

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group – Survey/Consultation

Date of Meeting 26/11/2018 **Time of meeting from** 19.40 **to** 20.35 hours

Location of Meeting – 2 The Puddledocks

Present: M. Blee, B Egerton, C. Marsh

Apologies: None received

Key Discussion Points

- BE and MB had recently joined the group following a request for additional members. Susan Higham had also expressed an interest in joining. Katrina Blee had resigned from the group following her resignation as chair of the Steering Group.
- CM outlined the primary purpose of the meeting as being to collate and arrange for publication of the results from the public consultation Stage Two Survey and Housing Needs Survey.
- It was agreed that in line with the Steering Group decision all data was to be published without interpretation. Any comments would need to be grouped and summarised relative to the question to which they referred and a section would be included to cover general comments. BE was thanked for initiating work on this. Arrangements would need to be made for public access to the complete database.
- The following requirements were identified:-
 - Extract the comments which related to Q20 (Place Appraisal) of the stage two survey.
 - Summarise the numerical feedback from the 31 copies of the Housing Needs Survey, ensuring that all data was anonymised.
 - Summarise the data and comments from the Stage Two Survey against each question.
- It was agreed that the data should be presented to the public in a Newsletter format as with the first survey.
- It was aimed to produce a full draft of the results for presentation to the Steering Group meeting on 20th March 2018.
- BE noted that it was important to keep the Consultation Statement updated with regard to the consultation process and feedback and CM confirmed that he was in the process of doing this. It was noted that detailed feedback would need to be included as Annexes.
- The public feedback Newsletter should consist of an introduction followed by the summarised data. It was agreed to incorporate a statement in the introduction noting that following representations from affected residents it had been decided by the Steering Group not to record the data relating to choice of specific sites under questions 4,5 and 13. Since local green space and key views were to be assessed by an independent consultant any additional responses suggesting specific sites would be passed on to the consultants for consideration. It was also agreed to include a summary of the survey issue and return data and to note factors such as issue of two forms to

single person households as indicators of an even higher return rate than the provisional 50.1%; 269 forms had been returned from 440 premises. The fact that employees of businesses who worked in the area had also been given the opportunity to complete survey forms should be included. An explanation would also be provided as to the reason for numbering the survey forms. It was recognised that the data remained subject to a final external audit which was expected by the end of February.

- It was agreed to aim for a target date for publication of the Newsletter by the end of March subject to Steering Group endorsement.
- It was agreed that the next meeting would be held at 2 The Puddledocks on Thursday 8th March at 7.30pm.

Decisions/Actions Taken

Extract and group in an accessible format the comments in response to Q20 regarding the Place Appraisal **Action: BE**

Extract all text box comments associated with specific questions and incorporate into the overall comments spreadsheet . **Action:BE**

Extract and summarise the data from the Housing Needs Survey and make this available to the Housing and Planning sub-group. **Action:MB**

Produce a draft format for the Newsletter **Action:CM**

Populate newsletter with data **Action:Survey sub group on 8/3/18**