

Steering Group members present:

Ann Beck, Chris Chestnutt, Ferial Evans, Phil Holmes and Eileen Stennett

RESPONSIBILITY FOR ACTIONS

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**
Apologies: Eric Barnett, Peter Carr, Tracy Hanson, Joan Metcalfe, Anne Seward and Hilary Wilkinson
Declarations of Interest: None

 It was noted that none of the nominated Chairmen was present and AGREED that:
 - PH will chair the meeting.

- 2 **MINUTES OF THE 24th MEETING HELD ON 27 AUGUST:**
 Approved as written.

- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**
SWG: It was not known whether JD had made further contact with the Revd Stentiford. JD
Treasurer's Report: PH reported that JM had not been able to obtain signatures for cheques for telephone expenses. She will be discussing the best way to resolve this with the Playford PC signatories. JM
Secretary's Report: Insurance Renewal: PH had been advised by Suffolk ACRE that the timetable for parish plan production was not being adhered to. It was inappropriate to renew the insurance for a year when the plan should be completed within the next six months. It was AGREED that:
 - PH will renew the insurance policy for six months. PH**Secretary's Report: PPS12 and Involvement of SCDC in Plan Production**
 PH had not yet made contact with SCDC. Lt B PC had advised that, in view of PPS12, it supported the JPPSG's action in trying to involve SCDC in plan production and urged the JPPSG to continue to do so. PH
Update on Survey Distribution and Collection and Progress on Data Input: PH had numbered all collected surveys to date. See also items 6 and 7 below.
SWG: Interviews: It was not known if PN had conducted the remaining interviews. PN
SWG: Report: This was not yet available. SWG
Next Steps in Creating the Parish Plan(s): PH reported that:
 - He had not yet prepared Chapters 1-5
 - JK, PC and JM had arranged for histories of their respective parishes to be written
 - He had asked the three PC Chairmen to write Chapter 7, but had only received a response from Lt B to date, where the Chairman had PH

agreed to do so.
See also item 9 below.

4 SECRETARY'S REPORT

See item 3 above.

5 TREASURER'S REPORT

PH reported that JM had suggested that the next JPPSG meeting should note changes to the budget. It was AGREED that:

- in view of the need to report changes to Suffolk ACRE, the next meeting will consider variations in expenditure from the projected budget JM

6 UPDATES ON SURVEY DISTRIBUTION AND COLLECTION

PH reported that JK, PC and TH had advised that, with one or two exceptions, all of the surveys which were likely to be completed had been collected. The current return rate was in the region of 70-75%. It was AGREED that:

- PH will email JK, PC and TH and advise them to allow only one more week for survey collection. PH/JK/PC/JM/
TH

7 PROGRESS ON DATA INPUT

PH reported that this was going well, with about 63% of returns captured. It was AGREED that:

- the deadline for data inputting will be the end of September.

8 OTHER UPDATES FROM THE WORKING GROUPS

a) RSW
None

b) SWG
None.

9 NEXT STEPS IN CREATING THE PARISH PLAN(S)

It was AGREED that:

- deadlines will apply to the production of the Plan content as follows:
 - Chapters 1 -7: the end of October PH/JK/PC/JM
 - Analysis: A JPPSG workshop will be held at 2pm on Saturday 25 October to analyse the raw data and agree actions to be included in the Action Plan. PH will supply the raw data to members before the workshop and will arrange a venue. JPPSG PH
 - A working draft Plan will then be produced by PH and CC. PH/CC

ANY OTHER BUSINESS

It was AGREED that:

- 10**
- FE will write an update for the Benefice Magazine, thanking FE residents for completing the surveys, advising of progress and

confirming that the Prize Draw winner will be announced in the next edition

- The Agenda for the next JPPSG meeting will include the drawing of PH the winner's name.

The next (26th and 27th) meetings of the JPPSG will be at 7.15pm on Wednesday, 1 October and Wednesday, 22nd October in the Admiral's Head. The Chairman will be Eric Barnett (26th) and Anne Seward (27th).

EB/AS