

**RUDDINGTON
PARISH COUNCIL**

St. Peter's Rooms, Church Street,
Ruddington, Nottingham. NG11 6HA



Neighbourhood Plan Project Team Meeting

Date: Tuesday 12th November 2019
Commencing at 7:30pm.

Venue: St Peter's Rooms
Church Street

You are requested to attend a meeting of the above Sub-Committee which is to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the agenda below. The order of business may be changed.

Please note: This meeting will be recorded.

A handwritten signature in black ink, appearing to read 'S. Doran'.

Clerk to the Council

AGENDA

1. Apologies for absence
2. Declarations of members' interests and dispensations from non-participation
3. To confirm the minutes of meeting held on 15th October 2019
4. MOTION FOR ADJOURNMENT - during the adjournment members of the public may make statements on agenda items
5. Action List Update (encl.-)
6. Regulation 14 Consultation Public Event – To discuss the event on 16th November 2019
7. Consultation Responses Analysis – To discuss the method and agree a timescale
8. MOTION FOR ADJOURNMENT - Question & Answer Session (Maximum length 30mins)
9. Provisional Date of Next Meeting – 14th January 2020 - 7.30pm, St Peter's Rooms

RUDDINGTON PARISH COUNCIL

Minutes of the Neighbourhood Plan Project Team meeting

Held at St Peter's Rooms on Tuesday 10th September 2019 at 7.30 p.m.

Membership

	P Reedman	Chairman & Project Manager
A	M Pinks Mike Ader Tom Anderson Helen Beal Jennifer Boniface Tom Flint	Secretary
A	Martin Brownett Joanna Jagiello Peter Johnson Marshall Jonathan Smith Gavin Walker	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Claire Dorans Parish Clerk

NP. 19/10/01 Apologies for Absence

Apologies for absence were received from Mark Pinks. Jo Jagiello would be taking a back seat due to personal commitments but available to assist with publicity

NP. 19/10/02 Declaration of Member's Interests and Dispensations for non-participation

None declared.

NP. 19/10/03 Minutes

The minutes of the meeting held on 10th September 2019, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

Action

PCO =
Parish
Council
Office

NP. 19/10/04 Motion for Adjournment

No members of the public present

NP. 19/10/05 Action List Update

An update on actions resulting from recommendations had previously been circulated.

The Project Team noted this information.

NP. 19/10/06 Local Plan Part 2, Green Belt Review & Community Infrastructure Levy

Paul Reedman had spoken to Urban Imprint and informed them that the Local Plan Part 2 with modifications was considered Sound by the Inspector, the Green Belt Review was part of the supporting documents therefore the identified sites in Ruddington were no longer within the Green Belt. The Community Infrastructure Levy had been brought into force on 7th October 2019 but did not apply retrospectively. The Mere Way development had gained approval on 4th October but the sites off Wilford Road and Flawforth Lane had not been approved yet. 15% of CIL monies would go to the Parish Council prior to the adoption of the Neighbourhood Plan.

NP. 19/10/07 Design Guide Update

The meeting to discuss the draft Design Guide went well, Gavin Walker had sent amendments to Urban Imprint to correct a couple of errors, Old Loughborough Road and Landmere Lane needed to be added. Any further input needed to be with Urban Imprint by 18th October 2019.

NP. 19/10/08 Regulation 14 Consultation Strategy

It was resolved that:

- The consultation period was 11th November to 23rd December
- A consultation event would be held on 16th November 2019 10am – 2pm at St Peter's Rooms
- Responses were to be via survey monkey with paper copies available from St Peter's Rooms
- It would be advertised via social media, the Neighbourhood Plan website, posters and The Rudd
- Hard copies of the draft plan would be available at St Peter's Rooms, The Village Hall, the Medical Centre, Library and local

PCO

- cafes
- The Clerk was to request the Statutory Consultee list from Rushcliffe Borough Council PCO
- The focus groups were to be advised of the consultation All
- Paul Reedman and the Clerk were to see if any of the display boards from the last event could be reused PR, PCO
- Borough Councillors and Developers of the large sites within Ruddington would be informed PCO

NP. 19/10/09 Regulation 14 Consultation Public Event

Hard copies of the supporting documents, the last survey results and the draft Neighbourhood Plan were to be available for the event. A laptop was to be available to enable attendees to complete the survey electronically. Badges and T-shirts identifying the Project Group membership were to be worn.

Paul Reedman, Gavin Walker, Peter Johnson Marshall, Tom Flint and Jennifer Boniface were available for the event, Jonathan Smith and Mark Pinks were available from 11am.

PCO
GW
All

NP. 19/10/10 Motion for Adjournment

No members of the public present

Date of Next Meeting: 12th November 2019 7.30pm at St Peter's Rooms

Meeting closed at 8.11pm

Chairman

Neighbourhood Plan Project Team Meeting Action List		Agenda Item 5 Updated to 6 th November 2019
<p><u>NP. 19/04/08 2nd Draft Neighbourhood Plan Policies</u></p> <p>A deadline of 22nd May was set for the evidence base documents to be sent to Cllr Reedman, he would collate and forward to Urban Imprint. The Clerk would produce any related maps required.</p>	All	Complete
<p><u>NP. 19/09/07 Design Guide & Walkovers</u></p> <ul style="list-style-type: none"> • A meeting would be scheduled between Urban Imprint and the selected members(Helen Beal, Tom Anderson, Gavin Walker, Jo Jagiello, Jonathan Smith, Paul Reedman) on either the 8th or 10th at 6.30pm at St Peter's Rooms. Clerk to finalise dates based on availability. • Clerk to contact Rushcliffe Borough Council to request a list of statutory consultees • True Story boards for previous consultation to be check to see if re-usable • Tom Flint to produce Executive Summary text from Draft Neighbourhood Plan • Mark Pinks to format Executive Summary and add to web • Mark Pinks to set up Survey Monkey survey, to be simple comment box type • Hard copies of Draft Neighbourhood Plan permission to be sought for further copies to be placed in Jaspers, Black Cat Café & The Old Bakehouse 	<p>PCO</p> <p>PCO</p> <p>PR & PCO</p> <p>TF</p> <p>MP</p> <p>MP</p> <p>PCO</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Start of November</p> <p>Start of November</p> <p>Start of November</p> <p>Complete</p>
<p><u>NP. 19/10/08 Regulation 14 Consultation Strategy</u></p> <ul style="list-style-type: none"> • Hard copies of the draft plan would be available at St Peter's Rooms, The Village Hall, the Medical Centre, Library and local cafes • The focus groups were to be advised of 	<p>PCO</p> <p>Project Team</p>	11 th November

<p>the consultation</p> <ul style="list-style-type: none"> Borough Councillors and Developers of the large sites within Ruddington would be informed 	PCO	8 th November
---	-----	--------------------------

PCO = Parish Council Office

MA = Mike Ader

HB = Helen Beal

GW = Gavin Walker

TA = Tom Anderson

JB = Jennifer Boniface

TF = Tom Flint

PR = Paul Reedman

JJ = Joanna Jagiello

JS = Johnathan Smith

MP = Mark Pinks

MB = Martin Brownett

PJM = Peter Johnson Marshall

BRIEFING NOTE

Title:	Data collation and analysis
Project:	Neighbourhood Planning Resources
Purpose:	Assistance when collation qualitative and quantitative data from public consultation
Date:	November 2018

This briefing note is to assist in the collation, processing, and analysis of feedback from public consultations. These are suggestions, based on work previously undertaken by Urban Imprint. However, there are no set rules to how to run a neighbourhood plan, or what data you need to collate.

This briefing note has been written to be read in conjunction with Excel Spreadsheet *Example A*, and Word Document *Example B*.

Example A is a series of raw, processed, and collated data from Neighbourhood Plan consultation. There are 5 sections within the example to show the different types of consultation material you may receive. Not all these may relate to your consultation.

Example B is a mock written response. These can be from residents, statutory consultees, developers. They may appear as showcased in the example, or they may come as a post-it note, written on a feedback form or appear on other consultation material.

The data (in all forms) will be used to justify the Neighbourhood Plan content or advise where changes need to be made. All changes need to be checked against planning regulations (NPPF, relevant Acts, the Local Plan etc).

Preparation

When preparing for a public consultation, you consider a variety of resources, advertisement, and aids. Your main purpose is to get the public involved, engaged and to document their opinion of the contents of the Neighbourhood Plan. It is the latter, in the 'aftermath' of the consultation, that this document has been produced to assist you with.

This document should assist you in preparing for data collation and processing ready for analysis.

You will need to retain each stage and set of data as evidence, and keep a record as you progress through the stages of your Neighbourhood Plan. The following should be recorded:

1. The raw data (photos/spreadsheets/completed feedback forms/ written representations/post-it notes etc)
2. Any processed figures/documentation (calculated figures/calculations/extracted data/collation to one location etc.)

3. Finally, the analysis and key findings/recommendations (reports/graphs and charts/comparison charts/track changes etc.)

Different types of data collection

Over the years Urban Imprint have used a variety of consultation materials to collect public feedback.

Survey Monkey/Feedback Forms/Questionnaires

This is the most common form of data collection. Feedback forms have both pros and cons for recording data during consultation. Whilst they are easy to distribute, they can be costly and there is no guarantee that they will be completed, nor the response be genuine. Offering an online option through an online survey (such as Survey Monkey) can avoid the cost of paper forms, however people who do not have access to a computer may not be given the opportunity to respond.

Offering both a feedback form and an online questionnaire in conjunction tends to be a useful tool, not only for the return of information but the feedback form can be designed to aid in collating information provided by the respondents. Survey Monkey will automatically collate raw data into an excel spreadsheet that can be analysed. Town or Parish Councils we have worked with in the past have taken any paper feedback forms and resubmitted them electronically, therefore mitigating the storage of paper copies, and the data is also collated in one place following the consultation period.

Exhibition Boards

Sometimes exhibition boards are used for information purposes only, however Urban Imprint have found use of the exhibition boards as an event questionnaire (where respondents 'vote' using stickers) an effective way to engage those who might not want to sit and give written feedback. Using a traffic light system (red, yellow, and green) allows the public to respond to the consultation in a much simpler manner, making it an easier, effective tool for collecting feedback. Furthermore, the board provide the option to leave written feedback via post-it notes for those who want to.

Using the exhibition boards this way allows us to see an immediate response, and the public reaction can easily be seen in a visual way on the day of consultation.

Address/Postcode

Throughout the formal (Regulation 14) consultation period, the public must give their address and name when recording their feedback (requirement under Neighbourhood Planning Act 2017). This is to ensure people do not give the same feedback on multiple occasions to skew the findings. We can utilise this information to analysis the demographics of responses and to check how representative of a whole settlement the feedback is. This information can be collated via the questionnaire/survey monkey or during informal consultation by asking participants at events to mark their house on a map as a way of signing in.

When analysing this data, we can see which areas in the locality have lower response rates. High areas of responses in one area could alter the data (e.g. when seeking feedback on site allocations: responses overall may be in favour of a site to the north but when looking into the spread of responses you may find that only three responses came from that area and the rest lived in the south).

Age groups

Collating the ages of participants during consultation can be gathered dependant on the stage of consultation. During a formal consultation (Regulation 14) collecting data for age groups allows the group to analyse the participants comparing data to the national averages to find out if any age group are over or under represented.

During informal consultation, noting which age group had least responses may encourage you to reach out to that specific age group at the next round of consultation or to extend the consultation period and run additional events targeted at that group.

Processing the data (see Example A and Example B)

Once you have your raw data, you need to collate and process the information to be able to analyse it efficiently. Through Urban Imprints experience, regardless of the type of data (qualitative or quantitative) It may be easier to process the raw data through spreadsheets. If you are using Survey Monkey as an online questionnaire, the responses will be collated into a excel spread sheet for you. This may however, require further processing before it can be analysed.

You may find it easier to separate the data into sections. For example, if you had responses from exhibition board, and feedback forms you may prefer separating the written responses from both processes and analysing the remaining data separately as Quantitate data. Splitting up responses according to the section of the Neighbourhood Plan they refer to is always helpful in keeping track of responses and ensuring responses to a single policy can be viewed as a whole.

Quantitative data can easily be analysed through calculations, percentages and/or interpreting them into visual analysis (pie charts, bar charts).

Qualitative data tends to be a more time-consuming task. Written responses come mainly from the public however at formal consultation you will have responses from statutory consultees, developers, and businesses. The skill with analysing the written response is extracting the relevant information for your Neighbourhood Plan. There is an example letter (Example B), to try to show you what type of feedback you could have in the form of a written response. Some people may have been helpful and labelled their comment with the policy it relates to which makes things easier.

The only way to process the written feedback is to go through each comment in turn. You may start to see similar comments which would clearly highlight the comment as a key issue. We recommend that this is how you start to collate the data to make it as useable as possible.

Analysis

As mentioned in the previous section, whilst processing qualitative data you may have started to become aware of key themes/issues that are being picked up. Summarising comments according to 'key issues' relating to the Neighbourhood Plan allows you to tally up the frequency with which each key issue comes up. For example, a recurring key issue might be a wish to protect a specific park within the area. This can be logged as a key issue, then you would respond to the comment, which might result in an action. (see below example)

Key Issue: Protection of Willow Park, **Response:** suggest addition to the Local Green Spaces List **Action:** to amend Neighbourhood Plan documentation/mapping to include this Park.

Not every issue will result in an Action, and it's ok to reject suggestions, as there is an identifiable reason as to why the suggestion have been rejected.

Please remember all changes need to be checked against planning regulations (NPPF, relevant Acts, the Local Plan etc).

FAO Clerk of Camelot

Castle on the hill

Camelot

Ye Olde Tales

Re: Draft Neighbourhood Plan

Whilst I agree to most of the policies within your draft neighbourhood plan I have a couple of suggestions and points I feel need addressing.

Where have all these ideas come from? I don't remember being asked if we wanted a neighbourhood plan

No matter how much you advertise, explain, and inform...someone will always say they had no idea this was happening.

Whilst this may be a key issue to take forward for the plan, it may be worth bearing in mind that it may be down to their location, lack of internet etc...

There is no mention of a bypass being added, the roads through Camelot are extremely congested at rush hour and school leaving times, cutting through the back roads, and parking on the road whilst they wait for their children. This blocks the roads as people then have to try to pass them. It messes up the pavements and is very dangerous for any pedestrians. Not to mention the cycle lanes that they are parked across, causing the cyclists to move into the traffic.

Be careful, depending on what policies are within your Neighbourhood Plan, this could be 3 or 4 separate issues.

- 1- Bypass (most likely an aspiration, or needs referring to the Borough Council)
- 2- Traffic management and enforcement (in some cases this isn't a planning matter and is hard to deal with in a neighbourhood plan)
- 3- Improvement to pedestrian access and maintenance
- 4- Cycle routes (sustainable transport)

Pedestrians can't use the paths now due to the amount of litter and dog poo. Can we not have more public bins?

Unfortunately this is not a planning matter- but could be raised to the town/parish council

Careful, the Neighbourhood Plan cannot be seen to be anti-development. However, this is a good point and can be included as part of a landscape protection, enhancement policy.

We need to stop developers clearing our natural landscape and building their monstrously large houses. What about young couples, how will they ever be able to afford this? More affordable housing. My neighbour wants to down size but no one can afford to buy her home now her family all live at castle apartments.

The rest of the paragraph contains only three words that can be taken forward. When collating the responses, save yourself the time and only summarise points the neighbourhood plan can deal with.

I have lived in the same house for almost 500 years, and every year I have had the same family of hedgehogs come and visit. Could you not have a specific policy to protect them?

This member of the public has been very specific, but always check your policies, it may be that a line needs adding to the policy or the explanation needs to be made clearer, or you need a wildlife policy adding!

No concern seems to have been given to Merlin's wood, surely this should be part of a conservation area, or at least we need to mention the wildlife, habitats.

Again, this could be several topics or even fall into several policies.

The wildlife aspect (highlighted in pink) could be a policy wording amendment, or it may be covered fully through a local plan and therefore not in the neighbourhood plan.

The Conservation area comment (highlighted Red) could be a policy, you may need to made amendments to a map, or wording. If it is a change of the conversation area itself this may mean an Aspiration needs to be added, as the neighbourhood plan CANNOT amend conversation area boundaries.

Finally highlighted in green, in the past, comments of woods, PROW, facilities that are outside of the neighbourhood plan area have been raised. Unfortunately, as they do not fall within the neighbourhood plan area they cannot be taken into consideration, however a wood may be linked to a green corridor.

There is a glade in the middle of the wood that families and children go to play and have picnics but this hasn't been mentions as one of your green space zones.

If we assume the Wood is outside of the neighbourhood plan boundary, the glade would also fall outside of it.

However, sometimes, this is purely an accidental omission. The comment could lead to a map being checked or amended, or policy wording being amended.

Yours sincerely,
The lady of the Lake
53 Lakeview
Age 75+

For Regulation 14- The public must provide their name and address or email address otherwise the comment is invalid. They may also have completed other forms of feedback, and ALL will be accepted.

BRIEFING NOTE

Title: **Formal (regulation 14) consultation strategy**

Project: **Ruddington Neighbourhood Plan**

Reference: **18-077**

Date: **30th October 2019**

Further to our ongoing discussions, please find below an outline of how, based on the guidance you have given us, the formal (regulation 14) consultation will be undertaken. The consultation will take place between the 11th November and the 23rd December 2019.

You have opted to undertake a lot of the work yourself with a small amount of input from ourselves, which we have taken into account below. We are fully in support of this approach as we agree that your project group has an excellent range of expertise and skills to run consultation very effectively.

In summary, there are four main elements of regulation 14 consultation:

1. Advertisement (prior to the consultation period and any events you will be undertaking)
2. The consultation period and the events, including materials that will be used to engage the community
3. Collation of feedback following the end of consultation
4. Analysis of the data and amending the neighbourhood plan in response

1 - Advertisement (prior to the consultation period and any events you will be undertaking)

As requested, the Parish Council and the project group are to organise press release(s), and social media, regarding consultation period and events. There is no input by Urban Imprint at this stage.

- Posters
- Online advertisement
- The Rudd

2 - The consultation period and the events, including materials that will be used to engage the community

Summary document

The group are to put this together to provide a condensed version of the document to make it more accessible and encourage more people to engage and comment on it.

Feedback form

This will be available via Survey Monkey or paper copies can be obtain at the parish offices.

Exhibition boards

As we understand you will be re-using the posters created by True Story at the consultation events.

Hard copies

Hard Copies of the Draft Neighbourhood Plan will be printed. Hard copies can be located at St Peters Rooms, the Village Hall, the Library, and the medical centre.

Electronic copies of documents

Parish council/group to upload and manage online resources which will include:

- Draft neighbourhood plan report
- Draft neighbourhood plan summary document
- Evidence base documents (including the Ruddington Design Guide)
- Downloadable feedback form (pdf) and link to survey monkey for online feedback form
- Links to social media/press releases
- Information relating to up and coming regulation 14 events

Community engagement/events

One consultation event will be held on the 16th November 2019. It will be a drop in session taking place between 10am and 2pm at St Peter's Rooms.

3 - Collation of feedback following the end of consultation

The group are to undertake this themselves. We have provided guidance (please see attached consultation data collation and analysis guidance) to assist with this stage, however our team are always on hand for any questions or queries and further examples of how this can be done most effectively and efficiently.




4 - Analysis of the data and amending the neighbourhood plan in response

Urban Imprint will look at the raw data and the collated data from the consultation feedback and then present in a report any recommendations and key actions in response. Even if there is not a direct amendment made in response to every individual piece of feedback, a response to the point may need to be given to explain why or why not amends have been made.

Once the recommendations and key actions have been identified, the project group will need to decide how they wish the document to be amended and updated. We will make recommendations based on our experience and best practice.

Urban Imprint commission and involvement

Our existing commission with you already includes the items below, however should you wish to do anything in addition, we can amend this strategy and swap items in or out following discussion. Please be aware that no printing costs are included, but can be added on request via our supplier.

Regulation 14 - Public Consultation	6.A	Prepare and agree a consultation strategy. This will set out the detailed approach to undertaking the legally required public consultation on the draft Neighbourhood Plan.	Consultation strategy for consultation	 Commissioned
	6.B	Production of consultation materials and publicity for the event such as exhibition boards, questionnaire, leaflets etc. (Exact requirements TBC but time included to support this work)	No UI input	
	6.C	Organising and carrying out Regulation 14 consultation event. This would involve at least 2 staff members from Urban Imprint in attendance at the event. The quote in this scope of works would be for organisation of one event, further events to this would be an additional charge.	No UI input	
	6.D	Collation of responses from Regulation 14 event and consultation period - assume that this would be undertaken by the Project team	No UI input	
Recommendations	6.E	UI will review the feedback and make broad recommendations for changes. This stage could involve a meeting with the Project Team to discuss the recommendations, or else this could be done remotely.	Recommendations report and meeting and / or remote discussion	 Commissioned
			Totals - Stage 6	

Suggested programme and timescales

Date	Activity	Materials needed	Involved
1st November – 22 nd November 2019 (four weeks)	Publicity period	<ul style="list-style-type: none"> • Posters (x2) • Press releases • Social media campaigns 	<ul style="list-style-type: none"> • Project group - produce posters, issue press releases and handle social media
11 th November 2019 – 23 rd December 2019	Formal consultation period	<ul style="list-style-type: none"> • Hard copies of NP and other supporting documents in key locations • Hard copies of feedback form in key locations • Survey monkey link to feedback form 	<ul style="list-style-type: none"> • Project group – book venues, arrange for hard copies to be located and prepare survey monkey
16 th November 2019	Consultation event	<ul style="list-style-type: none"> • Hard copies of NP and other supporting documents • Hard copies of feedback form • Activities to help engage people 	<ul style="list-style-type: none"> • Project group – attend event
11 th November 2019 – 23 rd December 2019	Consultation of statutory consultees	<ul style="list-style-type: none"> • Email invitation to statutory bodies and key local stakeholders to comment and link to NP and evidence base 	<ul style="list-style-type: none"> • Project group
2 nd January – 31 st January 2020 (contingency time incorporated – dependant on number of responses received)	Collation of consultation feedback	<ul style="list-style-type: none"> • Collate and analyse responses 	<ul style="list-style-type: none"> • Project group
20 th January – 14 th February 2020 (contingency time incorporated – dependant on number of responses received)	Review collated responses and prepare written recommendations to project group	<ul style="list-style-type: none"> • Written report • Meeting with project group - to discuss and decide how to amend the NP following consultation 	<ul style="list-style-type: none"> • UI – prepare recommendations report • Project group – decide which recommendations to take on board
March 2020	Submission of NP and evidence base to Rushcliffe Borough Council	<ul style="list-style-type: none"> • Final version of NP and evidence documents 	<ul style="list-style-type: none"> • UI – make amendments to NP • Project group – coordinate submission package • UI – support submission