



## Project A: Independent review of Informal Consultation

Bearsted Parish Council took recommendation from the Working Group to seek the service of a consultant to review the feedback received during an informal consultation of Project A which took place between 27th May 2021 – 3rd August 2021. This will be known as the assignment.

[Bearsted Parish Council Project A - Announcement -](#)  
[Bearsted Parish Council Public consultation - Project A –](#)

Using the evaluation report Bearsted Parish Council want to identify the opportunities that the community believe could improve the local area.

### Assignment

Bearsted Parish Council want be able to use the evaluation report to take forward Project A with improvements to the original idea, include ideas from respondents and consider concerns raised during the informal consultation.

Bearsted Parish Council want to understand from the assignment:

- Overall what can be reasonably concluded from the consultation;
- The extent to which the feedback can be considered to be representative of the communities' views;
- The ideas for the project that would benefit the community and would resolve issues highlighted in the 'Identified Issues' section of the Project Plan.

The assignment requires the consultant to:

- Review all responses received by the Parish office. These include those received via email or postal letter. No feedback via social media will be reviewed.
- Consolidate multiple responses from one email/postal address and class them as one recipient.
- Review the feedback against the 'Identified Issues' and 'Project Overview' within the Project Plan. This state:

### Identified Issues

A number of issues had been communicated to BPC over some years. These included but were not limited to:

- Lack of allotment plots available to residents
- Inadequate level of parking facilities around and near to facilities located on the Church Landway
- Anti-social behaviour in car park
- No public toilets
- Oversubscribed tennis club
- Highly used Bearsted Woodland Trust
- Requirement for more lighting in the area
- Litter/lack of bins
- Church Landway surface
- Parking for large Church events
- Parking for local adhoc events
- Parking in Church Lane by visitors
- Level of traffic on Church Lane



### **Project Overview**

BPC were approached by a local landowner who proposed that they would donate to BPC a parcel of land with the condition that additional land was leased to the Bearsted & Thurnham Tennis Club. The additional land is where the current allotment garden is sited. The land being donated could only be used for allotments (no buildings could be developed).

With this as an offer BPC resolved to allow the working group to explore options to resolve some local issues. (minute ref: 590.22a).

This project will allow BPC to resolve as many identified problems including resolving parking, safety, and antisocial behaviour issues at the Church Lane Car Park. Possible introduction of a defibrillator, electric car charging point, bins and bicycle parking within the car park.

This project could address drainage at the car park and the possibility of a water harvesting system.

This project could address the lack of lightning and uneven surfaces on parts of the Church Landway.

Possible introduction of public convenience to the local area.

This project could allow for more allotment plots and sports facilities to local residents.

### **Data Limitations**

The consultant would be asked to detail any limitations of the data so that Bearsted Parish Council can clearly understand these and report them to members of the public.

### **Data Transfer**

Feedback received during the consultation (known as the data) will be shared via a secured link to a onedrive folder.

This is inline with the parish councils IT Acceptable Usage, Data Protection and Social Media Policy. (BPCPOL07)

### **Presentation of Data**

The council expects to be provided with a 10-15 page evaluation report in Word format that summarises the response received and highlights areas that those who responded support, oppose or recommend changes/enhancements.

The council expect the report to completed by the end of 2021.

### **Point of Contact**

The consultant can contact the Parish Clerk if there are any questions during their assignment. If the Clerk is not able to answer, the Project A Working Group will be contacted.

### **Interim Review**

The Parish Clerk will stay in communications with the consultant. Should the specification of the assignments require changing, or the consultant advises for further investigation the Clerk will report back to the Project A Working Group. They in term will make a recommendation to the Full Council for a resolution to be passed.



Bearsted  
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**Assignment Review**

The results of the assignment will be reviewed by the Project A Working Group to ensure that the findings are understood and to clarify any points before the findings are presented to members of the public.

**Assignment Sign Off**

The assignment will be deemed completed once the Project A Working Group conclude they have no questions about the way the findings have been represented by the consultant. Upon completion the consultation will delete all data relating to the assignment.

**Terms and Conditions**

The terms and conditions will be inline with the consultants' requirements and Bearsted Parish Council Financial Regulations.