

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Survey

Date of Meeting 06/11/2017

Time of meeting from 15.30 **to** 17.50 hours

Location of Meeting – Springbank, Plaisters Lane

Present: K. Blee, A. Hohne, C. Marsh

Key Discussion Points

- This was the first meeting of this working party which had been tasked with producing the Stage 2 Survey, Housing Needs Survey, Newsletter and related publicity and logistics.
- KB had prepared an outline draft poster for the Coffee Morning, a draft Housing Needs Survey, Newsletter No.4 and a first draft survey based upon the questions agreed at the Steering Group.
- Each document was discussed in turn and amendments to content and layout were suggested.

Poster – agreed minor wording change to the last line on the basis that people would not be specifically collecting surveys from this event.

Housing Needs Survey – a few minor changes on page 1 were agreed and minor formatting issues addressed. The question format was considered satisfactory.

Newsletter – introductory paragraph was reworded to remove duplicate reference to the Place Appraisal and a final bullet point on the survey of public footpaths was added under 'Transport and Getting Around'. It was agreed to be consistent in use of the term 'Stage Two Survey' as opposed to 'opinion survey'.

On page 2 it was agreed that the text should reflect availability of a loan copy of the Place Appraisal from any Steering Group member rather than specific individuals. Minor wording changes were agreed in relation to page 2.

Draft 'Stage 2 Survey' – KB suggested that the order of questions should be alphabetical and this was agreed.

A general overview of questions was undertaken. The importance of the Context statements was discussed, particularly the need to word these so that they did not lead the respondent. The consistency of response options in terms of Yes/No or Strongly Agree etc was discussed and a final decision deferred until the next meeting. The way in which questions were to be numbered and divided into parts was also discussed regarding overall consistency between questions. The need to include a map of locations relative to specific questions within the survey was agreed and it was felt that an A3 format with the map as a centrefold would be the preferred option in terms of print size.

- Arrangements for distribution were discussed and it was agreed that subject to the agreement of the Steering Group the Newsletter should precede the distribution of the two surveys by around 10 days in order to keep people updated and avoid information overload. It was agreed

that all stakeholders must be included in the newsletter distribution and provided with copies of the survey for their information.

- AH suggested the need for a covering letter to accompany distribution of the surveys given the time lapse after the Newsletter had been given out. Bill Egerton would need to be contacted regarding the newsletter and survey distribution rota.
- CM noted that a number of sites previously used for Neighbourhood Plan posters would be used to advertise the coffee morning open session.
- CM suggested that each Steering Group member hold 3 loan copies of the Place Appraisal.

Decisions/Actions Taken

Amend Poster, Newsletter, Housing Needs Survey, Stage Two Survey as agreed and circulate to the survey working party

Action:KB by 8/11

Survey working party to comment on the revised drafts and feedback to KB.

Action: AH/CM by 9/11

KB to circulate draft Poster, Stage Two Survey, Newsletter and Housing Needs Survey to Steering Group by 9/11 with a request for comment by 12/11.

Action: KB

Covering letter for survey distribution to be drafted and circulated for feedback by 9/11.

Action:AH

A list of key views into and out of the Neighbourhood Area to be provided and all questions requiring a map reference to be entered electronically.

Action: CM by 9/11

Proposed printing of Newsletter on 15/11 and distribution 17-19 November 2017.

Proposed next meeting of the survey working party on Wednesday 15/11 at 08.30am.