

Minutes of the 18<sup>th</sup> Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 9th April 2008 at 7.15pm in the Admiral's Head

**Steering Group members present:**

Ann Beck, Peter Carr, Chris Chestnutt, Ferial Evans, Phil Holmes, Joan Metcalfe, Paul Norris, Anne Seward (Chairman), and Hilary Wilkinson

Also Present: Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Eric Barnett, John Day, Tracy Hanson, Jonathan Keer and Eileen Stennett. It was AGREED that Anne Seward would chair the meeting.

**Declarations of Interest:** None

**2 MINUTES OF THE 17<sup>th</sup> MEETING HELD ON 19 MARCH:** Approved.

**3 MATTERS ARISING/ACTIONS FROM THE MINUTES:**

**Internal Audit Facility:** JM had prepared the end of year accounts. See JM item 5 below.

**Publication of JPPSG Information on Playford Parish Council Website:**  
As the new webmaster for the Playford website PH will create the link PH shortly.

**Other Updates from the Working Groups: b) SWG:**

See item 7b below.

**Chairman for Great Bealings**

Eric Barnett had been nominated by the Gt Bealings representatives and was appointed by the JPPSG.

**Gt Bealings RSWG representative**

See item 4 below.

**Final Review of the Residents' Surveys**

PH, CR and HW had amended the Surveys and PH had made Issue 1 available via the weblink. It was noted that:

- following discussion with Stutton it was debatable whether their raffle had contributed to the high rate of return of Surveys
- Suffolk ACRE had agreed to amendment of the budget to enable a £50 draw prize to be given

It was AGREED that:

- the Household Survey will include an entry form to a £50 prize draw, by tear-off slip to retain anonymity, as drafted in Issue 1
- PH will ensure that the numbering on Issue 1 matches the on line entry system and make it available as Issue 1a to JPPSG members via the weblink PH
- Issue 1a would be used for piloting

**Volunteer Co-ordinators' Arrangements for Piloting of RS and HS**

See item 6 below

**Volunteer Co-ordinators' Arrangements for Volunteers' Meeting**

This had not been put in hand. See item 6 below.

**AB's Arrangements for Piloting of YRS**

See item 6 below

### Online Entry Database

PH had created this and some members of the JPPSG had tested it. PH had started testing the analysis of the data.

## 4 SECRETARY'S REPORT

PH reported that the work of the RSWG had been taken over by the JPPSG while the Surveys were finalised. It was AGREED that:

- once the three Residents' Surveys had been collected and the data inputting and numerical analysis completed, the RSWG will lead on the presentation of the data in a report to the JPPSG
- Gt Bealings' representatives therefore need to nominate a new member to the RSWG, and that PH will liaise with EB on this

PH, EB

## 5 TREASURER'S REPORT

JM presented the accounts for the JPPSG Parish Plan(s) for Gt and Lt Bealings and Playford for the year ending 31 March 2008 (Appendix 1 attached). It was AGREED that:

- the accounts be accepted as presented and approved
- the accounts be passed to Playford Parish Council for inclusion in the annual audit as appropriate JM
- members of the SWG will submit claims to the Treasurer for the cost of telephone interviews SWG

## 6 RESIDENTS' SURVEYS: FUTURE ACTIVITIES

PH presented a timetable of future actions to complete the Residents' Surveys (Appendix 2 attached). It was AGREED that the timetable and actions be accepted, with the following additions/amendments:

- Item 1: confidence in the integrity of the data will be maintained by spot checks by inputters PH/Volunteer Co-ordinators
- Item 2: PC will lead on this, working with JK and TH. 15 volunteers will be asked to take away the RS and HS and comment on the ease of completing the surveys, supplying written notes if appropriate PC, JK, TH
- Item 2: PH will supply hard copies of Issue 1a Surveys to PC for the pilots PH
- Item 3: AB will print and conduct the YRS pilot AB
- Item 4: PH to co-ordinate PH
- Item 7: The number of YPS to be printed needs to be determined JPPSG
- Item 8: PH will book the Angela Cobbold Hall and the Playford Parish Hall on two dates in early June. PH will arrange for a projector and screen PH
- Item 9: 20 - 30 volunteers will be needed to cover approximately 400 households PH
- Item 10: PH will write the briefing notes, using Suffolk ACRE material PH
- Item 12: PH will obtain envelopes for residents to use to return completed surveys to volunteers and badges for volunteers' ID FE
- Item 13: FE will produce draft publicity for the Benefice Magazine to encourage residents to complete the Surveys, either as a 'boxed' item or as an insert. Some publicity may also be included in the Grundisburgh

- News. Posters will not be required. PH/Volunteer
- Item 14: Cut-off dates for the return of the Surveys to PH will be given to the volunteers. The volunteers will complete the information on page 3 of the Survey Booklet before distribution. Co-ordinators
  - Item 16: Surveys will be numbered by hand by PH and distributed to the data inputters by PH/Co-ordinators upon receipt. The same survey numbers will be put into the database by the inputters. Inputters will be given cut-off dates for completion. PH/Volunteer Co-ordinators
  - Item 17: Announcement of the results of the Surveys will take place in the Autumn, but is very dependent upon the quantity and quality of the data gathered and the number of issues raised.

## 7 Other updates from the Working Groups

### a) RSW

See item 4 above

### b) SWG

HW presented a report on telephone interviews conducted by the SWG to date and the issues raised by stakeholders (Appendix 3 attached, but not for publication as a consultation work in progress). It was hoped that the interviews will be completed by the end of April. The issues raised will then be collated into a report to the JPPSG. SWG

## 8 Any Other Business

None

The next (19<sup>th</sup>) meeting of the JPPSG will be at 7.15pm on Wednesday, 30 April in the Admiral's Head. The following meeting will be on 21 May.

The Chairman will be either Sarah Wilson or Eric Barnett.