

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Survey

Date of Meeting 23/11/2017

Time of meeting from 19.20 **to** 21.50 **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 the draft Stage Two survey and associated arrangements for the consultation further to the Steering Group meeting on 21st November. The final draft Covering Letter had already been agreed with the Steering Group by e-mail.
- Following a brief discussion it was agreed to retain the order of Stage Two Survey questions i.e. alphabetical by sub-group topic.
- A few minor errors on the Stage Two Survey were addressed. A number of different formats for Context statements and questions were produced and it was agreed that the most suitable involved removing the borders from around the questions.
- Stage Two Survey - Following the request from the Steering Group for a context statement to be provided for Q 11b it was decided that the most appropriate solution in order to maintain consistency of format was to separate this out as an additional question and add a context statement, this being subsequently drafted.
KB reported that Bill Egerton (BE) had begun the process of contacting owners of houses listed under Q12 and had received favourable responses from the vast majority of households regarding the naming of properties in the list. It was agreed that should objections be received those particular properties be deleted from the list or a broader description could be used of a street scene so as not to name actual residences.
It was agreed to include Place Appraisal section headings under question 19 in order to prompt respondents.
It was also agreed to provide space at the end of the survey for an optional name and address entry but not to ask for gender or age.
- KB sought advice on print numbers and after a short discussion it was agreed to print 500 copies of the Stage Two Survey and 70 copies of the draft Place Appraisal.
- Some minor changes were agreed to the 'Sorry you were out' letter and 'Distributor crib sheet' drafted earlier by AH.
- It was agreed to ask BE to attend the next meeting in order to confirm changes to the survey map, removal of property names from the Q12 list where concerns had been raised and consider the option of a more general street scene description.

Decisions/Actions Taken

Update Stage Two Survey, 'Sorry You Were Out' note and 'Distributor Crib Sheet' and circulate to AH/CM for final comment prior to circulating to the Steering Group by 24/11 for feedback by 26/11.

Action: KB

Liaise with BE on changes to the map and incorporate into the Stage Two Survey in time to meet the above deadlines.

Action: KB

Receive amended print quotes based upon revised copy numbers. Action:KB

Survey sub-group to meet 27/11 to consider Steering Group feedback, finalise all proofs and send to printers.

Action: Survey sub-group

Review Place Appraisal by 27/11.

Action: KB/Bill Egerton

Prepare information including lap top slide show for coffee morning on 1st December and collate surveys etc. and pass to distributors

Action: KB/CM by 30/11

Prepare distribution list for the above.

Action: CM

Prepare Tally Sheet for Survey distributors.

Action: KB

Prepare follow up visit 'Sorry You Were Out' sheet. Action: Survey sub-group

Next meeting provisionally agreed for 10.30 on 27/11 at Springbank.