

# SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

## RECORD OF SUB-GROUP MEETING

**Topic sub-group** – Survey/Consultation

**Date of Meeting** 08/03/2018 **Time of meeting from** 19.40 **to** 20.45 hours

**Location of Meeting** – 2 The Puddledocks

**Present:** M. Blee, B Egerton, C. Marsh

**Apologies:** None received. Susan Higham confirmed that she would not be joining the group.

### Key Discussion Points

- CM stepped through the actions from the last meeting.
- Action 1 - BE had extracted the Place Appraisal comments and provided a summary which had been included in the draft Newsletter No.4.
- Action 2 - BE had incorporated comments associated with specific questions into the overall comments spreadsheet.
- Action 3 - MB had extracted and summarised the Housing Needs Survey data and circulated this to the Housing and Planning sub-group. It was agreed that the summarised key trends be incorporated into the Newsletter rather than the detailed data subject to inclusion of a comment noting that the detailed data would feed into the work of the Housing and Planning sub-group. MB suggested that the data in the Housing Needs Survey report should be presented graphically and placed on the village web site.
- Action 4 – CM had produced a draft Newsletter template ready for populating with data.

It was agreed that the question responses be represented in a coloured histogram format as per the example provided by BE.

It was felt that a lower cost non-gloss paper should be used and that the limited amount of colour print used was justified from a cost perspective.

It was agreed to include a precis of comments as per the example provided by CM under Q11 subject to space constraints.

BE suggested highlighting the topic headers in green, this was agreed.

- Action 5 – Population of the Stage Two Survey report template with data. BE would provide a revised template with graphical representations of the question responses along with a summary of solicited general comments from the Stage Two Survey and the actual comments related to specific questions. This data would be used to complete a summary of comments with which to populate the comments text box for each question.
- CM reported that the Consultation Statement had been updated and verified with Brian Wilson (consultant) and would be circulated to the Steering Group for consideration at the next meeting.
- Following the resignation of the chair of the Steering Group it was noted that the action of writing to those landowners who had responded to the consultation letter was required. It was agreed that letters be drafted.
- It was agreed that the next meeting would be held at 2 The Puddledocks on Thursday 15<sup>th</sup> March at 7.30pm.

## **Decisions/Actions Taken**

**Amend Newsletter section on Housing Needs Summary with addition of a sentence as agreed. Action:CM**

**Amend Newsletter to incorporate question responses in a histogram format and highlight topic headings. Circulate to sub-group. Action:BE**

**Circulate to sub-group members a summary of solicited general comments and the individual comments associated with each specific question. Action:BE**

**Provide a summary of comments for each question as per the Question 11c and 11d example and include in the Newsletter template. Questions 1 to 10 Action:CM; Question 11 to 13 and 18 and 19 Action:BE; Question 14 to 17 Action MB.**

**Draft the response letter templates for landowners Action:CM**