

# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 1<sup>st</sup> December 2015

## **10. Parish Plan Steering Committee**

10.1 To Consider a report from the Parish Plan Steering Committee (Report attached)

10.2 To consider the appointment of a Council representative to the Parish Plan Steering Committee.



# CAMBOURNE PARISH PLAN

## Steering Committee Report For Parish Council Meeting dated 01 December 2015

### **Purpose of Report**

To report to the Parish Council the progress achieved to date on the Cambourne Parish Plan and to seek support from Parish Councillors for questionnaire completion – pilot and final.

<b><u>RECOMMENDATION FOR :</u></b>	
<b>(A)</b>	<b>The Parish Council note the report</b>
<b>(B)</b>	<b>Parish Councillors to become Champions of the Parish Plan</b>
<b>(C)</b>	<b>Each Parish Councillor to receive a Champion pack and take ownership of the actions within</b>
<b>(D)</b>	<b>To receive further instruction in the New Year detailing final questionnaire arrangements and the online survey link</b>

### **1. Progress Update**

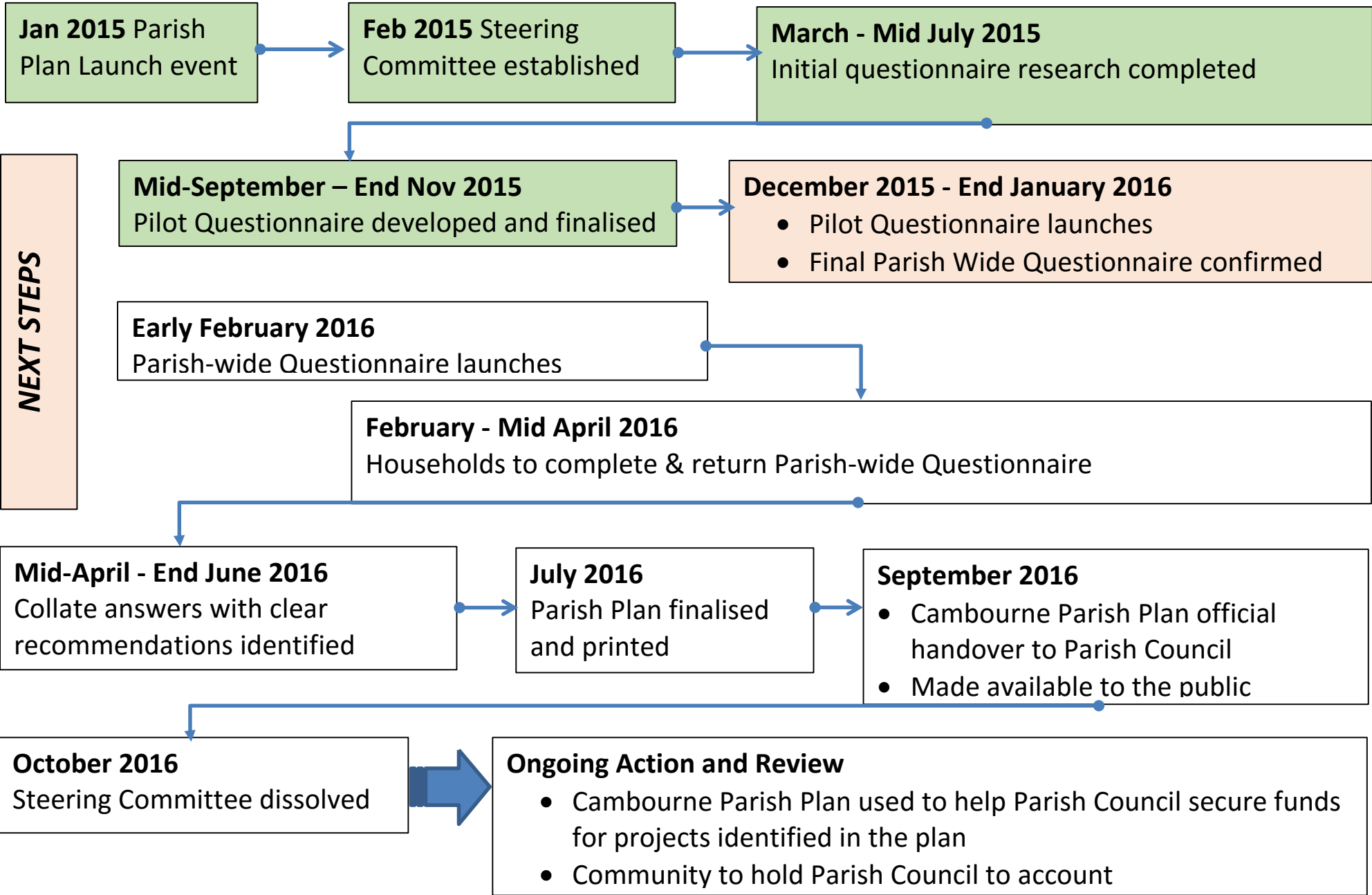
There have been 12 Steering Committee meetings to date. In addition there have been a number of work group and cross over group meetings focusing on questionnaire content, communications and logistics & information management. Overall the project plan (summary timeline attached to this report) is on track and the Committee are about to embark on the crucial questionnaire stage.

### **2. Pilot Questionnaire**

Attached to this report is the Parish Plan Champion Pack. We would like all councillors to agree to Champion the plan at this stage by encouraging individuals to complete the pilot questionnaire. The pilot questionnaire will be completed online.

### **3. Final Questionnaire**

Once the pilot is complete we would encourage all councillors to spread the message to as many residents as possible about completing the questionnaire. The actual parish-wide survey questionnaire will be available for completion from February to mid-April 2016. Every household will receive a hard copy questionnaire however, residents will be encouraged to complete it online. Support and drop in sessions are being arranged. There will also be a number of drop off points around Cambourne for return of completed hard copy questionnaires.



## **Cambourne Parish Plan Pilot Questionnaire**

Dear Councillor

The Parish Plan Pilot will run until **Monday 4<sup>th</sup> January 2016**. After this date all the responses and feedback will be considered by the Steering Committee for suitability and any subsequent changes and amendments will be made to the final questionnaire.

To help us achieve an effective pilot review we would appreciate it if you would carry out the following -

- Each Parish Councillor should approach a minimum of 5 individuals to complete the pilot questionnaire. These can be friends or family, they don't have to reside in Cambourne.
- The following statement can be used to explain the intentions of the pilot - you could copy and paste into an email for the people you are approaching, or print it out to give to them.

**Dear friend,**

The Cambourne Parish Plan survey questionnaire will be going to every household in the New Year asking people for their opinions on the future of Cambourne on issues such as housing, environment, community facilities and provision of services. To ensure it is fit for purpose we are running a small pilot and we hope you can help us here. Please complete the questionnaire online (*insert Survey Monkey link*). Whilst completing the questionnaire please think about the areas of feedback below. Once you have submitted the questionnaire please feedback your thoughts to the person who approached you.

1. How long did it take you to complete the questionnaire? Was the length of time it took you appropriate?
2. Were there any questions you did not understand? If yes please state which ones. How could we improve them?
3. Do you think anything else should be covered? Please state what.
4. Have we made the intentions of the questionnaire clear? Do you understand what we are aiming to achieve?
5. Do you have any other suggestions?

Thank you very much for your help,

***Cambourne Parish Plan Steering Committee***

## **Cambourne Parish Plan Frequently Asked Questions**

### **What is a Parish Plan?**

A Parish Plan is a shared vision for how the community wants to develop and identifies the action needed to achieve it. Cambourne is currently at the crucial questionnaire stage of the Parish Plan process.

### **Who can fill out the questionnaire?**

All Cambourne residents. Every household will receive a copy of the questionnaire but all members of the household will be encouraged to fill one in. The questionnaire will also be available online.

### **How are questionnaires being completed?**

The questionnaire will be available to complete by hand and online. The more people that complete the questionnaire online the quicker and cheaper the process will be so please complete online if you are able.

### **Where do I send my completed questionnaire?**

If you are completing online make sure you get to the end of the survey and press submit. If you are completing a paper copy we have a number of drop off points around Cambourne.

### **How long do I have to complete my questionnaire?**

From receipt of questionnaire in February until end of March 2016

### **Can I have some help completing my questionnaire?**

Yes. Please contact the Parish Plan Steering Committee on:

[help.parishplan@cambourneparishcouncil.gov.uk](mailto:help.parishplan@cambourneparishcouncil.gov.uk)

We also hope to have some drop in sessions in the library to assist with online completion.

### **What will happen to the results?**

The results will be analysed and summarised in a report with an action plan. This Plan will be received by the Cambourne Parish Council.

### **Can I help with the Parish Plan?**

Yes. The Steering Committee is made up of volunteers – Cambourne residents and Parish Councillors. If you would like to help or get involved please email:

[info.parishplan@cambourneparishcouncil.gov.uk](mailto:info.parishplan@cambourneparishcouncil.gov.uk)