

Compton Neighbourhood Development Plan



Minutes of the Steering Group Meeting

Held on Wednesday 21st March 2018 at 7:30pm in The Swan, High Street

Those present: Dave Aldis (Acting Chair), Uwe Anton, Alan Howard, Peter McGeehin, Karla Jermy, David Norbury, Chris Smith, Debbie Smith (Sec).

1. Apologies for Absence

Grant Tuff, Georgina Smith, Sally Duckett, Alan Garmonsway (Vice Chair), Rupert Reid, Mark Pinfold,

2. Minutes of the last meeting

The minutes were agreed. DN proposed, PM seconded. DA signed.

3. Matters arising

- DA asked to put on record his grateful thanks to all the volunteers for their efforts with the door to door and drop in event and all efforts made to engage with the community.
- The team reviewed the door to door activity and confirmed that they were confident the whole village had been leafleted or contacted in some way.
- DN asked that a letter of thanks be sent to Don Kingdom for supplying the Posters and Banners designed by SD. Grateful thanks also to RR for settling the invoice.
- RR has contacted the Downs School. The Deputy Head, Phill Wilson, has agreed to run a workshop with Compton based pupils and will provide the results after Easter.
- CS has contacted Newbury Weekly News but is still waiting for a reply.
- DS has sent in an entry to Compilations to be published in April, giving background on the NDP.
- DA said the next big publicity event would be the Village fete in July, when survey results will be on display. CS suggested the team engage someone to draw a rich picture to use in the display together with the data analysis graphics. A rich picture helps to give a broad understanding of a situation by providing a visual portrayal. Rich pictures can combine symbols, doodles, sketches and detailed drawings. CS to speak to his contact.
- DA suggested some of the posters should be moved around the village to encourage further engagement. DA and PMG to relocate posters from outside the church and the Downs school.

4. Data Analysis Progress Update

DA introduced Alan Howard, who is undertaking the data analysis. AH explained how he has replicated the questionnaire in Google Docs. Information from the paper questionnaires will be entered on Google Docs. The questionnaire responses captured in Survey Monkey will also be exported via .csv file or similar and imported into the database underlying Google Docs. Once all the data is in Google Docs, AH will use Google Analytics to analyse the data.

Initially DS and AH will key in the data from the paper questionnaires. Additional team members will be called upon to help if it is taking too long. PMG volunteered to help.

AH explained the various visual outputs he could produce to illustrate the statistics such as; graphs, bar charts, pie charts, histograms, heat maps and radar pictures. He also showed examples of word clouds (also known as word storms) which will be used to visually represent some of the free text. Data will be anomalised using the date & time stamp created when entering data into google docs.

5. Option to extend survey deadline date

The team discussed an extension to the deadline. Based on the increased response rate following the new publicity, door to door activity and the drop-in event it was agreed that an extension was not required. The team decided to leave the collection boxes in situ until after Easter and to keep the survey open on line until 2nd April 2018.

6. Stakeholder engagement

DA outlined to group that stakeholders can be any entities who may have an interest in the NDP. These could be formal organisations, businesses, groups. Some examples discussed included; Doctor's surgery, schools, church, businesses, race yard, stud, adjacent parish councils. As part of the NDP team activity a working party or parties will need to be set up to consult with them.

7. AOB

- DA reminded the group that they must declare any conflicts of interest. Anyone failing to declare such interests cannot remain a member of the group.
- DA re-iterated that all members will need to sign confidentiality agreements as per Parish Council members. DA to contact parish clerk and obtain forms for signature by the next meeting.
- DS is meeting with a member of the Stratfield-Mortimer NDP team to get some ideas on what worked and didn't work for them. Stratfield Mortimer were successful in getting their NDP adopted by West Berks.

8. Date of next meeting

Wednesday 25th April 2018 at 7:30pm in The Compton Swan.