 7pm at Emmaus Church Severn Beach.

eNewsletter RE to liaise with JG for the September issue

Reported to the meeting that the Housing needs assessment is nearly completed.

## **12. Dates of future meetings**

Tuesday 19<sup>th</sup> October

Tuesday 16<sup>th</sup> November

With no other business the meeting closed at 20:43