

# Great Massingham Neighbourhood Development Plan

GMNDP Surveys Group  
6<sup>th</sup> December 2021 2.00-3.00pm

## Minutes

**Present: MJ, LA, GA**

### **Opinion Survey**

The Surveys Group has revised the Questionnaire so that it will engage the whole community. The revised Questionnaire intends to be user friendly and look interesting, be understandable in a single read, written in plain English so the meaning of words are clear and can be easily read, providing enough information in the Introduction so that anyone with no previous knowledge of a NDP will understand enough about the purpose of the Opinion Survey and be encouraged to complete the Questionnaire. The revised version will be presented to the GMNDP Steering Group.

The Surveys Group has reviewed the survey document and confirmed the font used, preliminary text and example topics provided. Information from the RNIB has been used to check that the document is as inclusive as possible.

The Opinion Survey will be on 1 sheet of A4 as recipients are more likely to complete a survey that is short.

It is agreed that 2 copies of the Opinion Survey should be provided in each Mallard to encourage individual contributions and a higher numbers of participants.

### **Distribution and Collection**

- Resident's copies will be delivered to in the Mallard as a folded separate sheet
- Printing will be arranged with the Mallard printer
- The geographical area is the Massingham Boundary so this is likely to include some properties outside the Mallard delivery area for landowners
- Named contacts for village groups and organisations will be asked to let their members know about the Opinion Survey and Open Sessions.
- Businesses and Landowners will receive an Opinion Survey. A covering letter may be needed. The Surveys Group recognises that there may be some duplication where a person works from home.
- Copies of the Opinion Survey could be at the Surgery, Dabbling Duck and Farm Shop as well as the previously suggested social club and shop. although these may be completed by non- residents but will be identifiable through the postcode.
- A lockable post box will be provided close to the Shop for collection with a Perspex holder for blank forms.
- The GM Primary School has expressed an interest in the proposal for the primary age children to be involved in contributing to the vision for the village. The Surveys Group is aware that some children of this age attend other schools. (MJ)

### **Publicity and Information**

The Web site is progressing, a version will be presented to the Steering Group and there will be an GMNDP dedicated Facebook page to appeal to as wide an audience as possible. This will have a link to the Opinion Survey. GM Village websites will have a link to the Opinion Survey.

Some funding is available for public meetings to provide information about the NDP. This is only available to the end of March 2022. There was some discussion about having separate meetings for different groups of residents, businesses and landowners. It was agreed that these should be general information sessions and open to anyone. Further work is needed to decide how these will work. It is agreed that there it may be appropriate to provide tea and coffee/biscuits, but not a buffet.

The Banner will provide information directing people to the Opinion Survey and collection box.

### **Finance**

All funding from the NDP Grant has to be spent by the end of March 2022 or returned. Costs will increase due to the doubling of Opinion Surveys. Expenditure has to be approved by the Parish Council as qualifying body.

#### **Costs include:**

- Lockable Posting Box+ fixing posts
- Printing and Distribution
- Hire of Hall for information sessions
- Perspex Holder
- GMNDP Web Site

### **Data Analysis**

The Surveys Group looked at the next stage that is the collation of data and analysis from the questionnaires and considered if any different actions were needed in producing the Opinion Survey either on paper or online.

### **Reporting Back to the NDP Steering Group**

Key points to be reported back to the Steering Group on 6.1.2021

### **Date of Next Meeting (TBC)**