

**Steering Group members present:**

Eric Barnett, Peter Carr, John Day, Phil Holmes, Jonathan Keer, Anne Seward (Chairman), Eileen Stennett, Hilary Wilkinson and Sarah Wilson

**RESPONSIBILITY  
FOR ACTIONS**

- 1 APOLOGIES:**  
**Apologies:** Ann Beck, Chris Chestnutt, Ferial Evans, Tracy Hanson and Joan Metcalfe
- 2 MINUTES OF THE 30th MEETING HELD ON 17 DECEMBER:**  
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**  
Survey comments were awaited from SW. It was AGREED that:
    - PH will complete the comments. PH
  - Progress on Writing the Plan**  
CC was still editing 5.1. PH had completed 9. No email comments from JPPSG members had been received by PH. CC
  - AOB: Delivery of the Plan Actions**  
EB had not yet arranged a meeting of the Parish Council chairmen with PH. EB
  - AOB: Future Meetings**  
It was AGREED that:
    - PH will check availability of the Admiral's Head for the next meeting each time PH
- 4 SECRETARY'S REPORT**  
PH reported that the insurance policy was in need of renewal and he would be contacting Suffolk ACRE. PH
- 5 TREASURER'S REPORT**  
None.
- 6 PROGRESS ON WRITING THE PLAN**  
PH had completed sections 9, 10 and 11 of the Plan.
- 7 REVIEW OF DRAFT PLAN**  
The draft Plan distributed by PH was considered in detail. It was AGREED that:
  - PH will make changes to the Plan, as discussed, including the presentation of some data by topic rather than survey for further consideration by the JPPSG PH

- SW will contact the owners of a private property to check their agreement to a photograph of the property being included in the Plan SW

## 8 CONSIDERATION OF EXHIBITION ARRANGEMENTS

It was AGREED that:

- PH will ask CC to take ownership of the Exhibition arrangements PH, CC

## 9 ANY OTHER BUSINESS

None

The next (32nd) meeting of the JPPSG will be at 7.15pm on **Wednesday 11 February** (not 4 February as previously arranged). The Chairman will be EB. Meetings after that will be on Wednesday 25 February and Wednesday 18 March, in the Admiral's Head, subject to PH checking availability. The Chairmen will be SW and AS respectively. PH