

Ewhurst and Ellens Green NP Steering Group

Meeting Monday 11th May 2015

7pm Sayers Croft

Workshop on Neighbourhood Plan Questionnaire

Present: Jan Allan, Bob Arnold, Tim Bloomfield, Val Henry, David Quoroll, Allan Webber,

Apologies: Paddy Geoghegan

In Attendance: Lorraine Hart, Consultant from Community Land Use

1. Welcome and Introductions

Everyone introduced themselves and their current interests and responsibilities in the NP process:

David - Heritage and Environment

Tim - Housing

Allen - transport services and community assets

Bob - Central support group

Jan - Communications

Val - Community Assets

2. Previous survey work

Lorraine Hart summarised the three issues that still potentially needed to be covered by the Neighbourhood Plan survey based on her review of previous surveys:

- a) **Housing Need** - dependent on the Group's view about the adequacy of the information collected via the October 2013 Surrey Community Action housing needs survey

It was **agreed** that the survey needed to include evidence of current needs, particularly in relation to the mix of housing types and sizes and whether meeting particular needs (e.g. for sheltered/accessible homes) formed part of local housing need.

It was **agreed** that affordability was difficult for the planning system to deliver and that questions related to this needed to focus on tenure and whether housing built in the parish should have an element of affordable housing units.

The housing group produced a set of potential questions that the group discussed and agreed those to be included in the final draft questionnaire which will be circulated by Lorraine after the meeting.

- b) **A Vision for the Parish** - whether this could be generated by the survey process

It was **agreed** that the survey needed to include a vision statement that people completing it could agree/disagree with so the following vision statement was **agreed** for the survey:

“That Ewhurst and Ellens Green will accommodate change that retains and improves its rich biodiversity and rural setting and sustains its community - its people, its facilities and its heritage”.

The survey would also ask people to suggest a different vision if they disagreed with this one.

- c) How the survey could capture **specific ideas for improvements** and their location

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It was **agreed** that this should be one of the few open questions in the survey that people could just provide ideas and suggestions for improvements and their locations - potentially under each topic:

Business

Community

Environment and Heritage

Housing

Transport

Utilities and Infrastructure

3. Suggestions for scope of survey/survey objectives

It was **agreed** that transport questions should focus on how people move around (to work, to shop and so on), levels of car ownership

It was **agreed** that as a separate business survey was being undertaken by the NP working groups that in relation to business the main question in the survey should be on whether the NP should make provision for small and start-up businesses.

It was **agreed** in relation to community facilities that the survey should collect information on which ones people use. Val was undertaking other research on this issue and would provide a list of existing facilities for inclusion in the survey.

It was **agreed** that information on respondents was needed for the purposes of keeping people in touch and providing evidence for the NP consultation statement when the plan was produced and that this should include

Name, address, age range, gender and post code as well as phone and e mail contacts where possible.

4. Suggestions for Types of Questions

Working group members considered the example questionnaires provided from the NP processes in Pulborough and Birdham as well as the Locality general template for a survey.

These were amended and new ones added taking account of the discussion on scope of questions and the other housing questions provided by the Housing Steering group and included in the Neighbourhood plan survey which was conducted as part of the public meetings.

5. Survey Production - Timing and Logistics

It was **agreed** that Lorraine would provide a draft of the questionnaire for circulation on 13th May to Tim who would then forward them on for comments/additions that he would then provide to Lorraine, including to those Steering Group members who had been unable to attend. Lorraine reported that she would be out of the UK from 18th to 2nd June so after that the group would have to agree the final version for the hard copy and on-line versions, but would provide as much guidance as possible on design.

Val **agreed** to get the list of community facilities to add to the survey questionnaire.

6. Survey Implementation - Timing and Logistics

It was **agreed** that ideally all household members would complete a questionnaire and that to facilitate this a hard copies would be delivered door to door with information about how to return it and how to get further hard copies from specific locations in the Parish as

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well as being referred to the online version if they preferred. It was **agreed** that Steering Group members would arrange this and include the details in the final version of the questionnaire.

Following this workshop and Lorraine Hart's departure other matters were discussed

[1] Lorraine had mentioned that we could consider applying for a grant of up to £8000 from Locality, as it was possible that the amount set aside by the Parish Council for the NP might be insufficient. She had agreed to send AW a copy of budgets from other NP's and that he would see if he could produce a budget for this plan to enable us to make a grant application.

[2] Having discussed again the question of 2 banners to be erected in Ewhurst publicising the plan, and in particular the Survey and Questionnaire, that we would be better off looking at posters to be erected on the community boards that went up to publicise events such as the Open Gardens. JA agreed to draft the content of posters. We would have to time this to coincide with the distribution of the Survey and to avoid when the boards were already committed for other events. We know we cannot use in July so we should aim to be able to distribute Survey in June.

Next meetings [all at Sayers Croft at 7.30pm unless otherwise notified]

Monday 8th June

Monday 6th July