

**Notes from questionnaire development session with Sherborne St John Steering Group  
25<sup>th</sup> July 2014**

The group met to finalise the NP questionnaire, using a framework provided earlier as the basis for discussion.

Early discussion was based around the HNS prepared by HARAHA which is to be posted through the doors of all homes within the next few days by the Steering Group and the relationship this questionnaire has with the NP questionnaire being developed, along with the need to avoid any possible confusion and duplication and to ensure maximum completion of both surveys.

The group advised me that it requested HARAHA to repeat the exact same version of the HNS survey used for other local parishes due to its success in other parishes. It was keen that no changes were made to the HNS which was to be a standalone piece of work, regardless of the contents of the final NP questionnaire. Mags from HARAHA informed me prior to the session that the analysis of the need for a small affordable housing scheme would be based on the finding from the HNS alone.

The deadline for completion of the HNS is 1<sup>st</sup> September, with the report by HARAHA hopefully completed by the end of October.

I made 3 observations:

1. The difference between part 1 and part 2 of the HNS (part 1 being about housing need generally and part 2 solely referring to affordable housing) was not highlighted in the front sheet to the HNS, nor in the separate information sheet to be posted to the website and which has been printed in the village magazine, which has now been published. Therefore, as supporting information is only referring to the possible need for a small scheme of affordable housing, I was concerned that residents with no interest in the possibility of affordable housing may not take the time to complete part 1 of the survey, therefore with the opportunity to gather very important information on housing generally missed.
2. There is duplication of two significant questions in the two surveys (regarding the type of housing needed in the parish and what type of tenure of housing is required in the parish) so this needed a brief discussion to decide how to manage this. I reiterated the possibility of confusion among residents and contradicting results for a variety of reasons.
3. I felt that the instruction under "Part 2" of the HNS should include the words "...new *affordable* home in the next three years..." to clarify the fact that part 2 of the survey only relates to affordable housing.

The group took the decision to include the same 2 questions in the NP and are not concerned about the duplication. It was agreed that should there be any contradiction in response, this will be highlighted through analysis and taken account of as best as possible in considering options for

housing. Given that there is a chance that some residents won't complete the HNS (as may feel it only relates to affordable housing) asking these 2 important questions again through the NP questionnaire is at least a good way of helping to ensure responses to these questions.

**Encouraging completion of the HNS, regardless of interest in an affordable housing scheme:**

The group agreed to e-mail all on their database to point out that the HNS is also concerned with housing needs generally, and to encourage residents to complete part 1, even if not interested in an affordable housing scheme. It will also inform the community of this through their website.

**Time frame for NP questionnaire:**

The group don't feel the need for the results of the HNS to influence the housing questions in the NP survey, as only two of the questions are repeated regarding housing generally and there will be no duplication of questions regarding the need for affordable housing. Therefore, the timing of the NP questionnaire to be distributed will be such that a one month gap will be allowed between them to avoid/ reduce possible confusion, with the NP questionnaire being delivered on 6<sup>th</sup> Oct and running to 27<sup>th</sup> October.

**General points agreed about the NP questionnaire:**

The group agreed to a map of the parish going on the front of the questionnaire (at the start of the housing section) with possible site options being marked on to the map (following the call for sites), but with a clear caveat about the need to test for sustainability and suitability/ viability once discussions had been held with land owners. This will help to get the residents enthused about completing the NP questionnaire. **Group to contact BDBC to see if they can assist with a map.**

All residents will be asked to leave their full postcode (as a minimum)

The survey will not be made available on line as the website is not set up to accommodate this level of interaction, with limited skills with the group to manage this. Also because the size of the population is small and manual analysis (e.g. through an excel spreadsheet) won't prove problematic. Additionally the group feels there is greater control of the process through manual submissions, without the possibility of results being skewed through repeated on-line submissions from the same source(s).