

Steering Group members present:

Eric Barnett, Peter Carr, Chris Chestnutt, Tracy Hanson, Phil Holmes, Jonathan Keer, Joan Metcalfe and Sarah Wilson (Chairman)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES:

Apologies: Ann Beck, Ferial Evans, Paul Norris, Anne Seward and Hilary Wilkinson

2 MINUTES OF THE 29th MEETING HELD ON 25 NOVEMBER:

Approved as written.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Matters Arising/Actions from Previous Minutes:

SWG: Draft Stakeholders Report: This had been received from HW and circulated. It was AGREED to:

- paste the report into the draft Plan for consideration at the meeting on 15 January
- thank HW for her work producing the report

Matters Arising from the Notes of the Action Planning Workshop

Survey comments are awaited from SW.

SW

Progress on Writing the Plan

CR had edited 5.2 of the Plan and this had been included in the latest draft distributed by PH. CC's and PH's work on 5.1 and 9 respectively was on going. It was AGREED that:

CC, PH

- JPPSG members will email comments on the latest draft to PH

All

AOB: Delivery of the Plan Actions

PH had emailed details of e.communities to JPPSG members. It was AGREED that:

- e.communities are a potential means to deliver actions and will be given further consideration in future as appropriate

PH had endeavoured to arrange a meeting with the three Parish Council Chairman, but they had not all been available. It was AGREED that:

- EB will arrange a meeting, preferably to take place before the Parish Council meetings in January

EB

AOB: Future Meetings

- PH had yet to check the availability of the Admiral's Head for future meetings.

PH

4 SECRETARY'S REPORT

None.

5 TREASURER'S REPORT

JM presented a budget with revised headings to reflect actual expenditure.

It was noted that there was cash in hand of £2,350.07.

6 PROGRESS ON WRITING THE PLAN

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

- Data will be presented in pie or bar charts rather than tables
- More pictorial presentation is needed, with fewer words
- Census figures will be referenced to give their source and date
- In some cases there is a need to present data parish-by-parish to identify concerns. The data will be included in the Plan and/or be available to which ever group became responsible for implementing the action as appropriate
- Permission will be sought before any photograph of private property is included
- Subject to the above, PH will continue the current approach in drafting the Plan PH
- Members of the JPPSG will email comments to PH or bring them to the line-by-line review of the Plan at the meeting on 15 January All

ANY OTHER BUSINESS

None

The next (31st) meeting of the JPPSG will be at 7.15pm on Thursday, 15 January in the Admiral's Head as previously agreed, subject to PH checking availability of the venue. A line-by-line review of the Plan will be carried out. The Chairman will be AS. Meetings after that will be on Wednesday 4 February, Wednesday 25 February and Wednesday 18 March, in the Admiral's Head, subject to PH checking availability. The Chairmen will be EB, SW and AS respectively. PH