

# SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

## RECORD OF SUB-GROUP MEETING

**Topic sub-group** – Survey/Consultation

**Date of Meeting** 15/03/2018 **Time of meeting from** 19.35 **to** 20.50 **hours**

**Location of Meeting** – 2 The Puddledocks

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

**Apologies:** None received.

### Key Discussion Points

- The two primary topics of discussion were replies to feedback comments and the draft Newsletter.
- Following distribution of the summary of unsolicited and written comments by BE to sub-groups, MB commented that the view of many in the Housing and Planning Group was that individual responses to comments was not necessary. BE and CM were of the view that an appropriate reply was the right thing to do. It was agreed that this was a matter for discussion at the Steering Group.
- Each of the actions agreed at the previous meeting had been completed and a first complete draft of Newsletter 4 produced. MB had experienced some difficulty in summarising the comments for the housing related questions and felt that the summary of comments often contradicted the preferred choices. As a result he felt that some degree of interpretation was necessary. Since this had not been done by BE and CM it was felt that a purely factual representation without explanation of comments was needed. It was agreed to adopt this approach and MB would review his summary of the housing questions and ensure that it was consistent with this style. A decision would also be needed regarding the way that part questions were recorded ie by section or as an overview for purposes of consistency. The decision would be a matter for the Steering Group.
- It was agreed that receiving the endorsement of the Steering Group for the content of the newsletter was the priority and that the obvious formatting issues could be discussed subsequently.
- It was agreed that font size would necessitate an A4 Newsletter, coloured bar graphs should be used and that in order to reduce the number of pages narrow margins should be adopted. It was agreed that the first draft should be distributed to the Steering Group as soon as possible prior to the meeting on the 20<sup>th</sup> March.
- It was noted that the full survey data would be available in the public domain and there was some discussion as to whether an Excel spreadsheet was the most accessible format. BE felt that the raw comments may be better published as a Word document and that their publication should not be delayed by awaiting replies from sub-groups. It was noted that the provisions of the Data Protection Act raised questions regarding the attribution of comments to individual respondents.

- Arrangements for printing were discussed and it was agreed to use Solo Press as before. A lower grade paper was suggested with a maximum 250 copies in order to reduce costs. It was felt necessary to retain colour.
- It was noted that before letters to landowners could be sent out the newsletter summary would have to be published as it would need to accompany the letter. CM had drafted three styles of standard letter to cover the various responses and he agreed to forward these to the Steering Group along with the draft Newsletter.
- The next meeting would be decided by e-mail round..

#### **Decisions/Actions Taken**

- 1. MB to review the summary of comments relative to the housing questions for consistency of style against the other questions, amend the draft Newsletter and forward to CM/BE. Action:MB**
- 2. CM to circulate draft Newsletter along with the draft Landowners letters to the Steering Group as soon as possible prior to the meeting on 20<sup>th</sup> March. Action:CM**