

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Survey

Date of Meeting 16/11/2017 **Time of meeting from** 08.30 **to** 09.45 hours

Location of Meeting – Springbank, Plaisters Lane

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

Key Discussion Points

- This meeting was planned in order to finalise arrangements for the newsletter and poster distribution and produce the final draft Stage Two survey for the Steering Group to consider at the November meeting..
- KB stepped through each question of the Stage Two survey and asked for comments. The following amendments were made:-
- Q5 – minor grammatical change: ‘... its design’.
Q7b) corrected inconsistent font size.
Q8 create a separate text box for part c)
Q10 create part a and b consistent with other question formats. Change question to “Would you like to see any of the following additional tourist facilities?”
Change Context statement to remove repeat use of ‘This could result in...’
Q11 Minor grammatical correction.
Map – i) number arrows showing views into the village, ii) change last two question numbers to align with revised survey, iii) insert arrow to denote link between general map and village inset map.
Any question with lines in the text box to revert to a plain box e.g. Q19.
Q12 minor typographical changes and removal of the words “Neighbourhood Plan Heritage sub-group”.
Q15. Minor grammatical changes and ensure whole of Context statement is in italics.
Q16 Remove the words “or disagree” from the question.
Q17 Minor grammatical changes.
Regarding Q12, KB agreed to contact Brian Wilson to clarify the need for a list of Local Heritage Assets within the Conservation Area.
- It was agreed that hard copy of the Stage Two Survey be made available for the meeting on Tuesday 21st November.
- A newsletter distribution check list had been obtained from Bill Egerton. AH agreed to contact Keith Johnson regarding the Plaisters Lane distribution.

Decisions/Actions Taken

Amend Stage Two Survey and circulate to AH/CM for final comment prior to producing hard copy for the Steering Group meeting on 21/11. Action: KB

Pass copies of Newsletters to distributors as per the rota for distribution by Sunday 19th November Action: CM

Arrange for lamination of posters by Bill Egerton and locate at those public sites used previously within the Neighbourhood area. Action: CM

Arrange with Bill Egerton for amendments to the map as agreed. Action: CM

Contact Brian Wilson regarding the status and need for local Heritage sites within the Conservation Area. Action: KB

No further meeting was scheduled.