

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Survey

Date of Meeting 12/02/2018

Time of meeting from 19.30 **to** 20.05 **hours**

Location of Meeting – The Court House, Sutton Road

Present: A. Hohne, C. Marsh

Apologies: K. Blee

- The purpose of the meeting was to finalise the survey feedback report which is to be presented to the February Steering Group meeting.
- The summary of the number of survey returns in comparison to the number distributed was confirmed and found to be in error by 2. Although this error was very small AH agreed to try to identify the source of the discrepancy (this was subsequently identified and corrected by AH post meeting)
The actual figures along with the corresponding percentages are to be entered into the feedback report prior to distribution to the Steering Group.
- The question of whether a weighting factor for strongly expressed opinions should be used was briefly discussed. Concern was expressed that it was inappropriate to apply weighting at this stage of the process and that if weighting were to be used this should have been explained in advance of the survey. It was agreed that this was a matter for the Steering Group to discuss.
- The question was raised as to how the results (statistical and comments) should be publicised and it was felt that this was beyond the remit of the survey sub-group and should be decided by the full Steering Group. It would also be necessary to include an explanation as to why the responses to the lists of locations under questions 4,5 and 12 had been omitted.
- AH confirmed that he had very recently contacted John Allen regarding the external audit and hoped to have a response before the end of February. It was agreed to check with KB (chair) as to whether the results are to be circulated prior to the external audit being completed in order to assist the work of the sub-groups.

Key Discussion Points

Decisions/Actions Taken

Verify figures and provide final survey feedback report to CM for circulation with the minutes by Thursday 15th February

Action: AH

Check with the chair as to whether the full survey results are to be circulated with the minutes prior to the external audit.

Action: AH