

Civic Campus Regeneration Working Group

Minutes

02 February 2021 – 11:00

Virtual Teams Call

Attendees

Cllr Richard Quarterman
Cllr Anne Crampton
Cllr Chris Dorn
Cllr Wendy Makepeace-Browne
Cllr David Neighbour
Daryl Phillips
Amy Summers
Mark Jaggard
Emma Foy
Glyn Lloyd
Celia Wood (notes)

Samantha Whiting HCC
Olivia Paine HLM Architects
Simon Hope Montagu Evans
David Milner Create Streets
Nicholas Boys-Smith Create Streets

Apologies: Cllr James Radley, Chris Jelliffe HCC

Note: Cllr Bob Schofield - Fleet Town Council (unable to join due to technical difficulties)

1	Welcome from the Chairman	RQ
	<p>The Chair opened the meeting with the announcement that Glyn will be leaving Hart in April and expressed thanks for all his hard work on this working group.</p> <p>The Chair suggested 2 items under Any Other Business: 1) to discuss: the pace of further progress during the public engagement and 2) succession planning following Glyn leaving Hart.</p>	
2	WG open discussion on updated Create Streets public engagement questions	GL/DM
	<p>The questions for the survey have been expanded (following the update to O&S) to assist with analysing the data to provide feedback to residents.</p>	

	<ul style="list-style-type: none"> - A key point is to simplify the ranking within questions to avoid a long questionnaire. - Tick boxes give the outcome of better reporting back ie “23 people think ‘x’ is important”. - The map captures all age bands - Order of questions can be changed as required by the working group <p>The Group discussed:</p> <p>Could the map be more user friendly for people who are not confident with IT and were advised that clear instruction is given as the start of the questionnaire.</p> <p>The importance of keeping the questionnaire as short as possible for ease of use.</p> <p>Not to ask for contact details before questions to create as much feedback/comments as possible, adding the request for email address/postcode to the bottom of the page.</p> <p>Questions/requests:</p> <ul style="list-style-type: none"> - The word ‘dislike’ has been included in the questionnaire but can be removed, it is the decision of the working group. - An easier way to rate an area and avoid duplicating questions by making some questions mandatory and some non-mandatory. - To ensure that if a question to an area is removed that it will be covered in another way. - Will the methodology give sufficient quantitative data to be able to rank the various elements of the scheme in priority sequence. <p>The group were informed that a tick box with options to tick multiple things will give a clear picture of the responses.</p> <p>The WG sought clarity on how to ensure it is definitely residents and not companies with a vested interest who are attempting to use the engagement to steer the outcome in their favour.</p> <p>The group were advised that responses can be limited from any ISP address and as an example, 10 responses generally works well.</p> <p>With regard to GDPR regulations, privacy statements need to be consistent with the Hart policy and can be built in to the questionnaire for data control analysis.</p>	
3	WG members to discuss and approve questions for Officers (to then work with Create Streets on launching the engagement survey	ALL

	<p>The Group discussed the process of final details for the finished product:</p> <p>It was agreed that to use the time effectively the questionnaire will be built offline with the WG having access to share the test before going live to get feedback and discuss wording etc. Feedback from members of the group who are not present today will also be taken into consideration.</p> <p>In terms of launch date and timeline, as soon as the introductory text and text of the questions has been agreed, the questionnaire can be turned round in half a day.</p> <p>A discussion with the Data Protection Officer (Tim Wilson) will take place around GDPR and privacy statements to make sure we are fully prepared for the data and where it is held.</p> <p>AS advised the Group not to under-estimate the amount of work and forethought with the launch of the engagement and to ensure they are aware of other surveys and communications being carried out within the Organisation.</p> <p>The Group acknowledged that the following decisions are to be made:</p> <ul style="list-style-type: none"> • Costs and how the communication process will take place (ie digital/leaflet drop) • Duration of the consultation and best time to launch with regard to the forthcoming elections (Purdah begins at the end of March) <p>The group were informed that the digital communication will go out first and followed by the doorstep leaflet drop and were advised that the timing of this is important especially if it comes out at the same time as other projects currently being developed ie the Garden Community to avoid confusion for the residents.</p> <p>Other considerations:</p> <p>Budget approval process – where the costs for this can be taken from ensuring this is as cost effective as possible bearing in mind the current Council financial constraints.</p> <p>Plan of Action:</p> <ul style="list-style-type: none"> • Build survey to a demo point that will be sent including GDPR and Privacy Statements for Officers to have a discussion offline about posting – for comment and feedback. • digitally launching no later than 2 weeks today (16 February) for a 6 week window before the Purdah constraint. • All members of the WG to confirm the conformation of survey by the latest next week latest for launch a week later. 	<p>DM</p> <p>GL</p> <p>ALL</p>
4	AOB	
1	Pace of continuing development during the public engagement:	

2	<p>The survey is going out for a 6 week period and will close just before end March. It will be early April before we get any clear feedback from the survey:</p> <ul style="list-style-type: none">• The elements that can be done now as there is a certain amount of process to go through on the financial side.• The Harlington Centre and Library discussions are key.• More data gathering to feedback around June time with the data from survey.• Expenditure and securing further budget. <p>The Group expressed their thanks once again to Glyn and wished him luck in his new venture.</p> <p>The Group decided to continue on a parallel line whilst discussions go ahead for a replacement for Glyn.</p> <p>Next Meeting is Tuesday 2 March 2021 at 10am.</p>	
	Meeting ended at 12.08am	