

Steering Group members present:

Peter Carr, Chris Chestnutt, Ferial Evans, Phil Holmes, Paul Norris, Robin Sadler (Chairman), Anne Seward and Eileen Stennett

Also present:

Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 INTRODUCTION OF NEW MEMBER

Eileen Stennett was welcomed to the JPPSG as a Playford representative, replacing Tom Norfolk. It was noted that Bob Tate had resigned and FE is therefore seeking a new member for Little Bealings. FE

2 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: John Day, Tracey Hanson, Colin Hopkins, Jonathan Keer, Joan Metcalfe and Sarah Wilson

Declarations of Interest: None

3 MINUTES OF THE 8th MEETING HELD ON 26 SEPTEMBER:

Amended and approved.

4 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Insurance: The cheque for the premium had been sent and cover is presumed to be in place.

Software: PH had been reimbursed. RS had returned the written material to him and it is available if any JPPSG member wishes to see it.

Budget-Parish Councils' 5% contribution: PH had contacted the Councils confirming the total amount due, but will need to revisit this once the revised budget has been approved by Suffolk ACRE.

Membership and Attendance: PH had emailed the SWG and CH had responded (see item 7b below).

Other Local Sources of Funding: CC and RS had met with David Garvin (see item 7a below).

Updates from the Working Groups: RSWG: RS had not yet emailed the volunteers to encourage them to attend the exhibition. The draft leaflet had been circulated and finalised. It has been distributed in Lt Bealings and Playford and posters have been displayed. It will be distributed in Gt Bealings shortly. Arrangements for the exhibitions are in hand (see item 7a below). RS
Gt B representatives

5 BUDGET REDUCTION

PH reported that Suffolk ACRE had advised that the submitted budget was too high and, initially, that a maximum of £2,200 was available. PH had discussed the impact of such a major cut further with Suffolk ACRE, as a result of which a figure of £3,200 has been agreed. PH has removed the hire of Infonnaire, fees for Suffolk ACRE workshops and the purchase of a Community Planning handbook from the budget and obtained reduced projector hire costs. He will submit a revised budget PH

and application to Suffolk ACRE for approval.

AS reported that no charge was being made for the hire of Playford Village Hall for the exhibitions.

PH was thanked for his work in negotiating budget approval.

6 EXHIBITION ARRANGEMENTS

RS and CC had met twice with David Garvin, who had designed a logo to be used at the Exhibitions and as a letterhead etc.

RS circulated an outline of the Exhibition arrangements (Appendix 1 attached) and advised that at least 3 members of the JPPSG will be needed to attend each Exhibition, providing cover between 10am and 4pm. Their role will be to encourage visitors to participate in the process, by discreetly encouraging feedback on issues of concern to them and by asking them to attend Focus Groups. RS will produce a briefing note for members and RS and CC will produce a rota of JPPSG members to ensure adequate cover. RS, CC

7 UPDATES FROM THE WORKING GROUPS

a) RSWG:

See item 6 above

b) SWG:

PN reported that the SWG had initially made good progress but members' other commitments had now slowed progress. A database of stakeholders existed, together with a strategy for dealing with them. PN will be discussing the way forward with JD and CH shortly and will liaise with PH thereafter. RS confirmed that he is available to assist the SWG when required. PN, RS

8 ANY OTHER BUSINESS

a) Venues for Future JPPSG Meetings

PH reported that the Admiral's Head is available for the 10th JPPSG meeting on 7 November and may be for the 11th meeting on 28 November. It is unlikely to be available for the 12th meeting on 19 December. It was AGREED that:

- if the Admiral's Head is not available for the 11th meeting this will take place at Bealings Barn, Grundisburgh Road, Gt Bealings
- AS will book the small room at Playford Village Hall for the 12th meeting AS

b) Focus Groups

RS advised that after the Exhibitions three Focus Groups will be needed, one for each parish. It was AGREED that:

- RS will run Gt and Lt Bealings Focus Groups to be held on 13 and 14 November and will book the Bealings Village Hall Committee Room accordingly RS

- AS will check if TH is still available to run the Playford Focus Group, but if not RS will do so AS
TH/RS
- AS will book the small room at Playford Village Hall for the Playford Focus Group to meet on 20 November AS
- RS will provide a tape recorder for the meetings to be taped. Arrangements will need to be made for the tapes to be transcribed. RS

10 DATE OF NEXT MEETING

7.15pm on Wednesday 7 November in the Admiral's Head.