

Steering Group members present:

Eric Barnett (Chairman), Anne Beck, Chris Chestnutt, Peter Carr, Ferial Evans, Phil Holmes, Joan Metcalfe, Anne Seward and Eileen Stennett

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES:

Apologies: Jonathan Kerr, Paul Norris, Hilary Wilkinson and Sarah Wilson

2 MINUTES OF THE 31st MEETING HELD ON 15 JANUARY:

Approved as written.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Matters Arising/Actions from Previous Minutes:

Matters Arising from the Notes of the Action Planning Workshop

PH had completed the comments and circulated them to JPPSG members by email.

Progress on Writing the Plan

CC circulated an edited version of 5.1, presented by theme. It was AGREED that:

- CC will email 5.1 to PH for inclusion in the next draft of the Plan and to be considered at the next meeting.

CC/PH

AOB: Delivery of the Plan Actions

EB had not been able to arrange a meeting of the Parish Council chairmen with PH. See item 7 below.

Secretary's Report

PH had contacted Suffolk ACRE to renew the insurance policy for six months and had been advised of an annual renewal premium of £139. It was AGREED that:

- PH will renew the policy for six months.

PH

Review of Draft Plan

PH had included presentation of some of the data by theme in the latest draft of the Plan. See also item 7 below.

It was not known whether SW had contacted the owners of the private property featured in the Plan. It was AGREED that:

- CR will check if the owners are in agreement with the photograph being included.

CR

Consideration of Exhibition Arrangements

This is on-going by CC and PH, with a date for the Exhibition to be fixed one month in advance when the Plan is finalised. The choice of Hall for the Exhibition is not yet decided. It was AGREED that:

- PH will contact the Admiral's Head pub and ask if exhibition boards can be on permanent display in the pub around the date of the Exhibition.

PH

4 SECRETARY'S REPORT

None.

5 TREASURER'S REPORT

None.

6 PROGRESS ON WRITING THE PLAN

PH had finished drafting the Plan, as far as data allowed.

7 REVIEW OF DRAFT PLAN

The draft Plan distributed by PH was considered. It was AGREED that:

- PH will make changes to the Plan, as discussed, including: PH
 - Data will be presented by theme not survey
 - A map to be included will be purchased from OS at a total cost of £65 and the parish boundaries will be highlighted

It was noted that Section 12 of the Plan (Where Next) still has to be written. The difficulty of arranging a meeting of the three Parish Council Chairmen with PH to discuss responsibility for the delivery of the Actions reflected the challenge faced. It was noted that, at its meeting on 4 November 2008, the JPPSG had agreed to the creation of an Action Monitoring Group (AMG), to succeed the JPPSG and oversee implementation of the Actions contained in the Plan. Volunteers to become members of the Group will be recruited at the Exhibition. It was AGREED that:

- The AMG will lead on implementing the Plan, working with the Parish Councils and other means of delivery as appropriate
- PH will write to the Parish Councils in respect of the above. PH

8 CONSIDERATION OF EXHIBITION ARRANGEMENTS

See item 3 above.

9 ANY OTHER BUSINESS

None

The next (33rd and 34th) meetings of the JPPSG will be at 7.15pm on **Wednesday 25 February** and **Wednesday 18 March** respectively, in the Admiral's Head, subject to PH checking availability. The Chairmen will be SW and AS respectively. PH
SW/AS