

Steering Group members present:

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

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Ann Beck, Tracy Hanson, Paul Norris, Hilary Wilkinson and Sarah Wilson

Declarations of Interest: None

2 MINUTES OF THE 21st MEETING HELD ON 25 JUNE:

Approved as written.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

SWG Interviews: See item 8b below

Budget for 2008/09: See item 5 below

To Do ListV5: Item 9:

PH had distributed the most recent list of volunteers to JPPSG members.

See also item 7 below.

Review of Pilot of Residents' Surveys:

The inclusion of numeric weighting of the answers was still to be done.

PH

Updates on Survey Distribution and Collection/Arrangements for Data

Input: See items 6/7 below

4 SECRETARY'S REPORT

PH reported that one Playford resident had contacted him to request a survey; it was thought to have been already delivered by TH. JD confirmed that the surveys had been distributed to all residents in Playford.

PH reported that he had updated Annette Gray on progress, including the cost of producing the surveys. He had sent her copies of the surveys, which showed that most of her previous comments had been taken on board. She had also been advised of the briefing meetings for volunteers. It was noted that the Boundary Committee's draft proposals for the future structure of local government in Suffolk had been published too late for inclusion in the surveys.

Annette Gray had not raised any other points, apart from the need for Data Protection registration as personal data was being collected. It was agreed that PH would apply for this, at a cost of £35 for one year.

PH

It was noted that Suffolk ACRE was running a report writing and action planning workshop, which included advice on how to use their software. PH had asked for details for the JPPSG to decide if it would be useful to

attend.

5 TREASURER'S REPORT

It was noted that the total cost of printing had been £822.27 and that there had previously been a budget underspend of £420.27. It was AGREED that:

- The Treasurer will prepare a revised budget in time for the meeting on 6 August, in order that the impact of the cost of printing and the revised cost of data collection and analysis could be considered and Suffolk ACRE's approval sought for changes. A decision on the number of copies of the final report to be printed could also be made then. JM

6 UPDATES ON SURVEY DISTRIBUTION AND COLLECTION

Great Bealings

JK reported that all surveys still been distributed and about half collected. It was expected that all would be collected by the middle of August.

Little Bealings

PC reported that all surveys had been distributed and some had been collected. He was aware that some may have been returned direct to PH by the volunteers.

Playford

JD reported that all surveys had been distributed and perhaps half collected.

PH confirmed that he had had 202 residents', 97 household and 33 young residents' surveys returned. It was AGREED that:

- A decision on a cut-off date for data collection will be made at the meeting on 6 August.

7 ARRANGEMENTS FOR DATA INPUT

PH reported that he still needed a complete list of inputters from the Volunteer Co-ordinators. PH, AB and HW were inputting; AS and JM will do so. It was uncertain whether TH will.

It was AGREED that:

- PH will re-distribute the current list of volunteer inputters for PH confirmation by the Volunteer Co-ordinators of its accuracy and JK, PC, completeness. TH/JM
- PH will then contact the confirmed volunteers to advise them on the PH work involved.

8 OTHER UPDATES FROM THE WORKING GROUPS

a) RSW

None. It was noted that the RSW needed to be re-constituted when data analysis was undertaken.

b) SWG

JD reported that the SWG had finished data collection and expected the analysis to be completed in the next two days. Various themes were emerging. A draft report will be ready for SWG consideration by the JPPSG at the meeting on 27 August.

FE reported that a member of the Lt Bealings PCC had asked her why, unlike both Gt Bealings and Playford PCCs, it had not been included in the consultation. It was AGREED:

- that JD will contact both the Revd Stentiford and Lt Bealings PCC to clarify that the consultation which had taken place with the Benefice was to embrace the views of all three PCCs. JD

Any Other Business

None

The next (23rd) meeting of the JPPSG will be at 7.15pm on Wednesday, 6 August in the Admiral's Head. The Chairman will be Sarah Wilson.

The following meeting will be on 27 August at 7.15pm in the Admiral's Head. SW