

Minutes of the 12th Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 19 December 2007 at 7.15pm in Playford Village Hall

Steering Group members present:

Ann Beck, Peter Carr, Ferial Evans, Phil Holmes, Jonathan Keer, Joan Metcalfe, Robin Sadler (Chairman), Anne Seward, Eileen Stennett and Hilary Wilkinson

Also present:

Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Chris Chestnutt, John Day, Tracy Hanson and Paul Norris

Declarations of Interest: None

2 MINUTES OF THE 11th MEETING HELD ON 28 NOVEMBER:

Approved as amended.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Review of Stakeholder Database by JPPSG members: HW and AS

had contributed to this and it was AGREED that:

- Reviewing the database will be an item on the Agenda for the next meeting PH
- PH will ask PN to incorporate the comments made to date so that an updated version of the database can be emailed to all JPPSG members with the Agenda for the next meeting. PH, PN

Internal Audit Facility: Carried forward to next meeting in JD's absence JD

RSWG: Residents' Questionnaire - Preparation: This is in hand; a draft will be available for the JPPSG January meeting. RSWG

RSWG: Residents' Questionnaire - Role of Volunteers: RS had produced a list of volunteers from the Exhibitions. It was AGREED that:

- PC be appointed Volunteer Co-ordinator for Lt B PC
- PH will send the Volunteer Co-ordinators a list of the roles and responsibilities of volunteers taken from Suffolk ACRE information PH
- JK will write a letter to the volunteers encouraging their participation and explaining their role in distributing and helping residents to complete the questionnaire. The letter will be sent to PC and TH for distribution by the Co-ordinators to volunteers in their respective parishes. JK, PC, TH

SWG: See item 6b below

4 SECRETARY'S REPORT

a) Suffolk ACRE

PH reported that Annette Gray had asked to attend a JPPSG meeting to

receive an update on progress and wanted relevant papers in advance. It was AGREED that:

- PH will invite Annette Gray to attend the meeting to be held on 9 January 2008 PH
- PH will send her the list of issues from the Exhibitions and Focus Group as background information, although this data is not for public distribution PH

b) JPPSG Meetings During 2008

It was AGREED that:

- The JPPSG will continue to meet every three weeks in the Admiral's Head ALL
- PH will distribute a list of meeting dates for 2008, adjusting the date of the February meeting to match his availability PH

5 TREASURER'S REPORT

JM reported that payment had been made to RS for the cost of Exhibition display materials, printing and refreshments.

6 OTHER UPDATES FROM THE WORKING GROUPS

a) RSWG:

See item 3 above.

b) SWG:

PH reported information from JD and PN that:

- The SWG had met the previous week and discussed the interview framework
- HW had updated the database and it had been edited to exclude non-cohesive groups - eg dog walkers - who would be reached by the residents' survey.
- Arrangements were in hand for 5/6 pilot interviews by SWG members over the next 2/3 weeks. This would establish appropriate interview style and the number of interviewers needed. SWG

HW reported that she had undertaken one pilot interview, which had taken 30 minutes.

9 ANY OTHER BUSINESS

None

The next meeting will take place on 9 January 2008. PH will confirm the availability of the Admiral's Head. The Chairman will be SW. PH
SW