

# MINUTES

## CHORLEYWOOD COMMUNITY PLAN STEERING GROUP PARISH COUNCIL OFFICE, MONDAY 13<sup>th</sup> OCTOBER 2014, 7.30 pm

### **Present :**

Jane White (Chair), Jackie Worrall (Treasurer), Steve Watkins, Vivien Lantree – Parish Council.

Peter Fawcett (Sec) – CW Residents' Assoc.

Dr. Stuart Parish - Neighbourhood Watch,

Heather Kenison – Loudwater Estate Residents Association

Bob Sutherland – Friends of The Common

Barbara Christie - WRVS

Joyce Manktelow – Chorleywood Care

Myfanwy Ronchetti – CW Mums

In attendance:

Margot Grantham, WDG Research LLP.

### **1. Apologies for Absence**

Owen Edis - CW Residents' Assoc.

John Sheldon – Neighbourhood Watch

Gareth Hunt - Friends of the Common

Jane White had received a message from Eddie Clarke, Business Association, advising that he was standing down from the Community Plan Steering Committee and that, at present, there was no-one else available to represent the Business Association. Thanks were expressed for Eddie's contribution to the Committee.

### **2. Approval of the Minutes of the Last Meeting**

The minutes of the previous meeting were accepted as a faithful record and signed off.

### **3. Questionnaire**

Since the last meeting, Jane White had met with Margot Grantham, WDG Research LLP, and it had been agreed ex-committee to contract Margot to support the development, administration and analysis of the Community Plan Questionnaire. Margot had agreed to attend the meeting and was introduced to the Committee.

Margot had conducted a preliminary review of the draft questionnaire and felt that the number of questions needed to be reduced to approximately 40 to ensure it could be completed in no more than 10 minutes. Margot also recommended that those questions asking the respondent to rank the options should be restructured to speed up the completion time. These changes aim to ensure that the maximum number of questionnaires are completed, giving greater credibility to the resulting Community Plan.

Margot proposed that the questionnaire should include basic questions to profile the respondent (age band, sex, employment status, number of residents at the address) and thereby add context to the answers provided.

Margot confirmed that the on-line questionnaire, hosted on Survey Monkey, would only accept one response per computer. This function would help to ensure that single households do not submit multiple responses and distort the survey's results.

It was agreed that the questionnaire would state that WDG Research, an independent market research agency, was conducting the survey on behalf of the Committee and that responses would be anonymous.

The sequence in which the groups of questions would appear in the questionnaire was discussed and the following order was agreed:

1. Open spaces.
2. Traffic and transport.
3. Planning.
4. Leisure.
5. Health and care (including social support).
6. Education.
7. Safety and Security.

It was felt that the business section primarily addressed parking issues and should be subsumed within the traffic and transport section.

It was agreed that Jane would review the draft questionnaire in consultation with Margot and make proposals to the Committee to reduce the number of questions and finalise the structure.

#### **4. Sponsorship**

John Roberts & Co Estate Agent had kindly agreed to provide sponsorship for the development of the Community Plan.



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