

Steering Group members present:

Robin Sadler (Chairman), Peter Carr, Ferial Evans, Phil Holmes, Colin Hopkins, Jonathan Keer, Joan Metcalfe, Paul Norris, and Anne Seward

Also present:

Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Chris Chestnutt, John Day, Tracy Hanson and Sarah Wilson

Declarations of Interest: None

2 MINUTES OF THE MEETING HELD ON 3 JULY: Approved as drafted. The Constitution was signed by the Chairman of each parish, Colin Hopkins signing on behalf of Sarah Wilson.

3 MATTERS ARISING FROM THE MINUTES:

RSCP: PH clarified that this stood for Rural Social Community Programme. It is run by Defra and is the source of parish plan funding.

Pubicity: FE reported that she had written an article for the Benefice Magazine and Grundisburgh News. She will supply it to PH who will circulate it to members. FE/PH

The Benefice Magazine: PH reported that he had contacted Norman Porter as agreed at the last meeting.

Funding and Banking: JM reported that £50 had been received from both Gt Bealings and Playford. This brought JPPSG funds to £150, held in the Playford Parish Council bank account. JM had agreed with the Clerk that a separate cheque book will be provided for the JPPSG's use and that, as signatories on the account included JD and TH, she can arrange for cheques to be signed when required. The Clerk will notify her of relevant income and expenditure on the account by email. JM

PH reported that Suffolk ACRE will make funds available about 10 days after giving budget approval.

Identification of Local Sources of Funding

This was in hand, but more contacts are still needed. CH will pursue via Lt Bealings Parish Council webmaster. PH reported that Annette Grey did not consider there to be a conflict in approaching stakeholders for funding; it had not proved to be a problem elsewhere. CH

4 UPDATE ON BUDGET AND APPLICATION TO SUFFOLK ACRE

PN was thanked for obtaining sponsorship from his company, Brooks & Wood Ltd, building and civil engineering contractors based in Ipswich. Brooks & Wood were pleased to assist the Parish Plan process by providing funds for the purchase of insurance and the questionnaire

software up to a maximum of £200. They would welcome the opportunity to have the company logo used to identify them as sponsors, as the JPPSG considers appropriate.

PH confirmed that any funding identified in the budget could not be spent until the budget had approval from Suffolk ACRE. However, donations could be spent and the budget could then show the items concerned as available at nil cost. It was AGREED that:

PH

- PH will pursue the purchase of insurance and the questionnaire software

PH presented a revised draft budget, which detailed costs on hire of halls/meeting rooms, projectors and printing. After discussion of the budget and the application form it was AGREED that:

PH

- PH will submit the budget and application to Suffolk ACRE

5 FURTHER CONSIDERATION OF LOCAL SOURCES OF FUNDING

After discussion it was AGREED that:

1. the draft letter circulated to JPPSG members by PH will be amended to include reference to the sponsorship/free meeting facility already obtained.
2. PN will pass contact details for Howards to CH
3. CH will add local farmers to the database and finalise it
4. PH will finalise the letters and post them, using the interim funding provided by the Parish Councils to meet costs

PN

CH

PH

6 UPDATES FROM THE WORKING GROUPS

RSWG:

RS distributed notes of the RSWG meeting held on 2 August (see Appendix 1 attached). It was noted that two exhibitions will be held on Saturday afternoons, one at Bealings Village Hall (on 3 November 2007) and one on a date to be arranged by TH at Playford. After discussion it was AGREED that:

TH

1. the two exhibitions will be the same
2. the differing issues which may be raised by residents the three parishes will be identified by, for example, the use of different colour pens for giving comments.

SWG:

CH reported that the SWG is focussing on identifying stakeholders (voluntary groups, agencies/public bodies and enterprises (including farmers)) and classifying them with reference to their degree of involvement in the parishes. It is intended to hold Focus Groups or conduct interviews, as appropriate, to produce a pilot questionnaire for stakeholders. A final questionnaire will be approved by the JPPSG before being sent to stakeholders.

7 TIMESCALES FOR THE DEVELOPMENT OF THE PARISH PLAN

It was AGREED that:

- RS and CH will provide more detail on timescales to PH RS/CH
- that a target date for production of the Parish Plan(s) is mid 2008

8 ANY OTHER BUSINESS

It was noted that no one from the JPPSG wished to attend the Suffolk ACRE AGM.

9 DATE OF NEXT MEETING

7.15pm on Wednesday 5 September in the Admirals Head. As Anne Seward will be away the Chairman will be Sarah Wilson.

SW