



## HOCKLEY PARISH COUNCIL

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### **Minutes from the online Forward Plan Committee meeting held on Thursday 14<sup>th</sup> January 2021 at 7.00pm.**

<u>Chairman:</u>	Cllr. P. Meacham	
<u>Councillors:</u>	Cllr. B. Thorogood	Cllr. L. Vingoe
<u>Visiting Councillors:</u>	Cllr. S. Martin	
<u>Officers:</u>	Kelly Holland, Clerk	
<u>Members of the public:</u>	None	

The Chairman welcomed everyone to the Committee meeting.

#### **FOR20/33 Apologies for Absence**

Apologies for absence had been received from Cllr. N. Boxall.

**RESOLVED** that the apologies be accepted.

#### **FOR20/34 Minutes**

**RESOLVED** that the minutes from the Forward Plan Committee meeting held on 12<sup>th</sup> November 2020 be approved as a correct record and signed by the Chairman after the meeting.

#### **FOR20/35 Declarations of Interests**

None.

#### **FOR20/36 Public Participation**

None present.

#### **FOR20/37 Forward Planning**

There was a discussion regarding ideas from the previous meetings that need to be included with the planning:

- Providing handyman services via the Rangers
- Providing relevant local information (e.g. traffic information)
- Dementia friendly communities
- Environment (e.g. reduction in pollution)
- Youth Council

The Council would need to consult with the residents in a variety of ways via a selection of questions with multiple choice answers and the opportunity to comment. It was noted that a survey had been carried out by another council entitled 'All Ideas Matter (AIM)'. Questions within the survey could include what the Council does well, what could be improved and what could be put in place in the future. It was noted that the forward plan items from each committee should feed into the overall forward plan.

**FOR20/38**      **Local Council Awards Scheme**

The Committee considered the requirements of the quality award and discussed what was required to fulfil the criteria. The Clerk would provide a list of the criteria and whether it was met to the next Committee meeting to identify where more work was required.

**FOR20/39**      **Community Engagement**

Members considered a range of different ways to consult with the residents to ensure a fair representation including both face to face (when COVID-19 restrictions permitted) and electronic:

- Surveys (both hard copy and electronic)
- Social Media
- Website
- Being present in shopping areas
- Via outside organisations and the Council representatives
- Boxes attached to notice boards

Two quotations had been received for an external provider to build and analyse a resident's survey, these ranged from £1,800 - £2,450 plus VAT. It was noted that this was an idea of pricing as the Council had not provided specific requirements (i.e. number of questions).

Members considered keeping the survey process in house, the office staff could create the survey via Google Docs and also analyse the quantitative data from the multiple choice questions. Members of the Council could potentially review the qualitative data from the comments from residents or the Council could consider utilising the work experience programme via Greensward Academy to assist in the analysis.

**RESOLVED** that

- (a) the production, management and analysis of the resident's survey remain in house with both officers and members taking part in the analysis;
- (b) the Clerk contact Greensward Academy for more information on the work experience process;
- (c) possible questions for the resident's survey be brought to the next Committee meeting.

**FOR20/40**      **Items for next agenda**

To consider the requirements of the quality award of the Local Council Awards Scheme

To consider possible questions for the resident's survey.

**FOR20/41**      **Date of future meeting**

The next meeting of the Forward Plan Committee is Thursday 11<sup>th</sup> February 2021 at 7.00pm.

The meeting closed at 8.08pm

**Signed:** \_\_\_\_\_  
**Chairman**

**Date:** \_\_\_\_\_