

## **SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP**

### **RECORD OF MEETING OF THE SURVEY ANALYSIS SUB-GROUP**

**AT THE SPRINGHEAD PUB, SUTTON POYNTZ, THURSDAY 2ND FEBRUARY 2017**

Present: K. Blee (Chair), W Egerton, P Dye, C Marsh (additional member).

Apologies: M Cribb

The meeting commenced at 20.34 hours.

1. K Blee apologised for not having sent out a reminder to all members of the steering group as to the meeting taking place and further informed the meeting that Mark Cribb would not be attending following his resignation as Secretary.
2. K Blee confirmed that all actions agreed at the previous meeting had been completed and that WE had additionally provided an overview spreadsheet in which topics recorded under several headings had been highlighted and collated under single headings for reasons of transparency.
3. Discussion took place as to precisely what was to be sent to the consultant and it was concluded that the original data, key word analysis together with summary statements and combined overview documents be sent once the endorsement of the full steering group had been obtained by e-mail circulation. It was confirmed that the consultant be asked to review the validity of the methodology , advise on any changes/rework that might be necessary to better inform the 'visioning session' and provide guidance on how best to communicate the results to the public so as to demonstrate that all responses had been fully accounted for. **Action KB**
4. Reference was made to a first draft summary of the public consultation process prepared by K Blee and circulated a few days earlier. Following discussion it was agreed to redraft this without the inclusion of theme headings and with the addition of summary statements for questions 1 and 2 of the survey analysis and forward this along with the analysis spreadsheets to the consultant.

5. Action

**WE** to draft a summary statement for Q1 and **CM** for Q2 by 6/2/2017.

The meeting closed at 21.40 hours.