

## Research Participant Information Sheet

**Title of Project: Community use of Tenterden Town Hall**

**Name of Researcher: Debbie Baines**

### **Invitation paragraph**

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.

***ALL RESPONSES WILL BE SUBMITTED IN CONFIDENCE.***

***NO ONE WILL BE IDENTIFIED IN THE RESPONSES AND PUBLISHED FINDINGS.***

***THE ONLINE SURVEY WILL TAKE NO MORE THAN 10 MINUTES TO COMPLETE.***

***INTERVIEWS WILL TAKE APPROXIMATELY 30 MINUTES TO COMPLETE.***

Thank you for reading this information sheet.

### **What is the research about?**

This research seeks to understand how the community currently uses Tenterden Town Hall and seeks their views as to the current facilities and priorities for improvements.

This research is undertaken towards an educational award. The researcher is a student enrolled on the final year of the Foundation Degree in Community Governance offered by De Montford University (DMU).

### **What does the study / participation involve?**

This research is being conducted through both survey and interviews.

The surveys (both online and paper copy) will be open for responses from 01/06/2023 until 22/06/2023.

#### Online Survey

The survey is available online using Survey Monkey and will take no more than 10 minutes to complete. The survey is completed anonymously. Details of the respondent (eg approximate age) are sought to help inform the findings.

Access to the survey is from the town council website:

<https://www.tenterdentowncouncil.gov.uk/en/page/town-council-surveys>.

#### Paper Copy Survey

The survey asks exactly the same questions as the on-line survey and will take no more than 10 minutes to complete. Copies of the survey are available from the Town Hall, Tenterden Library and Ivy Court Surgery. Completed copies can be posted to a sealed box at the Town Hall.

#### Interviews

Interviews will take approximately 30 minutes to complete. Respondents will be asked a series of brief questions about their use of the Town Hall (type of event and number of attendees for example), moving on to ask for more detailed views of their experience of the booking process and the facilities available.

Interviews may be held virtually if that is easiest for respondents, otherwise they will take place in person at the Town Hall during working hours. If any respondents cannot meet during working hours, the interview will take place virtually.

### **Participation and consent**

Participation in this research is entirely voluntary and respondents may withdraw at any time or choose not to answer any questions as they see fit.

Consent to participate in this research study and to the use of the information generated will be sought at the beginning of both the survey and the interview.

Video and audio-recording or photography of interviews will NOT be undertaken.

### **How will the data be used?**

All data generated will be anonymised.

Data generated will be used by the Researcher for the purposes of their academic studies, through the form of a presentation to Community Governance tutors and students.

Data generated will be used by the Researcher in their role as Town Clerk to Tenterden Town Council. Findings may be used to support future actions and decision making regarding the Town Hall.

Once the survey has closed and interviews completed all data will be anonymised and it will not be possible for respondents to withdraw all or part of their contributions.

Should participants provide an email address to request a copy of the findings, this address will not be used for any other purpose or shared with any other party.

### **Who is doing the research?**

Debbie Baines, student at De Montfort University.

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

### **Who is funding the research?**

Tenterden Town Council are funding this research.

### **Why have I been chosen?**

Survey – this survey is targeted at the community in Tenterden to understand their use and views of the facilities.

Interview – the interviews are targeted at community groups and organisations who have used the Town Hall to gain an in depth understanding of the building from a hirers viewpoint.

### **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 the Researcher:

Debbie Baines

Tenterden Town Council, 24 High Street, Tenterden TN30 6RA

01580 762 271

### **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 up until the closure of the survey and end of the interview process. At this point data generated will be anonymised and it will not be possible to locate and remove individual responses.

### **What happens to the information I provide?**

Information provided will be anonymised and used as material for educational assessment purposes and to inform policy and decision making regarding Tenterden Town Hall.

Data generated through Survey Monkey will be downloaded and stored on a password protected computer and to a secure, password protected location accessible only to the Researcher.

Data generated through interviews will be anonymised, scanned and stored on a password protected computer and to a secure, password protected location accessible only to the Researcher.

Consent forms will be kept securely, for the duration of the educational assessment process and then shredded.

Findings generated through the research will maintain anonymity of the participants throughout and may be shared as part of the educational assessment purpose and with Tenterden Town Council.

### **Will my taking part in this study be kept confidential?**

The only information being collected is that which is necessary for carrying out the study and does not require collection of information which would identify the participant.

Data gathered in paper format, will be scanned and paper copies shredded.

Data stored electronically will be deleted once the educational assessment process is complete.

The module tutor for this academic research (Dr James Derounian) will also have access to the data and members of the faculty human research ethics committee at De Montford University, may require access to check that the study has been conducted in accordance with the approval sought.

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.

De Montford Universities Data Protection policy is available here: <http://www.dmu.ac.uk/policies/data-protection/data-protection.aspx>

### **Will anyone know that I am taking part?**

The online survey does not seek any details which would identify the respondent.

Where responses are submitted by paper copy these should be posted in to the sealed box provided rather than given to any individual, who would otherwise be able to view your responses. Once responses are posted in the sealed box, it will not be know who has submitted them.

For the purposes of the interviews, these will take place at the Town Hall and it is possible therefore that others will be aware through your presence that you are participating in this process. The questions asked do not require information regarding the name of the organiser or the name of their event to help

maintain anonymity. It is however possible, that it can be gleaned which event is referred to through knowledge of its day, time and number of participants.

With regards to the interviews, should it come to light through this research that you tell me that a criminal offence has, or may have been, committed, I have a duty to pass that information onto the police. Only in those circumstances would I have to reveal your identity.

### **What will happen to the results of the research study?**

Results of the research will be presented to De Montford University for educational assessment purposes. Data generated will be used by the Researcher in their role as Town Clerk to Tenterden Town Council and findings may be used to support future actions and decision making regarding the Town Hall.

Participants will not receive a copy of the findings, as information to allow this is not being collected.

### **What are the possible advantages and disadvantages of taking part?**

This research is designed to understand how the community currently uses the Town Hall and their views as to the current facilities. An advantage of taking part, is that findings can be used to inform and support decisions regarding support services which operate at the Town Hall as well as generating evidence to support (or otherwise) forthcoming improvements to the building.

A disadvantage is that respondents, by taking part in this process will be giving up their time. The survey and interview, are however both designed so as not to place too onerous a burden on the participants.

The nature of the research is such that it is unlikely that it will cause upset or raise any emotive issues. However, should this arise during the interviews, they can be brought to an immediate close.

### **What are the possible benefits of taking part?**

Participants will not benefit personally, but information generated may inform the Town Council in its decision making.

### **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 Researcher. 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](mailto:BALResearchEthics@dmu.ac.uk)

This study is part of an educational award, any complaint may also be addressed to Dr James Derounian: [James.Derounian@slcc.co.uk](mailto:James.Derounian@slcc.co.uk) / 0781 351 6883.

### **Who is organising and funding the research?**

Tenterden Town Council is organising and 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**

Debbie Baines, Tenterden Town Council, 24 High Street, Tenterden TN30 6RA  
01580 762 271 / [townclerk@tenterdentowncouncil.gov.uk](mailto:townclerk@tenterdentowncouncil.gov.uk)

*Thank you for taking part in this study.*