

**Meeting Note**  
**23/10/2015**  
**Roecliffe and Westwick Neighbourhood Plan**

Present:

Jim Bolland      Roecliffe & Westwick Neighbourhood Plan Working Group  
Dave Siswick    Roecliffe & Westwick Neighbourhood Plan Working Group  
Janet Entwistle Harrogate Borough Council

**1. General discussion**

*Distribution*

- Email addresses? JB confirmed that the group have approximately 50 email addresses – JE to send through email addresses collected through Area Designation consultation.
- JE highlighted that the survey should go to all residents and businesses within the area
- JB confirmed that the group will be knocking on the doors of all residents/businesses who they do not have an email address for. Paper copies of the survey will be available and will be posted to all those who cannot access email.
- JB confirmed that neighbouring parishes would be advised that the questionnaire is being carried out. JB attends the joint Parish Council meeting at Boroughbridge (held quarterly and attended by both the District and County Cllrs) and will mention the survey there.

*Length*

- JE Suggested that the questionnaire is too long at present – this may affect return rate.
- Discussed that this is a first stage consultation – ask open questions which allow individuals to present their own views. (JE suggested that the group refer to guidance – Locality Roadmap (<http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>) and RTPI 'how to gather evidence' ([http://www.rtpi.org.uk/media/1282921/how\\_to\\_gather\\_and\\_use\\_evidence.pdf](http://www.rtpi.org.uk/media/1282921/how_to_gather_and_use_evidence.pdf)). Post meeting note – it may also be worth looking at the style of the first questionnaire issued for the Ripon NP (<https://cityplanripon.files.wordpress.com/2013/07/ripon-city-plan-questionnaire-web.pdf>).
- Reduce number questions
- Reduce complexity of some questions

*Content*

- Discussed that the questions drafted deal with a wide range of issues - some questions address issues which might inform the content of a land-use plan (i.e. the Neighbourhood Plan), and some of the questions touch on issues which are 'non land-use planning' issues, which might be more appropriately addressed through a different mechanism, such as a management plan.
- JE suggested that it might be appropriate to present the survey as a 'Parish Council Survey' rather than specifically just a 'Neighbourhood Plan Survey'. The introductory text should explain that some of the questions will feed in to the development of a Neighbourhood Plan – expand the introduction to cover this and provide a link to the PC website.

*Data protection*

- Consider data protection laws, thinking carefully about the information you are asking for, how you intend to use/store it etc.
- Parish Council has access to the National Association of Local Councils (<http://www.nalc.gov.uk/>) and also look at the Independent Commission of Information (<https://ico.org.uk/>).

## 2. Survey Questions

JE provided feedback as follows:

**Qu1** – no comments

**Qu2** - This question asks what the biggest challenges are - the list provided is a mixture of:

- *challenges/issues* (volume of traffic, speed of traffic, parking [problem?], affordable housing [availability of?], broadband speed [is this slow?], mobile reception [poor?])
- *existing features/services* (public transport, and local authority services [services are not specified], community spirit, facilities e.g. shop, village communications
- and a *future issue/asset* (new building).

Ranking a long list of challenges is time consuming –consider just asking people to select top 3.

Given that this is the first consultation, consider allowing people the opportunity to identify issues in a free text box, perhaps providing some suggested issues/challenges?

### **Questions relating to highways/transport (Qu3/Qu4/Qu7/Qu8)**

- opportunity to reduce the number of questions
- what do you need to know/how you will use this information?
- concentrate on one or two simple questions to find out if people have any concerns regarding transport issues/highways and what those concerns are (and allow a free text box with each question for peoples own ideas
- Qu3: How will this info be used? Could census data help instead?
- Qu8: Consider removing this question -this is a list of solutions but perhaps allow people to identify the problems first. If the results of survey identify an issue you can then look at the possible solutions and also consider whether there is a need for any further technical evidence- you may need to liaise with agencies such as the highways authority(NYCC) and public transport providers in order to fully understand the problems and the possible solutions available/feasible.

**Qu5/6: Voluntary transport service** - You will need to explain what this is/what it would entail

**Qu11/Qu12** - I wonder if it might be better to either take Village Hall off the list in Qu11 or to replace it with 'Village meeting place' instead (rather than specifying a village hall). Qu12 makes reference to a Village meeting place, so maybe it isn't required in Qu11? Should Qu11 be a free text question?

**Qu14** - Remove or make free text and ask for suggestions?

**Qu15** - Suggest removal of this question – they are all additional issues which could either be incorporated into various earlier questions or left to residents to identify in free text boxes related to earlier questions if they choose?

**Qu16** - Simplify: Due to the way that this question is set up, it takes a lot of time/clicks to answer it fully (and you are not able to move-on/bypass the question until you have clicked all 16 boxes).

**Qu17** - Simplify: crossover with Qu11/12/Village meeting place – opportunity to reduce survey length through removal of this question/integrating all 3 questions?

**Qu18** - Simplify: As with 16, this question format requires a lot of clicks. Rather than having this question, perhaps allow residents to identify services which they feel are missing through other questions/free text options? Repetition again with village meeting place.

**Qu20-26** - Consider removing/merging/simplifying.

**Qu27** – Suggest re-wording: ‘Do you think R&W ‘should have’ more housing?’  
Consider removing: ‘Yes, but restricted’ (as unclear on how it would be restricted? Location? type?)  
Consider just including ‘Yes/No’ options and adding ‘why?’ with a free text box.

**Qu28** - Consider removing this question– technical language/providing a solution – Adding a ‘Why’ free text box to the above question should allow people to say what they wish to see?

**Qu29/30** - Suggest that rather than mentioning specific sites at this stage, you consider replacing with: ‘Can you identify any sites which you think would be suitable for housing development? Please also identify any areas of land which you feel are unsuitable for development’ please explain your answer/give further details’ (free text box)

Also ask people to identify sites suitable for other types of development?

**Qu31/35 and 37** - see comments above regarding data protection.

### **3. Next steps/AOB**

- Working Group to redraft questionnaire – JE happy to review a further draft.
- Working Group to give thought to when it would be appropriate to have a wider meeting to introduce the topic of neighbourhood planning to residents – potential to tag onto a Parish Council meeting.
- All to continue to progress outstanding tasks from previous meeting.