

Minutes of the 16th Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 5 March 2008 at 7.15pm in the Admiral's Head

Steering Group members present:

Peter Carr, Chris Chestnutt, John Day, Phil Holmes, Jonathan Keer, Joan Metcalfe, Paul Norris, Anne Seward (Chairman), Eileen Stennett, Sarah Wilson and Hilary Wilkinson

Also Present: Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**
Apologies: Ann Beck, Ferial Evans, Tracy Hanson and Julian Haywood Smith. Confirmation of Gt Bealings PC's new representative is awaited. Gt Bealings reps
Declarations of Interest: None

- 2 **MINUTES OF THE 15th MEETING HELD ON 26 FEBRUARY:**
Approved.

- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**
Internal Audit Facility: It was noted that, as the Parish Plan bank account is in the name of Playford Parish Council, it will be included in the annual external audit of the Council's accounts. It was AGREED that:
 - There is no need for an separate internal audit of the Parish Plan account
 - The Treasurer will present the end of year accounts for 2007/08 for approval at the JPPSG meeting in April JM**Publication of JPPSG Information on Playford Parish Council Website:** PH had been appointed webmaster of Playford PC's website and will create a link to the JPPSG meeting minutes on the Gt Bealings website. PH
Lt Bealings Annual Parish Meeting: PH had provided a written report to Lt Bealings PC (Appendix 1 attached). It was AGREED that the report will also be presented to Gt Bealings Annual Parish Meeting Gt Bealings reps
Other Updates from the Working Groups: SWG: HW had produced a report which had been circulated to members by PH. See item 7b below.
Review of the Draft Residents' Survey: CR had provided an introduction for inclusion in the Residents' Survey Draft 4. PH had produced and circulated a Residents' Survey Draft 4 and Household Survey Draft 2. See item 6 below.

- 4 **SECRETARY'S REPORT**
PH had nothing to report.

- 5 **TREASURER'S REPORT**
JM had paid the account for refreshments at the 15th JPPSG meeting.

- 6 **REVIEW OF THE DRAFT RESIDENTS' SURVEY**
A detailed review of the Residents' Survey Draft 4 took place. It was AGREED that:

- Format revisions will include incorporating sponsors' logos
- Section A: Qs 14 and 15 will be the first questions in all 3 questionnaires
- Sections A to N: Further refinements will be made to the questions in these Sections. Section A Q3 will be moved to the Household Survey

A detailed review of the Household Survey Draft 2 took place. It was AGREED that:

- Section A will become Section C and be edited to be more general, inviting contribution to organised community activities
- Other questions will be revised as appropriate and more details for contact information included

A detailed review of the Young Persons' Survey Draft 3 took place. It was AGREED that:

- Major content changes will be made to reflect the changes made to the content and order of the Residents' Survey
- Revisions will be made to remove questions on issues not relevant to young persons

It was also AGREED that:

- CR will make amendments to the Survey introductions, aimed at producing one Introduction to cover all three Surveys CR
- PH will update the content and order of the Young Persons' Survey and HW will revise the content to remove irrelevant issues PH HW
- PH will collate and circulate to JPPSG members a Residents' Survey Draft 5, a Household Survey Draft 3 and Young Persons Survey Draft 4, accommodating the above decisions PH

7 Other updates from the Working Groups

a) RSW

None

b) SWG

The report produced by HW was noted. It was also noted that a more detailed report will be produced shortly.

HW

Any Other Business

None

The next (17th) meeting of the JPPSG will be at 7.15pm on Wednesday, 19 March in the Admiral's Head and will continue the line-by-line review of the draft Surveys, focussing mainly on the Young Persons' Survey.

The Chairman may be from Gt Bealings or, if their new member is still unknown, and as Sarah Wilson is unable to attend, will be Ann Seeward.