**The Sacred and the Profane**

**Understanding Stakeholder Knowledge and its Impact in the Implementation Stage of Planning Permission for Churches under Ecclesiastical Exemption.**

# Invitation

You are invited to take part in student research undertaken at the University of the West of England, Bristol. Before you decide whether to take part, it is important for you to understand why the study is being done and what it will involve. Please read the following information carefully and if you have any queries or would like more information please contact Daniel Crooke, MSc Planning and Urban Leadership, UWE, Bristol, Daniel2.Crooke@live.uwe.ac.uk.

# Who is organising the research?

The student researcher is Mr Daniel Crooke under the supervision of Dr Katie McClymont. The supervisor’s profile is available at <https://people.uwe.ac.uk/Person/KatieMcclymont>.

# What is the aim of the research?

The research is looking at the relationship and implementation of secular planning rules with regards to churches that are covered under Ecclesiastical Exemption. My current experience, as DAC Secretary of Salisbury has shown that whilst, at first glance, the legislation is clear with regards to planning permission there are considerable gaps in knowledge of the stakeholders involved. This is leading to issues of implementation and incorrect advice given. The research questions are therefore firstly to establish where the knowledge gaps are and then understand how this is impacting the implementation of the policy lifecycle.

# Why have I been invited to take part?

As a key stakeholder, we are interested in gaining information about your experiences and knowledge of the relationship between the secular and religious planning processes. We are asking participants to answer a short questionnaire about their knowledge of the different policies and processes involved. Participants will also be invited to conduct a more in-depth interview/discussion should they wish. The purpose of the questions will be to establish, empirically, the knowledge base of the different stakeholders involved in order to analyse how this is impacting on the implementation of the policies involved.

# Do I have to take part?

You do not have to take part in this research. It is up to you to decide whether or not you want to be involved. If you do decide to take part, you will be given a copy of this information sheet to keep and will be asked to sign a consent form. If you do decide to take part, you are able to withdraw from the research without giving a reason until the point at which your data is anonymised and can therefore no longer be traced back to you. The initial survey data is anonymised at point of submission but if you decide to take part in any interviews or discussions the point of anonymising will take place 1-2 months from the date you signed your consent form. If you want to withdraw from the study within this period, please write to Daniel Crooke at Daniel2.Crooke@live.uwe.ac.uk. Deciding not to take part or withdrawal from the study does not have any penalty and will not affect any working relationships or assessment marks for the dissertation.

# What will happen to me if I take part and what do I have to do?

If you agree to take part, you will be asked to take part in a short questionnaire and have be asked if you wish to participate in a subsequent interview/discussion. This will be conducted by myself, the student researcher. The initial questionnaire will take approximately 5-10 minutes to complete, with the subsequent interview, if accepted, taking approximately one hour.

The subject and focus of the discussion will be regarding Ecclesiastical Exemption, the planning system and the Faculty Jurisdiction Rules. All answers will be fully anonymised. A unique identifier will be used to re-identify you if you choose to withdraw from the study within the period. Your data will be anonymised at this point and will be analysed with questionnaire and interview data from other anonymised participants.

# What are the benefits of taking part?

The benefit of the research is to analyse the level of knowledge of the stakeholders involved and understand what implications this may have for the implementation of planning rules for churches under Ecclesiastical Exemption. As a result of this understanding the aim is to offer targeted guidance and recommendations to assist in the process.

# What are the possible risks of taking part?

We do not foresee or anticipate any significant risk to you in taking part in this study. If, however, you feel uncomfortable at any time you can ask to not take part in the questionnaire or Interview. If you need any support during or after the questionnaire or Interview, then the researcher will be able to put you in touch with suitable support agencies. The dissertation supervisor is experienced in conducting and supervising questionnaires and interviews and will support the student to conduct the research sensitively. The activities have been designed with these considerations in mind.

# What will happen to your information?

All the information that you give will be kept confidential and anonymised at the completion of the questionnaire/interview stage. The only circumstance where we may not be able to keep your information confidential is if there is evidence of a criminal offence or professional misconduct for example. Hard copy research material will be kept in a locked and secure filing cabinet at the authors home address and digital data will be stored on the University’s secure OneDrive system to which only the student and dissertation supervisor will have access in accordance with the Data Protection Act 2018 and General Data Protection Regulation requirements. Any voice recordings will be destroyed securely immediately after anonymised transcription. Your anonymised data will be analysed together with other interview and file data, and we will ensure that there is no possibility of identification or re-identification from this point.

# Where will the results of the research be submitted or published?

A dissertation will be written containing the research findings and submitted to the University. A copy may be displayed in the University library. If you are interested in reading a copy, please contact the student, Mr Daniel Crooke.

The anonymised results may also be used in conference papers and peer-reviewed academic papers. Anonymous and non-identifying direct quotes may be used for publication and presentation purposes.

# Who has ethically approved this research?

The project has been reviewed and approved by Katie McClymont under delegated authority from the Faculty of Geography and Environmental Management Research Ethics Committee.

Any comments, questions, or complaints about the ethical conduct of this study can be addressed to the Research Ethics Committee at:

Researchethics@uwe.ac.uk

# What if I have a concern or something goes wrong?

If you have any concerns, queries and/or complaints you are advised to contact the supervisor Dr Katie McClymont or the UWE Bristol Complaints Department at complaints@uwe.ac.uk. Further details about the complaints procedure can be [found here](https://www.uwe.ac.uk/about/contact-us/complaints/submitting-a-complaint#:~:text=of%20Stage%20Two.-,Submitting%20a%20Stage%20Three%20complaint,of%20the%20Stage%20Two%20response.).

# What if I have more questions or do not understand something?

If you would like any further information about the research, please contact either:

Mr Daniel Crooke at Daniel2.Crooke@live.ac.uk or:

Dr Katie McClymont at katie.mcclymont@uwe.ac.uk

|  |
| --- |
| Thank you for agreeing to take part in this study.You will be given a copy of this Participant Information Sheet. |