

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF A MEETING OF THE SURVEY ANALYSIS SUB-GROUP

**AT SPRINGBANK, PLAISTERS LANE, SUTTON POYNTZ, THURSDAY 23rd
FEBRUARY 2017**

Present: K. Blee (Chair), W Egerton, C Marsh (Minutes Secretary).

Apologies: P. Dye, K. Johnson

The meeting commenced at 20.35 hours.

1.Purpose and Overview.

K Blee explained that the purpose of the meeting was to discuss the draft feedback report and the format of the display at the public coffee morning on 3rd March as requested by the Steering Group at the February meeting.

2. Draft Feedback Report

Following discussion it was agreed that the summary statements were satisfactory subject to a minor revision to the last paragraph of 'Housing and Development' to ensure that it was fully representative of the responses as a whole. A minor revision was also made to Q1 responses 'One respondent referred to the village ...'

It was decided to remove the 'Conclusions and Recommendations', as these would be more appropriate at the next stage of the process and insert a section on 'Next Steps' instead. These changes to the feedback report were agreed.

Action: KB

Verification of the number of surveys issued was carried out and confirmed as 494 with 75 hard copy returned plus two in electronic format. A total of 66 visitors had attended the open days. It was agreed to check the number of post-its' against the records on the Excel spreadsheet.

Action: BE

3. Format of the Feedback

The structure of the feedback document was discussed and it was agreed that in order to best fulfil the purpose as a newsletter for distribution at the coffee morning page 1 was to be a general update on the Neighbourhood Plan and Steering Group progress and page 2 a summary of the feedback report ending with next steps.. Actions agreed as follows:-

Prepare page 1 summary

Action: KB

Prepare summary of the analysis (page 2)

Action: BE

Posters for display boards – what we have completed, emerging vision, key response issues, next steps including sub-group membership, role of Sutton Poyntz Society etc.

Action: CM

The question was raised as to whether the new logo would be available.

Action: BE

4. Next Meeting

It was agreed that the next meeting would be Monday 27 February 2017 at 19.30 at Springbank, Plaisters Lane.

KB sent an e-mail to attendees informing them of the above.

5. Any Other Business

KB identified the need for a poster advertising the feedback session at the Coffee Morning on 3rd March. It was agreed to -

Prepare a poster

Actioned by KB/BE/CM

Laminate poster and place reminder in e-newsletter

Action: BE

Collect and put up posters.

Action: CM

The meeting ended at 21.56 hours.