**Progress Meeting**

**Zoom Call Notes 08/02/24**

**Attendees**

Rachel Leggett

Peter Dixon

John Morgan

Freya Horne

Mark Tomkins

**Meeting Notes**

I**tem 1)**

Appologies were received from Iain Horne, David Girling, Katy Haylock

**Item 2)**

Three new volunteers joined the Badwell Ash Neighbourhood Development Plan Steering Group. The group welcomes Freya Horne, Iain Horne and David Girling

**Item 3)**

Updates were given on :-

Character Appraisal, where all written and photographic work was thought to be completed.

Design Code, Site visit scheduled for 28th February starting at Pete Dixons House, Badwell Ash

Housing Needs Assessment, awaiting follow up meeting with HNA team. **Action** Rachel to contact HNA team for date

I**tem 4)**

**Household Survey**

It was noted there are no other surveys planned.

It was asked why this survey does not fully reflect all comments from the Dropin. Rachel stated it was only ones relevant to the planning process that had been included.

The survey will be per household with additional individuals within the dwelling able to complete additional forms online. We are not aligning age ranges with National norms but mirroring the ranges used at the Dropin. Post codes will not be asked for. This would enact data protection protocols.

It was decided to change the order of the sections to hopefully gain interest before getting to the less engaging housing sections.

Hopefully this will also help differentiate the survey as a document compiled by residents for residents from a Mid Suffolk Council generated document.

Our aspiration is to knock on doors, generate maximum engagement and hand deliver . The survey will only put through letter boxes, if residents do not answer

Collection - promise to try to collect personally, Dropin collection at village hall and help sessions for survey fill in? John to check availability of village hall on 16th and 18th,19th or 20th March asap for ref on survey.

Telephone number of Mark to be used to coordinate for collection of surveys if required.

Within the whole document, Badwell Ash changed to Parish to maintain momentum with inclusion. We had reps from BA/ LT and BG at Dropin

**Front Cover -**

Change title from Household to Residents survey

Should be more eye catching and not as passive - strongly feel the ‘one and only chance’ statement is on front cover maybe inside ‘POW” type box.

Words req for the use of QR code

Survey return info font colour considered too weak, should be more pronounced, black?

**Questionaire Sections -**

Minor modifications to sections discussed agreed and implemented. Under 18’s section removed as their responses thought to be captured in the other sections if req.

**Timeline -**

Return of the questionnaires to be set for the 22nd March.

Rachel will endeavour to get modified document to us by 13th Feb. We will need to review and return immediately to Rachel so she can initiate mods and she can return copies to us by 19th Feb for us to have delivered by the end of the weekend 24/25th. This will allow one month before return /collection date.

Quantity of questionnaire not discussed Mark to review with Rachel

John to set up White Horse meeting for next week to review timeline and our actionlist

Petes one pager is req for 13th to meet Rachels print run.

**Note :**

Guy’s, apologies if I’ve missed anything or misinterpreted but secretarial work was never my forte.