

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP
RECORD OF A MEETING OF THE SURVEY ANALYSIS SUB-GROUP
AT SPRINGBANK, PLAISTERS LANE, SUTTON POYNTZ, MONDAY 27th
FEBRUARY 2017

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

Apologies: K. Johnson

The meeting commenced at 19.33 hours.

1. Actions arising from the minutes of the previous meeting

Draft Feedback Report - The meeting worked through the draft feedback report prepared by KB and in discussion agreed to amend the title to 'Summary of the first village consultation' and made a number of other modifications and amendments. KB agreed to make the necessary amendments and circulate this for final agreement.

Action KB

Format of the Feedback –

The meeting went through the front page of the newsletter and agreed some minor amendments. KB agreed to make the necessary amendments and circulate this for final agreement.

Action: KB

The meeting discussed changes to the back page of the newsletter which had been previously circulated for comment and after much discussion it was agreed to modify the wording of the feedback on Question 2 along with a few other minor changes related to Question 3. BE agreed to make the necessary amendments and circulate the amended page for final agreement.

Action: BE

Verification of number of responses – KB agreed to check the number of post it responses for inclusion in the feedback documents.

Action: KB

Logo - The status of the logo was still to be confirmed

Action: KB

AOB - The meeting considered the feedback display posters which had been circulated earlier. A number of minor changes to style and content were agreed and CM was to action these and circulate by e-mail. KB would also forward to Brian Wilson for comment.

Action: CM /KB

It was confirmed that the actions on posters advertising the coffee morning had all been completed.

2. Arrangements for Feedback at the Coffee Morning on 3rd March

It was agreed that KB would organise the printing of 40 newsletters plus ten consultation reports for the coffee morning and 300 subsequently which would be used for house to house distribution as well as sending these to all other stakeholders. A distribution list was to be organised by BE.

/BE

Lists for recording volunteers for sub-groups were to be prepared for each of the seven topic areas as per the Newsletter.

Action: CM

The final consultation feedback and newsletter (No.3) were to be circulated to the full Steering Group prior to March 3rd.

A lap top showing the Excel spreadsheet data was to be provided for the coffee morning feedback.

Action: BE

3. Next Meeting

No further meeting was planned unless adverse feedback was received from the full Steering Group upon circulation of the newsletter and feedback summary document.

4. Any Other Business

PD referred to previous articles on the Sutton Poyntz Neighbourhood Plan in the 'Register' magazine and suggested contacting the editor with a view to further 'press releases' being included as the plan progressed. KB offered to prepare a short press release and forward this to the editor.

Action: PD/ KB

There being no further business the meeting closed at 22.12 hours