

Research Participant Information Sheet
Version 1, 21 May 2023.

Title of Project: A Local Nature Plan for Wivenhoe

Name of Researcher(s): Jo Beighton-Emms

All Wivenhoe residents are invited to take part in this 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.

Thank you for reading this.

Completion of the survey should only take 30 minutes to complete. No individuals will be identified in the published results. Responses must be submitted by 25th August 2023.

What is the research about?

This research is being conducted with Wivenhoe residents to gather their views and ideas on sustainability in Wivenhoe and in particular on nature recovery. This research will build on the continued success of Wivenhoe Town Council working in collaboration with local volunteers on sustainability projects, such as Gardening for Nature. With your permission your ideas will be used to draft a Local Nature Plan for Wivenhoe ('LNPW') which will form an addendum to the Wivenhoe Neighbourhood Plan. The LNPW will guide Wivenhoe Town Council on actively pursuing nature recovery in Wivenhoe for the next five years.

The study is for a BA degree being undertaken by the Town Clerk.

What does participation involve?

You are asked to complete a short questionnaire.

If you are happy to be interviewed too, please provide your contact details on the form. If you are selected for interview, this will be conducted at the Wivenhoe Town Council offices and will take no longer than an hour. The questions will be open and flexible and will expand on the answers you gave in the survey. We are hoping to gather as many ideas and views on local nature recovery as possible as well as your thoughts on how Wivenhoe Town Council can work with residents to facilitate this recovery.

The completion of the questionnaire and participation in an interview are voluntary and you have the right to withdraw at any time. If you are happy to be interviewed, please provide your contact details. This information will be held by Wivenhoe Town Council in accordance with the council's GDPR policy which can be found on the council's website.

Once the surveys and interview data have been gathered all responses will be anonymised. Responses will be shared with the educational supervisor, the council and volunteers who will be working on the LNPW. A consent form is provided separately. Personal data will only be held for the duration of this study.

Your consent will be sought for an interview to be recorded. If the team would like to use a verbatim quotation in the LNPW your consent will be sought first.

Who is doing the research?

Jo Beighton-Emms (Town Clerk), Wivenhoe Town Council. Student at De Montfort University.

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

Who is funding the research?

The research is being funded by Wivenhoe Town Council

Why have I been chosen?

All residents of Wivenhoe have the opportunity to complete the survey. A selection of respondents who express an interest will also be interviewed.

Do I have to take part?

It is up to you to decide whether or not to take part in the survey or the interview. If you do decide to take part in either, you will be given this information sheet. If you agree to be interviewed, you will 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.

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.

The survey will be anonymised and therefore withdrawal of data will not be possible.

If you have been interviewed, you can withdraw the data at any time, but you must provide a written request.

What is the procedure that is being tested?

The research will be conducted in the form of a short survey, followed by an interview for those respondents who expressed an interest.

What happens to the information I provide?

- a) The research data will be used for educational assessment.
- b) No follow up is anticipated.
- c) Data will be retained securely in accordance with the Wivenhoe Town Council's GDPR policy which can be found on the council's website.
- d) No open data policy is relevant.
- e) Participants will not receive a copy of the findings, but the data gathered will be used to draft the Local Nature Plan for Wivenhoe. Consent for use of data for this purpose will be sought from the respondents.

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>

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.

DMU policy is that raw data is normally kept for 5 years after a study has been completed. The supervisors 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.

Will anyone know that I am taking part?

If you tell me that a criminal offence has, or may have been, committed for example the destruction of protected wildlife, I have a duty to pass that information onto the police or other relevant agency. Only in those circumstances would I have to reveal your identity.

What will happen to the results of the research study?

The results of this research will be used to draft a Local Nature Plan for Wivenhoe. If you express an interest in doing so, you can get involved with other volunteers in the drafting of the plan. A copy of the drafts and the final plan will be available on the Wivenhoe Town Council website and discussed in sheet meetings which are minuted. The minutes of these meetings will be available on the Wivenhoe Town Council website.

What are the possible advantages and disadvantages of taking part?

The advantages of taking part in this research is that you will have direct involvement in the creation of a Local Nature Plan for Wivenhoe. You will also be given the opportunity to work with Wivenhoe Town Council to restore and protect nature in the town and have your say in how Wivenhoe Town Council can do more (or less) to create a sustainable community. One disadvantage is that you will need to give up your time to complete the survey and to be interviewed if you express an interest in doing so.

If the interview questions cause upset or raise emotive issues the interview will be paused so that you can gather yourself before the interview continues.

What are the possible benefits of taking part?

The benefits of taking part are that you have the opportunity to have your say in the work of Wivenhoe Town Council and provide information which will inform the debate on nature protection and restoration in Wivenhoe.

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 Art, Design & Humanities, De Montfort University, The Gateway, Leicester, LE1 9BH.

You can also complain to the supervisors:

Elisabeth Skinner – Elisabeth.Skinner@slcc.co.uk

Dr James Derounian – James.Derounian@slcc.co.uk

Who is organising and funding the research?

The research is being organised and funded by Wivenhoe Town Council.

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

For further information please contact Jo Beighton-Emms on townclerk@wivenhoe.gov.uk

Thank you for taking part in the study.