

# The Long Melford Young People's Questionnaire, FAQs

## 1. Why Does it Matter?

Young people are an important part of Long Melford. It makes sense to include their views in any plans for the village. This questionnaire is one of the few opportunities for young people in the village to say what they think, and have it listened to and included in the planning process.

## 2. Who Made the Questionnaire?

A few members of the Steering Group for the Parish Plan made up the questions. They used the ideas that came up in a couple of public meetings, mainly from the young people who were there.

## 3. How Can I get One?

There are three ways :

- a Paper copies of the Young People's Questionnaire are distributed by volunteers to households that ask for them
- b You can have a version to fill in on a PC instead of paper. It comes on a CD, again available through the volunteers who give out the questionnaires.
- c The PC version can also be downloaded from the village web site. The address is <http://www.melforward.org.uk/downloads.html>

## 4. How Does the PC Version Work?

The questionnaire form has been converted into a PDF form (the file is called YPQ6.pdf) which can be read and filled in on any PC using Adobe Reader version 6 or 7. (Note: It doesn't really work on a Macintosh, unfortunately. You can see the form, but not fill it in.)

At the end of the form is a button marked 'email'. When you click it with the mouse, the answers on the form are compressed into a small file (10K to 20K typically), which is then emailed to one member of the Steering Group ([rob@melforward.org.uk](mailto:rob@melforward.org.uk)).

You can also print out your form with the answers to keep, or to send in instead of email.

## 5. Can it be Traced Back to Me?

No. Paper forms are collected without any record on them of where they came from. Even the serial numbers we need to keep track of forms being keyed into the database are only put on *after* the forms have been collected and pooled at the centre. We need them then just to make sure that nothing is lost or delayed on its way into the database.

Files emailed from the PC version will be forwarded by the collector to the person doing the database without being decoded. The only identification again is a serial number added to the file name after collection and before forwarding. Again, the reason is to be sure that none of the data gets lost on the way. There is no connection between the new file name and the place it came from, so nothing can be traced backwards to its source.

## 6. What's This About a Prize?

Yes, there will be a cash prize to one of those young people who fill in the form.

We can't do that by taking a draw on the form itself, as we have no idea where any one of them came from. Instead, we shall know from the collectors which households returned a form (and how many, though we don't know which ones) plus any email addresses that send in the answer files. The draw will be done with one entry for each of those responses that we know about. If more than one form is returned from the same address, we shall not know which of those people the prize should go to, and will have to leave it to that family to sort out. Sorry, but anything else would break the anonymous nature of the responses, and we do believe that that is important.

## 7. If I Have Any Other Questions?

Contact a member of the Steering Group (see the web site <http://www.melforward.org.uk>) or email [ideas@melforward.org.uk](mailto:ideas@melforward.org.uk). Alternatively ring 01787 378253 or 01787 311165.