

## Procedure for Drafting and Finalising Questionnaire 2

### 1. ATTACHMENTS

- Diagram showing summary of inputs during development of Q2
- Diagram showing major changes in the draft Questionnaire resulting from those inputs

### 2. CONSULTANTS

The consultants mentioned below were Jo Widdecombe (Planning Aid England) and volunteers Angela Warwick and Sue Waters (Situ8) plus Rob Lacey (Cornwall Council Planning) and Emma Ball (Cornwall Council Localism).

### 3. BACKGROUND INFORMATION

(NB - The responses from Questionnaire 1 are available on our website ([www.roselandplan.org](http://www.roselandplan.org)) the procedure used for analysis of the data from Q1 and Summer Events, relevant emails, marked documents etc are all filed and available for inspection.)

- The list of topics considered for inclusion in Q2 was taken directly from the analysis of written responses from Q1 and written comments from a set of Summer Events held in each Parish.
- The topics we included at the beginning of the drafting process were:
  - What is a Neighbourhood Plan?
  - Personal Information (we were advised that attributable comments have more weight)
  - Issues affecting Quality of Life
  - Conserving the Landscape
  - Renewable Energy
  - The Built Environment
    - General Principles
    - Affordable Housing
    - Second Homes and Holiday lets
    - Commercial development
  - Sense of Community
  - Other
- Improving and finalising Q2 took place in stages:
  - Feedback on early drafts by members of the Steering Group
  - Feedback from Consultants and C Councillor on Drafts 4 & 5; Also meeting to discuss Draft 7.
  - Feedback from Steering Group Members and others on Draft 7 (including Beta Testing)
  - Discussion at Steering Group Meeting on 16.10.2013
  - Approving Vote by Steering Group Members on Draft 10
  - Finalising the Questionnaire with concurrent input from Consultants (Draft 11b)
- In total, we went through 13 Versions (1-11b) before going to print.

### 4. FEEDBACK ON EARLY DRAFTS (Versions 4 & 5) BY STEERING GROUP

Date	Input from	Main Points	Length
07.10.2013	BW	Supportive of Draft	Note
07.10.2013	DHu	Supportive of Draft	Note
09.10.2013	GW	Thought that the Questionnaire was too brief and would provide a minimal amount of evidence. He was concerned that	6 pages of detailed comments

		there was an imbalance between topics identified as being important by the Community and those appearing in the Questionnaire. He wanted the document to cover a wider range of subjects, not limited to land use directly.	
09.10.2013	CW	Acknowledged the amount of work. She shared GW's concerns and said that answers to the questions must lead to a positive outcome that can be used in the Plan. She felt that more questions were needed in each section. She also felt that important issues raised by the public had not been covered in the Questionnaire.	1 page of detailed comments.
10.10.2013	JJ	Agreed with GW that the document needed to include enough details but her overall feeling was that the questions and information must be kept as simple as possible, using fewer words.	1/2 page of specific comments.
12.10.2013	GP	Thanked 'those that had got the process this far; certainly lots of potentially vital information should be forthcoming.'	1/2 page of detailed comments.

#### 5. FEEDBACK FROM CONSULTANTS AND C COUNCILLOR (Versions 4 & 5) AND MEETING TO DISCUSS VERSION 7.

Date	Input from	Main Points	Length
08.10.2013	RL	'It seems very comprehensive and I like the way that you have built on previous work undertaken. This will help demonstrate that you are listening to local views.'	1 page of 'tweaks'.
11.10.2013	EB	Emailed to say 'well done'.	2 pages of suggestions.
13.10.2013	JG	'I do not believe that it is robust in its current form'. Suggested modifications to 3 questions.	1/2 page.

JS and JA met Angela Warwick and Sue Walters on 16.10.2013 to go through Version 7 in detail. They liked it (colour, friendly, bottom-up community led). They gave very helpful feedback:

- General (NDPs are land-use based documents. We should limit our work to topics directly linked to land use. It is better to end up with 5 strong policies than 50 woolly ones.)
- Specific (Gave us marked manuscripts with detailed comments. Asked us to remove large sections where 'excessive' (possibly leading) background had been given.)

#### 6. FEEDBACK FROM STEERING GROUP (Version 7) (and others, including Beta Testing)

Date	Input from	Main Points	Length
09.10.2013	Public(3)	Positive about quality, clarity, large type size, obvious relevance.	2 pages.
09.10.2013	CH	The main objective is to maximise response from the Community. Preferred the 'good enough' approach as 'perfection' would be too long to grab people's attention.	1/2 page
08.10.13	RW	'The 'built environment' policies question is a little ambiguous and could do with clarifying.'	2 lines.
09.10.2013	WV	'It is good with lots of info....possibly a little wordy, but	2 lines.

	Hopper	those who want to will read it....'	
09.10.2013	K Fisher	Thought that the Questionnaire was shaping up well. He suggested re-ordering the headings in the section on 'conserving the landscape'.	1/2 page.
10.10.2013	PM	'GWs comments would provide an excellent basis for the Questionnaire.'	1 page of detailed comments.
13.10.2013	DHa	The document is very good in its principal aims. He thought that we needed some reference to 'natural history and wildlife'.	Few lines.

## 7. DISCUSSION AT STEERING GROUP MEETING 16.10.2013

- Questionnaire 2 was discussed in detail. JS reported that there had been 14 sets of written feedback (8 'fine'; 3 'no' and 3 'yes but'. He also summarised the view from the Consultants given in Section 5 above. The timeline was explained, as was the use of Terry Hedge for analysis software help.
- Some small points brought up at the meeting included:
  - What can or cannot be included in an NDP?
  - Should there be more on some topics derived from Q1, even if the Consultants suggest that they can't sensibly be in the plan (eg more on transport)?
  - Prize Draw - We agreed that we would have one. RG said that he would find the £250.
- We agreed that we must press ahead to meet our Project Plan timeframe and that there would be an email vote on the final version asap, so that we could get the document printed by the end of October.

## 8. APPROVING VOTE ON Version 10

A vote carried out by email gave a positive outcome, with 10 votes in favour with only 1 against.

## 9. INPUT DURING PROCESS OF FINALISING THE DOCUMENT

Date	Input from	Main Points	Length
18.10.2013	JW	Agreed that since other plans (eg Lyn) have included local connection policies, we should leave the draft question as it is.	1 line.
22.10.2013	JG	'I respect all the work that has been done and peoples professional input I am not asking for any changes to be made.'	1/4 page.
23.10.2013	AW	Felt that it was now a good questionnaire which will enable us to begin drafting policies. Had detailed input on 4 Questions.	1/2 page.
24.10.2013	RL	Unsure about the flow of questions in the Built Environment Section. Suggested re-ordering and tweaking some of the wording on Q 9-14.	1 page.
25.10.2013	RL	Confirmed that the document 'flows quite well now.)	1 line.
25.10.2013	KF	'It looks good to me.'	1 line.
27.10.2013	DG	'I will vote in favour of proceeding with Q2.@ (Vote now 11:1.)	2 lines.
29.10.2013	SWalters	'I think this looks and reads very well. Well done.'	1/4 page.

**INPUT FROM STEERING  
GROUP AND ASSOCIATES**

Feedback from DHu, BW, CW, GW

Beta testing by 3 members of the  
public organised by CH.

Feedback from SG Members  
DG, DHa, DHu, Jj, PM, RW

Feedback from Associates  
E Ball, K Fisher, J German, W  
Hopper, G Pring

Positive vote for printing from SG  
(10:1)

Feedback from K Fisher 25.10.2013

**VERSION OF QUESTIONNAIRE**

**VERSION V5**

Discussed at Steering Group at Meeting on 2.10.2013

**VERSION V7**

Discussed at Steering Group at Meeting on 16.10.2013

**VERSION V10**

Distributed for vote by Steering Group on 21.10.2013

**VERSION VII/IIa/IIb**

**FINAL VERSION (IIb)**

Sent for printing on 25.10.2013

**INPUT FROM  
CONSULTANTS**

Feedback from RL on 8.10.2013.

Meeting with AW, SW to discuss  
and improve V7 on 16.10.2013

Feedback from JW 18.10.2013

Feedback from RL on 25.10.2013.

Feedback from AW on 23.10.2013

Feedback from RL on 24.10.2013.

Feedback from JG 22.10.2013

Feedback from SW on 29.10.2013

## VERSION OF QUESTIONNAIRE

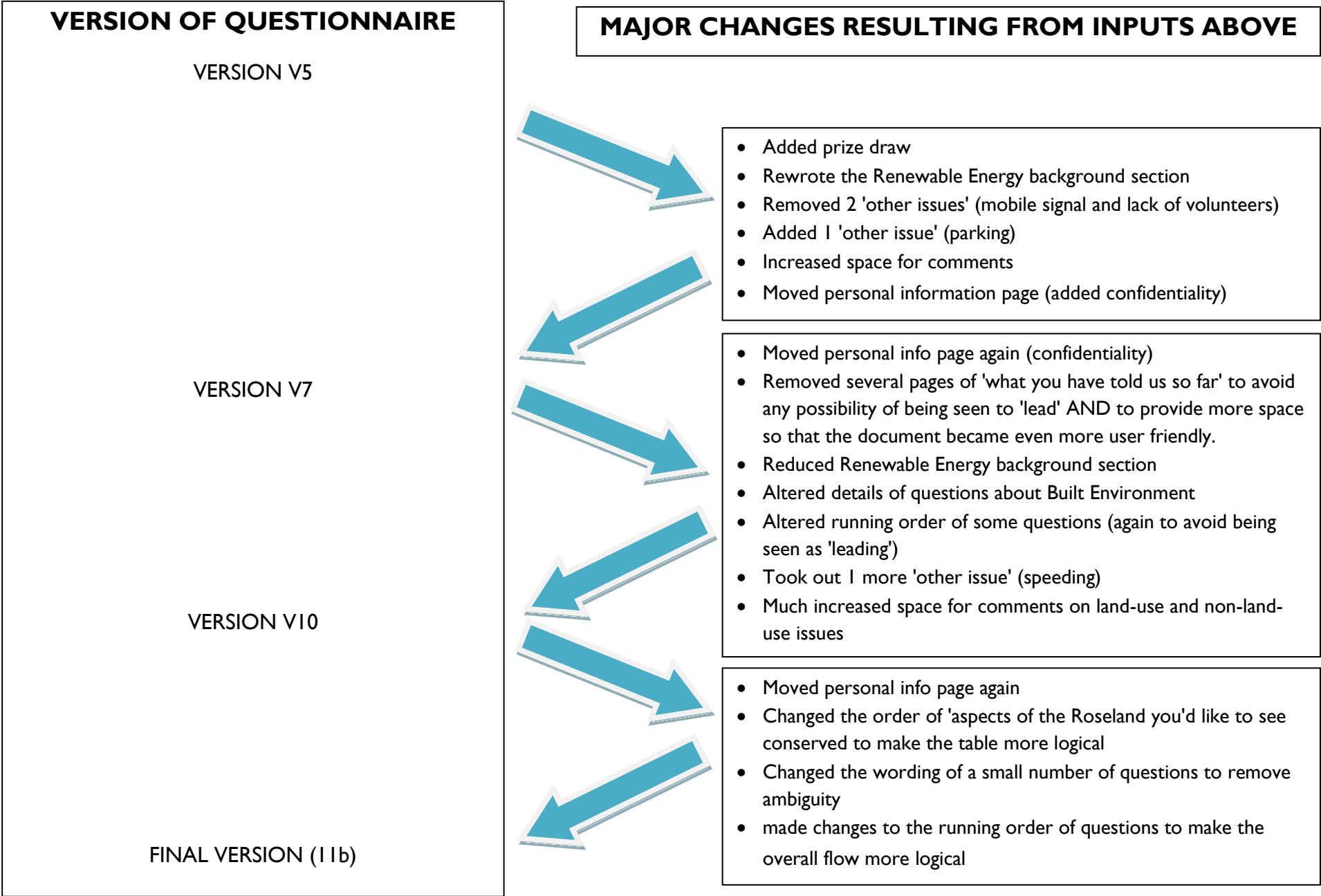
VERSION V5

VERSION V7

VERSION V10

FINAL VERSION (11b)

## MAJOR CHANGES RESULTING FROM INPUTS ABOVE

- 
- Added prize draw
  - Rewrote the Renewable Energy background section
  - Removed 2 'other issues' (mobile signal and lack of volunteers)
  - Added 1 'other issue' (parking)
  - Increased space for comments
  - Moved personal information page (added confidentiality)

- Moved personal info page again (confidentiality)
- Removed several pages of 'what you have told us so far' to avoid any possibility of being seen to 'lead' AND to provide more space so that the document became even more user friendly.
- Reduced Renewable Energy background section
- Altered details of questions about Built Environment
- Altered running order of some questions (again to avoid being seen as 'leading')
- Took out 1 more 'other issue' (speeding)
- Much increased space for comments on land-use and non-land-use issues

- Moved personal info page again
- Changed the order of 'aspects of the Roseland you'd like to see conserved to make the table more logical
- Changed the wording of a small number of questions to remove ambiguity
- made changes to the running order of questions to make the overall flow more logical