

Steering Group members present:

Eric Barnett (Chairman in place of Sarah Wilson), Chris Chestnutt, John Day, Ferial Evans, Jonathan Kerr, Phil Holmes, Joan Metcalfe, and Eileen Stennett

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES:

Anne Beck, Paul Norris, Anne Seward, Hilary Wilkinson and Sarah Wilson

2 MINUTES OF THE 33rd MEETING HELD ON 25 FEBRUARY:

Approved as written.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES/PREVIOUS MINUTES:

Secretary's Report

PH had paid the insurance premium of £70.75p.

Review of Draft Plan

PH had taken a new photograph of the private property for inclusion in the Plan with the owners' permission.

PH had circulated draft Terms of Reference (ToR).

PH had made the agreed changes to the Plan.

JD read out his proposed wording for the Plan in respect of the LDF. It was noted that it omitted information from Gt Bealings. It was AGREED that:

- JD will pass the wording to PH for scanning and distributing to JPPSG members for comments within one week

JD/PH

PH had added weblinks to the Plan.

Progress on Other Issues

PH had booked the Angela Cobbold Hall for Saturday 25 April.

PH had contacted the Admiral's Head pub and arranged for the Exhibition to be on unmanned display there during opening hours on Tuesday 28 and Wednesday 29 April.

PH had arranged for details of the Exhibition to be published in the next Benefice Magazine.

4 SECRETARY'S REPORT

None.

5 TREASURER'S REPORT

JM reported that, having allowed for payment of the insurance premium and the OS Licence, there was a credit balance of £2,262.39p. It was noted that a further payment incurred by PH in respect of mapping was outstanding. PH reported that Suffolk ACRE had agreed to the transfer of JPPSG funds to the AMG in due course.

6 REVIEW OF DRAFT ToRs for AMG

PH reported that Lt Bealings PC had considered the formation of the AMG and advised the JPPSG that:

- it was of the view that it owned the Parish Plan in respect of Actions to be implemented in the parish
- the role of the AMG was to report to the Council
- the Council wished to have membership of the AMG

It was AGREED that:

- The views of Lt Bealings PC are compatible with the draft ToRs
- The ToRs will be revised to state that members serve for a period of two years, after which new volunteers will be sought.

PH

7 FINAL REVIEW OF DRAFT PLAN

PH reported the comments of Annette Gray of Suffolk ACRE on the draft Plan. It was noted that she had made many positive comments, including commending the work of the SWG in engaging with stakeholders and concluding that the report was very comprehensive. It was AGREED that:

- PH will amend the final draft of the Plan to incorporate Annette Gray's comments as appropriate
- Members will comment on the amended Plan via the weblink, using 'reply to all' email to ensure any final comments are shared and agreed by all members.

PH

All

8 PLANS FOR EXHIBITION

It was AGREED that:

- the Exhibition will be open between 11am and 3pm on 25 April.

CC reported that the display boards used before were very heavy and not easy to move from the Hall to the Admiral's Head. It was AGREED that:

CC will ask PN about borrowing boards, but if this is not possible PH will source from Suffolk ACRE or hire from another company

CC/PN/PH

PH and CC will meet to discuss preparing the material for the Exhibition

CC/PH

CC will prepare posters encouraging visitors to come to the Exhibition for display at the Plant Sale.

CC

It was noted that JD wished to hold the Exhibition in Playford Parish Hall and had provisionally booked 2 May for this. It will be manned by JD and other Playford volunteers. JD will liaise with CC to arrange transfer of the Exhibition display material. JD will contact the Benefice Magazine to arrange publicity.

JD

JD/CC

JD

It was AGREED that:

- PH will arrange for 150 copies of the Plan to be printed in time for the Exhibition on 25 April; further copies can then be printed on demand
- PH will draft a Summary of the Plan to be distributed as an insert to the May Benefice Magazine and will distribute it to members for comment via the weblink.

PH

PH

9 ANY OTHER BUSINESS

It was AGREED that:

- The next (35th) meeting of the JPPSG will be at 7.15pm on **Wednesday 8 April**, in the Admiral's Head, subject to PH checking availability. The Chairman will be SW. The meeting will consider the Summary and the final arrangements for the Exhibitions PH SW
- The final (36th) meeting of the JPPSG will be a Buffet Reception, held at 7.15pm on **Wednesday 13 May** in the Admiral's Head, subject to PH checking availability of the room and refreshments PH
- PH will establish the number of people attending the Buffet Reception; invitees will include the Sponsors, Survey and Inputting Volunteers, Suffolk ACRE and those offering to join the AMG or assist with Actions at the Exhibitions PH