

MINUTES 6

Thursday 31stth October 2016 7pm
Charing Sports Pavilion

1.	<p>Apologies: There were a number of apologies received before and on the evening of the meeting due to it being scheduled on Hallow'een In attendance: Cllrs H Billot, J Leyland, C Prinn and N Blunt, Jim Boot and Jane Emblem ("the Admin") Members of the Steering Committee and a number of volunteers</p>
2.	<p>HB welcomed everyone to the meeting and thanked them for attending. Thanks to Pamela Gillard and Judy Say for helping to set up the meeting and with refreshments and to everyone who has delivered flyers publicising the workshops. HB confirmed that progress to date has been outstanding and requested that everyone complete the mini housing questionnaire and leave with the Admin. HB introduced Jim Boot</p>
3.	<p>JB confirmed the purpose of the meeting tonight is to analyse the responses from the 4 launch meetings, discuss the purpose and content of the forthcoming workshops, undertake a trial SWOT analysis and dotocracy and form the 3 task groups</p>
4.	<p>JB analysed responses from the launch meetings by way of a PowerPoint presentation which will be circulated via DropBox and summarised tops, pants and dreams. JE to circulate a guide to DropBox</p> <p>The purpose of the workshops is to get to the nitty gritty of the issues affecting the parish over the next 15 years and it is important to pick up the critical issues. There will be 6 areas and Orbit where plans have now changed and we need to get views on these changed proposals. JL confirmed that we have a very specific breakdown on these changes</p> <ul style="list-style-type: none"> • Building reduced from 3 to 2 stories • 51 units reduced from 66 • Parking for 51 units only • No units for rent, all shared ownership <p>The units will all be considered to be sheltered housing</p> <p>The workshops will follow the carousel model. There will be 7 tables one for each of the issues. There will be a facilitator and scribe on each table and space for 6 participants. A SWOT analysis will take place on each table taking approximately 15 minutes. After that the 6 participants move to the next table leaving the facilitator and scribe in place. New participants view the existing SWOT analysis and comment and add to it until each group has visited every table. The facilitator will ask each group to decide on their top and second strength, weakness, opportunity and threat. At the end of the evening the facilitator will present the findings.</p> <p>This will prove really important information for the questionnaire and everything will be evidenced to prove that the parish has been asked what it wants. JB said that the carousel approach is very energising as the first group spend 15-20 minutes at the table and the others about 5-10 minutes. The facilitator must ensure that everyone gets a chance to speak and to keep the group on task and on time.</p> <p>There will be a carrot sack for any items which are raised but not covered by any of the subjects of the tables.</p>

<p>5.</p>	<p>General discussion on Questionnaires How long should it take to complete – general consensus of 15 minutes Important – do people understand the questions Are they able to answer the questions? Are they willing to answer the questions? Questions should be simple, short, specific. Avoid duplication and leading questions The first questionnaires should be easy to answer and engaging Personal questions should be left to the end Blocks of questions should be easy to complete There should be a variety of formats to make it more interesting People should be thanked with a clear deadline for completion and explanation where to return forms or how to have collected Question types should be open ended (limited) and closed questions should avoid the use of other as this invalidates the data Use scales 1-5 What should the lower age limit be? Should QR codes be incorporated Appearance – Minimise pages. Print neatly on good quality paper. Road test and don't ask for unnecessary info Paper/Online/Combination – Case for Paper Traditional, simple, accessible for all – older residents will prefer. Can provide a very good response especially with the system of dropping off and collecting. Avoids multiple responses and can be backed up with an online survey Case for Online No/less input of data. Lower printing costs. Can have checks against multiple responses from one individual. Distribution Should be well co-ordinated Door to door in delivery and collection Patchworkers are the ambassadors. There should be two key people to organise, co-ordinator and deputy Advice from Headcorn Put the important questions first Use questions that can be repeated over time to measure change Get people to make tough choices Provide reference points Feedback JB will ask if Headcorn will share their presentation with us</p> <p>We need ideas on engagement of younger parisioners Facebook, posters at bus stops and station or stand at station. Perhaps a special evening aimed at younger parisioners. Engage with PH landlords, perhaps questionnaires on bars, bar mats with QR code</p>
<p>6.</p>	<p>SWOT exercise on online questionnaire Strengths Completion by individuals not households Reduced administration Ease of analysing data</p>

	<p>More successful reach to the younger demographic QR codes could be used to ensure one response only Use of apple credits as an incentive to complete Avoids transcription errors</p> <p>Weaknesses Older residents may not participate Internet required Open to abuse Difficult to know who to follow up Opportunity to engage with parishioners is lost If not anonymous response level may be reduced Broadband in Charing and Charing Heath is not brilliant for everyone May cost more to produce</p> <p>Opportunities Chance to gather email addresses Different questions can be separated for different age groups</p> <p>Threats Could be influenced by non-village residents No overall picture if a low response Undermines validity Could be a low response rate as no one will remind you to complete Data may not be secure</p> <p>Carrot Sack How should we contact different groups eg. Mother and Toddler, businesses, FaceBook</p>
7.	<p>Dotocracy in favour of Paper Questionnaire JB will endeavour to find out the difference in demographics between Headcorn and Wye</p>
8.	<p>JB ran through the theme of the workshops During the break 2 maps will be provided 1 for Charing and 1 for Charing Heath showing designated areas suggested by PC for potential development Attendees will be invited to use coloured dots to indicate preference Red dot – no development Green dot – preferred area for development Blue Dot – other suggestion for development area Yellow Dot – Area for business development</p> <p>We then participated in this area which attendees found very useful. There is a critical reason for this exercise and that is we are trying to work with ABC in terms of their Local Plan. We want to be in tandem with ABC as they want 55 new houses in Charing and Charing Heath. We need to convince them of the best locations so that NP and LP will be compatible. We need to work on the type of houses that are to be built (note Orbit not included in the 55)</p>
9.	<p>Request for volunteers for Facilitators and Scribes at workshops A number of names were taken with space for further volunteers</p>
10.	<p>Request for volunteers for the three task groups; Questionnaire, Development over past 20 years and Village Confines</p>
11.	<p>What do we want to get out of NP? Is it worth it? Only one has been rejected at referendum so far. It is important to put together a robust plan.</p>

	Next steps: JB has put a time line together, we need a vision in 20 year's time. We have a lot of nice dreams which need to be narrowed down.
12	HB thanked everyone for coming and advised the next committee meeting will be 23rd November at 7pm, venue to be advised