

GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP
GRIMSTON VILLAGE HALL ON THURSDAY 15 NOVEMBER 2018

Present: Grimston and Pott Row: Cllr M de Whalley, Cllr K Israel, Cllr P Coleman

Roydon: Cllr N Fletcher. **Congham:** Cllr H Frost, Mrs K Sayer (Clerk)

Mrs P Sewell (Clerk).

Observers: None

1. Welcome and Apologies

Cllr de Whalley welcomed everyone. **Apologies:** Cllr T Tilbrook, Mr Barnicoat.

2. Consultation Process

- **To review the Questionnaire design**

The group reviewed the mock-up version (version 2) which had been sent out by email to the group and Councils a few days earlier, page by page. Mrs Sewell annotated the draft as changes were made. The Group noted Mr. Barnicoat's comments which had been emailed to the Clerk and amended where necessary. The designer would be sent the amendments, but Cllr de Whalley would arrange to oversee the amendments in person with the Clerk to avoid going back and forth within the next few weeks.

- **To set distribution dates**

The group aimed for distribution in mid-January 2019 as the printing could be turned around in a couple of days. The surveys should be returned by 10 February 2019.

- **To set up a distribution/collection system**

Mrs Sewell would take delivery of the printed questionnaires and transport them to the Village Hall at a convenient time for all to collect. Mrs Sewell would use the electoral role to work out numbers per street for Grimston and Pott Row. Cllr Tilbrook would collect Congham's, and Cllr Fletcher would collect the copies for Roydon. Both Congham and Roydon planned to offer a collection service. Grimston had had offers of help so Mrs Sewell would coordinate with the distribution volunteers. Cllrs Fletcher would purchase boxes that could be used to "post" the questionnaire at the agreed collection sites. Mrs Sewell was asked to purchase envelopes that the surveys could be returned in.

- **Promotion of the Questionnaire Launch**

It was noted that the Village Link November deadline was for the December/January edition therefore distributing the Survey in January, publicity would only cover the last 10 days of the consultation period. Cllr de Whalley would notify the local papers. It was agreed that holding a draw for returned copies would complicate matters.

3. Analysis

It was agreed that Cllr Fletcher would supervise the collection and storage of all the questionnaires, and the consultants would prepare a computerised system to collate the responses. It was noted that the privacy of the respondents must be maintained. The aim was to do as much of the analysis in-house however because the survey was fairly long, the Clerk would enquire as to the cost of having some of them being done by the consultants.

4. Funding

Not discussed as too late in the evening.

5. Next Meeting

The next meeting would be held on 27 November at 7.30pm to review the final version of the survey. *(Meeting did not take place, amended versions were emailed to group members and Version 5 was signed off after being proof read by Cllrs de Whalley, Frost and Fletcher on 12.12.2018)*