Brief Notes of the 2nd Neighbourhood Plan Steering Group 4 March 2026

Present: David Denman, Simon Davies, Reg Symonds, Andrew Nebel, Robin Rowena & Sarah Gresty(clerk)

The main purpose of the meeting was to discuss the questionnaire in detail to work towards the final version.
Comments from the first draft questionnaire had been collated and a version was presented.
More suggested wording was discussed and noted on design, confidentiality, length of document, meadows and play area, how to receive copies, reduce the words, QR code for online replies

Deadline for questionnaire return Friday 15 May

Locations for collecting back questionnaires : balk road, village hall pc box, Kevin Corby's house Belmesthorpe, village shop, library, 3 pubs, Meadow Lane (somewhere needed at foundry or mill lane? Possible Bridge House?)

Money Incentives to get people to respond £100
This is more complex as questionnaires cannot be anonymous if a prize draw is entered into.
To enter we need address, contact number and name. A disclaimer is required to share data for the completion entries.

To identify a questionnaire without contact details a number system will be needed.

Questionnaire print one copy per household 715 houses

<u>Next Actions</u>

Further comments to email to Reg

Reg see if a registered Microsoft form account is required

Final questionnaire to the finalised by email.

Steering Group Terms of Reference - SG

Launch date 13 April at the Parish Meeting - To distribute all questionnaires by end of April

Library volunteers to be briefed if anyone would like help with questionnaire

Collation of responses start by using the online responses then add to this manually.