

Minutes of the 17<sup>th</sup> Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 19th March 2008 at 7.15pm in the Admiral's Head

**Steering Group members present:**

Eric Barnett, Ann Beck, Peter Carr, Chris Chestnutt, Phil Holmes, Jonathan Keer, Paul Norris, Anne Seward (Chairman), Sarah Wilson and Hilary Wilkinson

Also Present: Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 WELCOME, APOLOGIES and DECLARATIONS OF INTEREST:**

**Welcome:** Eric Barnett was welcomed as the new representative for Gt Bealings Parish Council

**Apologies:** John Day, Ferial Evans, Tracy Hanson, Joan Metcalfe, and Eileen Stennett

**Declarations of Interest:** None

**2 MINUTES OF THE 16th MEETING HELD ON 5 MARCH: Approved.**

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

**Internal Audit Facility:** It was clarified that the Treasurer will present the end of year accounts for 2007/08 for approval at the JPPSG meeting on 30 April JM

**Publication of JPPSG Information on Playford Parish Council Website:** Creating a link on the Playford website: carried forward to next meeting. PH

**Report to Gt Bealings Annual Parish Meeting:** PH had provided a written report to PN, who would arrange for it to be presented at the Gt Bealings APM PN

**Review of the Draft Residents' Survey:** CR had amended the introductions. HW had revised the Young Persons' Survey. PH had collated and circulated new drafts of the Adult Residents' Survey, Young Persons' Survey and the Household Survey by creating a weblink. In future drafts will be downloaded by members as either Word.doc or pdf files. It was AGREED that:  
the Surveys will not be referred to as questionnaires but will be known as:

- The Adult Residents' Survey (RS)
- The Young Residents' Survey (YRS)
- The Household Survey (HS)

**Other Updates from the Working Groups: b) SWG:**

HW will circulate the detailed report before the next meeting on 9 April HW

**4 CHAIRMAN FOR GREAT BEALINGS**

It was AGREED that:

the Gt Bealings representatives will meet and nominate a Chairman to be appointed by the JPPSG at the next meeting Gt Bealings reps

**5 SECRETARY'S REPORT**

It was noted that, following RS's resignation, the RSWG had no

representative from Gt Bealings. It was AGREED that the Gt Bealings Gt Bealings reps members will meet before the next JPPSG meeting to decide on their new representative

## 6 TREASURER'S REPORT

None

## 7 FINAL REVIEW OF THE RESIDENTS' SURVEYS

A final review of RS Draft 6 took place. It was AGREED that:

- Comments sent by JM will be included as appropriate
- Format revisions will ensure that there is no implication that sponsors are responsible for the content of the Surveys
- PH will ascertain whether logos exist for all 4 sponsors and include if so
- Colours: The RS will be printed on white paper, the HS on green and the YRS on blue
- The instructions will make it clear that, in some cases, as many boxes as are applicable should be ticked
- 'Optional' will be added next to the Post Code question
- Section E: The definition of Affordable Housing will be refined, including clarification of what is an 'eligible household', and separate questions will address the need and the support for Affordable Housing
- Section H: A question concerning the use of byways by motor vehicles will be included
- Further minor refinements will be made to other questions

A final review of the HS Draft 4 took place. It was AGREED that:

- Section D will become Section A
- Further minor refinements will be made to other questions

A final review of the YRS Draft 6 took place. It was AGREED that:

- Section A: Qs 10 and 11 will be Qs 1 and 2, with 'optional' added after Post Code
- Section B will be revised to enable responses to be Like/Don't Know/Dislike
- The instructions will make it clear that, in some cases, as many boxes as are applicable should be ticked
- Further minor refinements will be made to other questions

It was also AGREED that:

PH, CR and HW will make the above amendments

PH, CR, HW

PN reported that Stutton had included a raffle with a £50 prize in their Survey and had had a very high rate of return. It was AGREED that:

- PN would pass a copy of the Stutton survey to PH to be converted to a pdf file and made available via the weblink PN, PH

- Subject to PH obtaining Suffolk ACRE's agreement to an appropriate transfer of budget, there will be a raffle included in the HS and the introductions amended accordingly PH CR

It was also AGREED that:

- PH will collate all of the above amendments and circulate Issue 1 of the Residents' Survey Booklet to JPPSG members via the weblink PH
- The Volunteer Co-ordinators will supervise 5 volunteers from each parish piloting the RS and HS Issue 1 by 30 April PC, TH, JK
- The Volunteer Co-ordinators will arrange a meeting of the volunteers to discuss delivery of the Survey Booklet PC, TH, JK
- AB will supervise 4 young residents piloting the YRS Issue 1 by 30 April AB
- PH will create a login and password protected Access database into which JPPSG members will be able to input the Survey data via a weblink, enabling PH to analyse the data and produce per centage results to each question for each parish PH All PH
- Details for piloting the Access database using the pilot Survey data will be agreed on 30 April

## 8 Other updates from the Working Groups

### a) RSW

None

### b) SWG

None. The more detailed report will be considered at the next meeting (see 3 above)

## Any Other Business

None

The next (18<sup>th</sup>) meeting of the JPPSG will be at 7.15pm on Wednesday, 9 April in the Admiral's Head. Subsequent meetings will be on 30 April and 21 May

The Chairman will be from Gt Bealings, as appointed by the JPPSG at the beginning of the meeting.