

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

This form is specifically designed for Community Governance students undertaking SLCC2002 and SLCC2008 in 2023. It is based on a form supplied by the Faculty of Business and Law.

Students should complete this form in consultation with the module team and by following instructions in the module handbook. Please complete all sections in **blue** text and provide an answer to each question immediately after the question. There is no word limit for students of SLCC2002 as this document is required but not assessed. Students of SLCC2008 have up to 1200 words for Section 2; other words are not counted (including the documents to be inserted).

This single form is to be completed and uploaded to the module on Blackboard through Turnitin. (**Note for tutors:** when providing a location for submission on Blackboard it is suggested to a) turn off originality setting; b) not request generation of similarity reports; c) ask for no submission to any other repository).

SECTION 1. Applicant
Your Last Name: Heynes
First Name: Samantha
Student number: P
Email address for contact: clerk@cuckfield.gov.uk
Course title: Community Governance Module: Please delete as appropriate SLCC2002 Community Research
Supervisors' names: James Derounian and Elisabeth Skinner

SECTION 2. The Research	SLCC2008: You have up to 1200 words for this section.
2a Research title: Traffic Calming Options for Cuckfield, West Sussex	
2b Rationale:	
Identify and consider measures that would make Cuckfield less attractive for motor vehicles to use as a travel short cut. The benefits of this will be to create a safer environment for the most vulnerable road users (VRUs) as well as an improvement in air quality. Fewer vehicles travelling through the village may encourage more residents to walk or cycle to use local facilities as they will feel safer.	
2c Research aim:	
To identify traffic calming priorities for Cuckfield which would be supported by residents, with a view to presenting a case to West Sussex County Council for changes in line with their new Speed Limit Policy.	

2d Research objectives:

A survey of the community of Cuckfield will take place:

To identify roads which would benefit from a reduction in speed limit to 20mph.

To identify roads where a reduction in speed limit may reduce the occurrence of road traffic accidents.

To identify other traffic calming mechanisms that may be supported by the community either separately or alongside speed limit reductions.

To improve community engagement and participation in Cuckfield Parish Council decisions.

To submit a proposal to West Sussex County Council for traffic calming improvements with demonstrable support of the community.

2e Research methods:

Please provide details of both quantitative and qualitative research methods to be used by answering these questions.

1. What are your two specific research tools? Delete as appropriate:

Survey (quantitative) and Focus Groups (qualitative)

2. For each method, who will your sample include and why?

I will include the following in the survey sample:

Cuckfield Parish Councillors - they are aware of the traffic issues within the village and also have an awareness of the feelings of residents through their role as Councillors.

Local Speed Watch - they regularly monitor traffic speeds within the village and can identify particular areas worthy of focus based on speeding statistics.

Residents – those who have previously contacted the Parish Council with concerns and feedback regarding traffic calming within the village.

Local shopkeepers - invited to complete the questionnaire due to their location on the High Street in Cuckfield and this being one of the target areas for speed reduction.

Residents – anyone with an interest in the traffic issues within Cuckfield who wishes to be partake.

I will include the following in the focus group sample:

This will be a question on the survey, so participants will be selected from those who respond with an interest in taking part.

3. How will they be selected and recruited?

The survey will be publicised via the Parish Council website and Facebook page, and posters will be put up within the local area.

An article will be placed in the local newsletter with a link to the online survey.

4. Where and how will you collect the data for each method?

A traffic calming survey will be created online and shared via Cuckfield Parish Council's website, social media and direct invitation where contact details are known (as per GDPR rules).

Attendance at the local monthly market which runs on the second Saturday of the month from 9am -12pm, based within the centre of the village (Rose & Crown car park), to ask people to complete the questionnaire face to face (a paper copy of the survey will also be available), and take additional details if they would be willing to be considered for attendance at the focus group session(s).

Paper copies will be made available at the Queen's Hall.

5. Do you need written permission from an organisation before you start your research

(eg school, work premises, law courts) using each tool and why or why not?
 Cuckfield Parish Council will resolve to give permission for this research to be completed at the next Roads & Traffic Committee meeting on Thursday 20th April 2023.

6. Is there any risk to yourself in either case (eg lone working with a respondent)? If so, how will you protect yourself?
 The risk is minimal as all research will take place during the day in public locations. The Chairman of the Roads & Traffic Committee can be invited to attend the monthly market questionnaire alongside myself to reduce the lone working risk, likewise the focus group sessions will be held in the public building owned by the Parish Council (the Queen’s Hall) and can also have the Chairman attend as co-host. CCTV is available within the Queen’s Hall.

7. Is your research funded by a third party, including your employer? If so, please give details.
 Research will take place during the working day where possible, and funded as my role as Clerk as this research will be used by Cuckfield Parish Council to progress their traffic calming aims.

Other notes:

- Your research must take place in the UK.
- You must include a copy of your questionnaire and/or your schedule of research questions with this submission.

SECTION 3. Conflict of Interest		
	Yes	No
3a Do you have any personal or financial connection with any organisation(s) being researched? If so, please give details of the organisation and any financial or in-kind benefits received from the organisation for undertaking the research. (Please tick)		x
SECTION 4. Research Ethics and the Protection of Participants’ Interests <i>NB. Participants should suffer no harm as a result of participation in your research</i>		
<p>4.1 Please ensure that participation by those in your sample is voluntary with informed consent. If this is not the case, then explain why.</p> <p>A participation form and consent form are attached to this document.</p> <p>4.2 Explain how your participants’ identities will be protected with regard to</p> <ol style="list-style-type: none"> The confidentiality of data Anonymous data collection. Anonymity in any reported findings from the research No personal data will be shared within the findings. Avoiding emotional harm or upset to those taking part The survey is designed to discuss traffic calming only, and does not include any questions which are designed to cause upset or emotional harm. Participation is entirely voluntary and participants are at liberty to withdraw at any time. 		

4. Security of data including recordings (*eg encrypted data, password protection*)
 All hard copy surveys will be kept in a locked cupboard.
 All electronic copies will be stored in a password protected folder.
 No focus groups will be recorded.
 All surveys will be destroyed no later than 30th September 2023.

SECTION 5. Sensitive Research		
If your research topic is concerned with the following 'sensitive research' areas: illegal activities, prohibited websites, extremism or radicalisation please answer 'yes' or 'no' to the questions below. (For more information see http://www.dmu.ac.uk/research/ethics-and-governance/sensitive-research.aspx)		
Please tick as appropriate. If an explanation is needed please write in the question box.	Yes	No
5a Does your research investigate illegal activities ¹ such as trespassing, theft, hate crime, fraud, piracy or harmful cultural practices that are previously unknown to the police? NB Crimes may not be permitted for research purposes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5b Does the research involve deception? If so, are the participants fully informed of the nature of the research? If not, why not?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5c Please answer these questions with Yes or No. If you tick 'Yes' you must explain and seek additional advice.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Will your research fit into any of these categories? (terrorism, extremism, radicalisation, de-radicalisation) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Will your research involve visits to websites that might be associated with radicalisation or terrorist/extremist organisations or groups or illegal sites such as the dark net? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Does your research involve the downloading and storage on a computer of any materials relating to extremism or radicalisation (for example, records, statements or other documents)? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Might your research involve the electronic transmission of such materials? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Has the research been commissioned by the military or GCHQ or involve the acquisition of security clearances (including the Official Secrets Act)? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Has the research been commissioned under an EU / US security call or similar? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<ul style="list-style-type: none"> Does the research involve the viewing, usage or transfer of sensitive personal data as defined by relevant Data Protection Regulations? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Are you specifically recruiting (as participants) pregnant women 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Will adults without the capacity to consent be involved in the study including adults with learning difficulties? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Will prisoners or young offenders (aged 16-21) be involved in the study? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION 6. Codes of Ethics

6a Which Code of Research Ethics will be adhered to during the course of your research?

DMU Code of Research Ethics

<https://www.dmu.ac.uk/documents/research-documents/dmu-research-ethics-cop-v2-sept-2021.pdf>

Please tick as appropriate.	Yes	No
6b I confirm that all information collected will be processed by use in accordance GDPR 2018	x	
6c I confirm that I will follow DMU's ethical codes of conduct for Good Research Practice	x	
6d I confirm that I will follow DMU's Policy on Managing Research Data	x	

SECTION 7. Supporting Documents

You attach below, **within this single document**, the following supporting documents. All documents should be dated.

- Participant information sheet (see submission guidelines for an example)
- Consent form (see submission guidelines for an example)
- Data collection tools (e.g draft survey questions, draft interview or focus group schedule)

You submit a single document to Blackboard and inform the Module Leader when you have done so.

SECTION 8. Declaration and Signatures		
I confirm that I have read and will comply with <i>the Responsibilities of the Researcher</i> guidelines at http://www.dmu.ac.uk/research/ethics-and-governance/responsibilities-of-the-researcher.aspx . I have considered my own personal safety and when my ethics application is authorised I will complete a separate risk assessment if required.		
Signature of Applicant (a digital signature is acceptable)	<i>S Heynes</i>	Date: 3.4.2023

SLCC2002 Community Research: Students submit the form, complete with the required documents, to the Module Leader by e-mail by the preferred date (see module handbook). When the form has been approved by the module team, you are required to upload it to Blackboard. You will be notified if further action is necessary.

In medium and high risk case the tutors send an email to Susie Fowler (sfowler@dmu.ac.uk) to advise of medium and high risk cases with student name/module code for that application to be authorised

9a Risk Level Assessment to be completed by a member of the Module Team.					
Please indicate how you determine the risk level of this application below.					
Please refer to FREC Ethics Guidelines (Pages 9-11) at: http://dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/business-and-law-ethics-procedures.aspx					
Note for Module Leader: For MEDIUM and HIGH risk applications, please notify DMU. Low risk cases are stored on Blackboard.					
Low Risk		Medium Risk		High Risk	

9b	Yes	No	N/A
SLCC2008: The first marker comments on these issues in the assignment feedback.			
SLCC2002: The first tutor confirms that the applicant has appropriately addressed each of the following issues.			
The study design is appropriate and within ethical parameters			
The research questions are clear and within ethical parameters			
Recruitment method is explicit, fair, free from duress and data protection is not breached			
Sample and sampling method is appropriate and ethical	x		

Participants are fully informed about the research in writing	x		
Participation is voluntary with informed consent?	x		
Vulnerable people have additional interventions to ensure informed consent (e.g. parents, guardians, carers, advocates etc)			x
Participants are given details of how to complain			x
DMU consent form template has been used	x		
Data will be stored securely, and for the appropriate duration	x		
Permission has been, or will be, sought from external host organisation (where applicable) or good reasons given where it has not been sought	x		
Confidentiality, anonymity and privacy will be ensured and maintained	x		

SECTION 9c. SLCC2002 only: Outcome of review completed below by Module Team	Please comment as required
I recommend this study is given ethical approval (no changes required)	Seconded
I do not support this application (please give reasons)	
I recommend the applicant addresses the changes listed below and the resubmission is re-reviewed by the Module Leader	
Please list the specific changes the applicant must make to obtain ethical approval	
Please write any additional comment you may have (optional)	

Name of first reviewer: James Derounian	Name of second reviewer: Sally Thurston
Date: 6.4.23	Date: 6.4.23

Possible adverse outcomes to participants are identified and suggestions to minimise or deal with these are presented			x
Risks to the researcher are identified and suggestions to minimise or deal with these are presented			x
Do the procedures identified necessitate formal assessment by another ethical committee? If yes, which one?		x	

If the research proposal is medium or high risk, the student will be asked to complete an alternative form for submission to DMU.

Note that issues related to off-campus research are not relevant for distance learning students.



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Parish Clerk: Sam Heynes
clerk@cuckfield.gov.uk

Participant Information Sheet

Title of Project: Traffic Calming Options within Cuckfield

Name of Researcher(s): Sam Heynes

You have been invited to take part in a research study. Before you decide whether to take part it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with friends and relatives if you wish to. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part or not, and be assured that no-one will be identified in the research findings. Thank you for reading this.

Please return the completed survey by DATE

What is the research about?

This research is exploring traffic issues experienced within Cuckfield, with a view to identifying improvements that can be made to prioritise the experiences of vulnerable road users (VRUs). VRUs are pedestrians, cyclists and equestrians and they exist in both urban and rural settings.

This study contributes towards the Level 5 Community Governance studies of Sam Heynes, the Parish Clerk for Cuckfield. The joint aim is to provide evidence which can be used to present to West Sussex County Council Highways department in pursuit of traffic calming measures within specific areas of Cuckfield identified within this study.

What does the study/participation involve?

Completion of a simple questionnaire will should take no longer than 10 minutes to complete.

A one hour focus group session to explore in more detail the findings of the questionnaire, exploring the pros and cons of pursuing traffic calming or speed reductions for the specific roads identified.

All participants should come prepared to contribute to the traffic calming debate, with

their own experiences as either a driver, resident, business owner, cyclist or pedestrian within Cuckfield.

The focus group meetings will take place at the Queen's Hall, High Street, Cuckfield, RH17 5EL, at a date and time to be arranged.

Participation within this study is voluntary and you may withdraw at any time. No comments will be attributed in the research findings

All questionnaire data will be collated anonymously; those participants who are willing to take part in a focus group should include their contact details for this purpose only.

All focus group data will also be collated anonymously. All data collected anonymously will remain part of the study, even should an individual request to withdraw from the study, as it will not be possible to identify their data due to the anonymity of collection. Personal data will not be used for any purpose outside of this study.

Findings and conclusions made throughout the course of this study will be shared with Cuckfield Parish Council and West Sussex County Council as part of the evidence gathering required to pursue implementation of the proposed traffic calming changes.

This data will also be shared with the Community Research Module Leaders of De Montfort University.

A separate Consent Form will be available separately.

Who is doing the research?

Sam Heynes, Cuckfield Parish Clerk, will be leading this research, as part of studying Level 5 Community Governance at De Montfort University, Leicester.

If you have any concerns about this research, for any reason and at any time, you may contact my supervisor James Derounian. His contact details are provided at the end of this information sheet.

Who is funding the research?

Cuckfield Parish Council is funding this research.

Why have I been chosen?

Questionnaires will be shared for any interested Cuckfield resident/business owner to complete.

Subject to expressing an interest in participating further on the questionnaire, you may be invited to join a focus group to share further thoughts and experiences of traffic issues within Cuckfield.

Up to 4 focus groups with between 6-10 participants will be run on dates to be agreed.

Do I have to take part?

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time and without giving a reason.

I am interested in taking part, what do I do next?

Please contact Sam Heynes on 01444 454276 or clerk@cuckfield.gov.uk if you would like to take part.

What if I agree to take part and then change my mind?

You can withdraw from the study at any time, without giving a reason.

Any data collected up to the time of withdrawal will remain part of the study as all data will be collated anonymously, making it impossible to identify and remove the data.

What happens to the information I provide?

- a) The research data will be used for educational assessment purposes by DMU.
- b) The research data will also be used by Cuckfield Parish Council to inform evidence for submission to West Sussex County Council in order to pursue implementation of traffic calming schemes within Cuckfield.
- c) All data will be stored as per the following Cuckfield Parish Council policies:
Data Protection
Retention & Disposal Policy
These policies can be found here: [Policies - Cuckfield Parish Council](#)
- d) As you are sharing your details with DMU, we want you to know how we use your personal data and what your rights are. You can find this information at <http://www.dmu.ac.uk/policies/data-protection/data-protection.aspx>
- e) Please advise if you would like to receive a copy of the findings.
- f) Data will be once submission of a proposal to WSCC has been completed.

Will my taking part in this study be kept confidential?

All information which is collected about you during the course of the research will be kept on a password protected database and is strictly confidential. You will be given an ID code which will be used instead of your name. Any identifiable information you may give will be removed and anonymised.

Raw data is normally kept for 5 years after a study has been completed as per DMU policy. However this data will be destroyed once completed of a traffic calming proposal has been submitted to WSCC for consideration.

The Community Research supervisor will also have access to the data and members of the faculty human research ethics committee may require access to check that the study has been conducted in accordance with the approval.

You should also be aware that I may be duty bound to pass on information that you provide that reveals harm has occurred to a child or other vulnerable individual.

Confidentiality during focus group interviews cannot be guaranteed as that duty cannot be imposed on all participants in this kind of interview.

Will anyone know that I am taking part?

Completion of the questionnaire and the data shared will remain confidential. Fellow focus group members will be aware of your identity and involvement in the study. If you tell me that harm has occurred to a child or other vulnerable individual, or provide evidence that laws have been broken, I have a duty to pass that information onto the appropriate agency. Only in those circumstances would I have to reveal your identity.

What will happen to the results of the research study?

Findings will be used in a presentation to the Community Research Module Leaders at DMU in order to assess the assignment being completed.

Findings may also be used in a report to WSCC in order to progress a request to make traffic calming changes for the benefit of the community of Cuckfield.

What are the possible advantages and disadvantages of taking part?

The advantage of taking part is that you will have a say in the potential future traffic calming priorities identified for Cuckfield.

One of the disadvantages of participation is as giving up your time to take part, also that your traffic calming priorities may not be taken forwards for further consideration.

What are the possible benefits of taking part?

The possible benefit of taking part is that the traffic calming priorities raised may be taken forwards to West Sussex County Council for consideration with a view to changes being made for the wider benefit of residents of the village.

What if something goes wrong?

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, then you may have grounds for a legal action but you may have to pay for it. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been approached or treated during the course of this study, the normal University complaints mechanisms should be available to you.

Who can I complain to?

If you have a complaint regarding anything to do with this study, you can initially approach the lead investigator. If this achieves no satisfactory outcome, you should then contact the Administrator for the Faculty Research Ethics Committee, Research & Innovation Office, Faculty of Business and Law, De Montfort University, The Gateway, Leicester, LE1 9BH or BALResearchEthics@dmu.ac.uk.

Alternatively, you can direct any complaints to the module leader for this assignment, James Derounian on 0781 351 6883 or james.derounian@slcc.co.uk.

Who is organising and funding the research?

Cuckfield Parish Council is funding the research.

Who has reviewed the study?

This study has been reviewed and approved by De Montfort University, Faculty of Business and Law Research Ethics Committee.

Contact for Further Information

Sam Heynes at clerk@cuckfield.gov.uk

Thank you for taking part.

Version 1

5th April 2023



**The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL**

**01444 451610
01444 454276**

**Parish Clerk: Sam Heynes
clerk@cuckfield.gov.uk**

Research Participant Consent Form

Title of Research Project: Traffic Calming Options for Cuckfield

Name of Researcher: Samantha Heynes

Please tick and initial
all boxes if you agree

- 1. I confirm that I have read and understood the information sheet [date and version number] for the study above. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.
- 2. I agree to my data being anonymised and stored. I agree to it being shared in a relevant archive in this form.
- 3. I understand that my participation is voluntary. I also understand I am free to withdraw at any time without giving any reason and without there being any negative consequences. I can decline to answer any particular question, or questions.
- 4. I agree that non identifiable quotes may be published in articles, used in conference presentations, or used for standard academic purposes such as assessment.
- 5. I understand that the data collected during the study may be inspected by a supervisor from De Montfort University. I give permission for the supervisor to have access to my data.
- 6. I also acknowledge that if I am being interviewed this date may be transcribed by a third party, authorised by the university to undertake such duty.
- 7. I agree to take part in the above research project.

.....
Print name of participant	Date	Signature
.....
Print name of person taking consent	Date	Signature

A copy of the signed and dated consent form should be placed with the project file which must be kept in a secure location.



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Survey: Traffic Calming Options for Cuckfield, West Sussex

This short survey will take no more than 10 minutes to complete. The survey will close at 5pm on 31st May 2023 and the results will be used to identify preferred traffic calming measures for Cuckfield. All responses will be anonymous.

1. Do you believe there is a need for more traffic calming measures within Cuckfield?

Yes/No

2. Would you support the introduction of 20mph limits within Cuckfield on:

- a. High Street Yes/No
- b. London Lane Yes/No
- c. South Street Yes/No

3. Do you have any other suggested locations for 20mph limits in Cuckfield? If yes, please state below:

4. Would you support reducing the speed on Broad Street to 30mph all the way to the Cuckfield bypass roundabout?

Yes/No

5. Do you believe Hanlye Lane needs to have additional traffic calming measures implemented to reduce the number of accidents experienced here?

Yes/No

6. If yes, what measures would you like to see implemented?

7. Do you have any other comments regarding traffic calming in Cuckfield?

8. Would you like to take part in a Focus Group to explore traffic calming in further detail?
If yes, please provide your preferred contact details:

Email address/Phone number: _____

Thank you for taking part in this survey.



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Traffic Calming Options for Cuckfield, West Sussex

Focus Group Questions

1. Do you believe there is a need for more traffic calming measures within Cuckfield?
2. What are your personal experiences of traffic issues as a driver within Cuckfield?
3. What are your personal experiences as a vulnerable road user (VRU) within Cuckfield?
4. What difference would the introduction of 20mph limits on specific roads make to your experience as a VRU?
5. If you support this, where would you like to see them implemented?
6. What would encourage you to leave your car at home and use alternative ways of travelling around Cuckfield?
7. Do you have any suggestions for alternative traffic calming measures within Cuckfield?