

From: Kathryn Stevenson-Pugh <Kate.Stevenson-Pugh@wychavon.gov.uk>
Sent: 12 March 2025 18:19
To: PCPebworth
Subject: RE: Housing Needs Survey
Attachments: 250312 Tibberton PHNS v1.pdf; Tibberton PHNS cover letter 310325.pdf; 050325 DRAFT Paper PHNS Broadwas & Cotheridge 2025.pdf

Hi Donna,

Sorry for the delay coming back to you. Thank you for confirming that the Parish Council wishes to go ahead with the Parish Housing Needs Survey.

The next step is to agree the survey questionnaire and cover letter before they are sent off to the printers to post. I've attached the cover letter and draft survey questionnaire that is about to go out to Tibberton for you to review. We aim to keep the questionnaires as similar as possible (for consistency and comparison across the district) and to 3 x double-sided A4 pages but it is possible to change some of the questions in the 'Your Parish' section and to ensure it gathers information the Parish Council would find useful as part of the NP review. As an example, I have attached the Broadwas and Cotheridge survey questionnaire.

A paper survey is sent to every residential property in the parish along with a cover letter and pre-paid return envelope. We do encourage people to complete the online survey as this reduces the admin involved in scanning in the paper forms to the survey software and speeds up the data analysis process. Having said that, we do find that most respondents complete the paper version.

If we can agree the cover letter and survey questionnaire quickly (by 24th March), then I can get the finalised documents and artwork to the printers by 25th March and the survey could go live on 31st March and run until 12th May. All being well, I would be able to get the draft report to the Parish Council by the beginning of June. A final version can be published shortly after, depending on any comments/amendments to agree.

Please can you let me know whether these timescales work for the Parish Council? And whether the Parish Council would like any amendments to the questions in the 'Your Parish' section of the Tibberton version.

Kind regards,
Kate

Kate Stevenson-Pugh
Housing Development Officer (Please note my working days are Monday, Tuesday, Wednesday plus Thursday mornings)
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From: clerk@pebworthparishcouncil.gov.uk <clerk@pebworthparishcouncil.gov.uk>

Sent: 05 March 2025 10:34

To: Kathryn Stevenson-Pugh <Kate.Stevenson-Pugh@wychavon.gov.uk>

Subject: Housing Needs Survey

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Hi Kate

Many apologies for taking so long time to come back to you however Pebworth Parish Council is now ready to set the wheels in motion for a Housing Needs Survey, running alongside the review of its NDP.

Could you let me know what the process is for this please?

Many thanks and I look forward to hearing from you.

Kind regards

Donna Bowles (Mrs)

Clerk to Pebworth Parish Council

Tel: 07724 601366 Mondays to Thursdays 9.30am to 3.30pm

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