

Steering Group members present:

Eric Barnett (Chairman), Peter Carr, Chris Chestnutt, John Day, Phil Holmes, Joan Metcalfe, Paul Norris, Anne Seward, Eileen Stennett and Hilary Wilkinson

**RESPONSIBILITY
FOR ACTIONS**

- 1 APOLOGIES and DECLARATIONS OF INTEREST:**
Apologies: Ferial Evans, Tracy Hanson and Jonathan Keer
Declarations of Interest: None

- 2 MINUTES OF THE 25th MEETING HELD ON 10 SEPTEMBER:**
Approved as written.

- 3 MATTERS ARISING/ACTIONS FROM THE MINUTES:**
Matters Arising/Actions from Previous Minutes:
SWG: JD had contacted the Revd Stentiford and consultation with the PCCs had been completed.
Treasurer's Report: See item 5 below
Secretary's Report: Insurance Renewal: PH reported that the cost of renewing the insurance for six months was £80.75p. This included a handling charge of £23.50p by Suffolk ACRE. It was noted that the previous handling charge had been only £5.50p, but Suffolk ACRE had confirmed the increase. The invoice was passed to JM for payment. JM
Secretary's Report: PPS12 and Involvement of SCDC in Plan Production
PH had written to SCDC seeking its involvement in plan production and had included an invitation to attend the Action Planning Workshop on 25 October.
SWG: Interviews: PN had one interview to complete. PN
SWG: Report: See item 8b below. SWG
Next Steps in Creating the Parish Plan(s): PH reported that the Chairmen of Gt Bealings and Playford PCs had now confirmed that they would write Chapter 7. See item 7 below.
Treasurers' Report: See item 5 below.
Update on Survey Distribution and Collection: PH had advised JK, PC and TH accordingly.
Next Steps in Creating the Parish Plan(s):
Chapters 1-7: Ongoing. See item 5 below.
Analysis: PH had booked the Angela Cobbold Hall for 2pm on Saturday 25 October for the Action Planning Workshop. He would provide the raw data beforehand, subject to inputting being completed. See items 6 and 7 below. PH
Any Other Business: FE had written an update for the Benefice Magazine. PH had included the Prize Draw on the Agenda.

4 SECRETARY'S REPORT

See item 3 above.

5 TREASURER'S REPORT

It was noted that there were two signatories for the Playford PC account which held the JPPSG funds. Availability was not an issue as previously thought and it was considered inappropriate to sign cheques until invoices were presented. Cheques were signed for telephone expenses for members of the SWG and for PH for payment of the Data Protection Registration fee, as previously agreed.

The Treasurer reported that the budget allowed £1,000 for data inputting but this had been carried out by volunteers. Together with previously reported underspends, there was therefore a current budget surplus in the region of £1,700. However, the cost of producing and printing the final Parish Plan(s) was not yet established. It was noted that the work still to be carried out to produce the Parish Plan(s) involved:

- Analysis of the data by the Action Planning Workshop. This will result in the production of Recommendations for Action, including prioritisation
- Presentation of the data and Recommendations for Action to the three parishes at an open meeting. It was AGREED that:
 - the data and Recommendations for Action will be presented at the open meeting by Exhibitions which will include pie charts
- Consideration of the views of parishioners on the data and Recommendations for Action by the JPPSG
- Production of the final Draft of the Parish Plan(s), including the Recommendations for Action
- Presentation of the Draft Parish Plan(s) to the Parish Councils for their comments
- Production of the final Parish Plan(s).

It was noted that any proposed viring of the budget to cover the above needed to be approved by Suffolk ACRE and therefore AGREED that:

PH/JM/PN

- PH will investigate the options and costs for producing the final Plan(s) and a four page summary to be distributed to every household, liaising with JM and PN as necessary.

6 PROGRESS ON DATA INPUT

PH reported on the numbers of completed and outstanding allocated and unallocated surveys. It was AGREED that:

- | | |
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| • PH will input the remaining unallocated household surveys | PH |
| • AS will input the remaining unallocated residents' surveys | AS |
| • JM will finish inputting by 3 October | JM |
| • PH will ask JK to chase inputting by one volunteer | PH/JK |
| • JK and TH will finish inputting by the end of the week | JK/TH |
| • SW will finish inputting by 6 October | SW |

- PH will put the database offline on 8 October PH

7 PROGRESS ON WRITING THE PARISH PLAN(S)

PH reported that he had prepared the headings and front page, which included the village signs. Preparation of the histories was also in hand, coordinated by JK and PC for their respective parishes, and editing would be carried out in liaison with the authors to produce the required length and content. JK/PC

It was AGREED that:

- One Plan will be produced; Actions can still be parish specific if appropriate
- The Plan will not include letters of support
- As much of the information to be included in Chapter 7 (The Three Parishes Today) is common to all three parishes, PH will edit the text provided by the Parish Council Chairmen to produce one version. PH
- JD will provide a template for this. JD

8 OTHER UPDATES FROM THE WORKING GROUPS

a) RSW

None

b) SWG

HW reported that the final draft report was nearing completion. It was AGREED that:

- the SWG will email the report to PH for distribution to the JPPSG prior to the next meeting SWG/PH
- the JPPSG will consider the report and its inclusion in the Plan at the next meeting JPPSG
- the data will be considered at the Action Planning Workshop on 25 October. JPPSG

9 DRAW FOR WINNER OF PRIZE DRAW

The Draw took place. It was AGREED that:

- PH will contact the winner and liaise with JM over payment of the prize. PH/JM

10 ANY OTHER BUSINESS

Lt Bealings Parish Council had requested the data on housing and development in that parish, to assist with discussions with a developer. It was AGREED that:

- PH will provide the data by the end of October. PH

The next (27th and 28th) meetings of the JPPSG will be at 7.15pm on Wednesday, 22nd October and Tuesday, 4 November in the Admiral's Head. The Chairman will be Anne Seward (27th) and Sarah Wilson (28th).

AS/SW