

Steering Group members present:

Peter Carr, Tracy Hanson, Phil Holmes, Jonathan Keer, Joan Metcalfe, Ann Seward, Eileen Stennett, Hilary Wilkinson and Sarah Wilson (Chairman)

Also Present: Carol Ramsden (Minute taker)

RESPONSIBILITY FOR ACTIONS

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**
Apologies: Eric Barnett, Ann Beck, Chris Chestnutt, John Day, Ferial Evans and Paul Norris.
Declarations of Interest: None
- 2 **MINUTES OF THE 19th MEETING HELD ON 30 APRIL:**
 Approved as amended.
- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**
SWG Interviews: HW reported that these had not yet been completed, but preparation of the final report had started. SWG
Budget for 2008/09: JM will prepare a new budget for the next meeting, reflecting current budget headings and printing costs. It was AGREED that: JM
 - PH will print one large print version per volunteer; more can be printed if required. PH**Cost of Printing**
 PH had passed a quote to the Treasurer for inclusion in the budget.
Survey Pilot
 PH had amended the surveys, incorporating the feedback. He had numbered and distributed the pilot surveys for inputting. AB, TH, JM and HW had inputted the pilot questionnaires. See also item 6 below
To Do List
 PH had updated (Appendix 1 attached). It was AGREED that:
 - Item 8: the Volunteers' briefings will be held at 7 for 7.30pm in the Angela Cobbold Hall on 30 May and in the Playford Parish Hall on 4 June. See also item 7 below. ALL
 - Item 9: The Co-ordinators will draft a list of volunteers/households for their respective parishes. In Gt and Lt Bealings this should result in 10/15 households per volunteer, but there were currently only two volunteers for Playford. Volunteer Co-ordinators
 - Item 9: The Co-ordinators will check the parish boundaries using OS mapping to ensure appropriate coverage of households Volunteer Co-ordinators
 - Item 12: PH had purchased 1,000 envelopes and 50 plastic badges. PH will add the logo and 'Bealings & Playford Community Plan Volunteer Distributor' to the badges PH**Benefice Magazine article**
 In FE's absence it was assumed this had been amended and submitted for publication.

4 SECRETARY'S REPORT

The Gt Bealings and Playford Parish Meetings had both received progress reports.

The total cost of purchasing the 1,000 survey envelopes and 50 volunteer badges had been £74.18.

5 TREASURER'S REPORT

It was AGREED that:

- PC and TH will clarify whether fees would be payable for the hire of the Halls on 30 May and 4 June. PC, TH

6 REVIEW OF PILOT OF RESIDENTS' SURVEYS

PH reported on the pilot inputting and data analysis. Inputting had taken about 10 minutes per survey. It was AGREED that, to facilitating inputting and data analysis,:

- the surveys will be amended to make clear that the space allowed for comments is limited to one line PH
- the inputting pages will be amended to include a 'no answer' column PH
- per centage totals will be added to the data analysis pages. It was noted that the pages also allow cross analysis of the data (eg Parish/amount of footpath use) PH
- the data analysis pages will be amended to include numeric weighting of the answers (eg +2/-2 for strongly agree/strongly disagree) as appropriate, to produce totals and enable comparison of the strength of comments PH
- a box will be added to the front of each survey for numbering PH

7 Arrangements for Volunteers' Briefings and Survey Distribution and Collection

PH had prepared a draft Powerpoint presentation and Survey Distribution Record Sheet. He had arranged for free loan of John Midwinter's projection for the Powerpoint presentation. It was AGREED that:

- free refreshments (wine, nibbles, coffee and biscuits etc) will be available at the briefings and:
 - JK will purchase wine for both briefings JK
 - SW will purchase nibbles etc for 30 May briefing SW
 - PC will arrange glasses, coffee etc for 30 May briefing PC
 - AS will arrange glasses, coffee etc for 4 June briefing AS

- the briefings will last about one hour
- the Powerpoint presentation will be amended to include: PH

8

the advice that, if it was not possible to obtain an answer at a property, a volunteer should first leave a card and then the estimated number of survey forms required. PH will prepare the card. PH

- reference to the availability of large print surveys PH
- that paper copies of the presentation will be given to volunteers and there is no need for Word notes PH
- the Survey Distribution Record Sheet (Appendix 2 attached) will be PH/

used by volunteers and they will be advised to collect surveys if at all possible. Co-ordinators

- that the volunteers will return the collected surveys to their Co-ordinators who will pass them in batches to PH for numbering and redistribution to volunteer inputters Co-ordinators/PH
- that more volunteer inputters are needed
- that the surveys will be distributed to the volunteer distributors at the briefings ALL
- that 1,200 adult resident surveys, 500 household surveys and 600 young PH resident surveys will be printed by 30 May
- that all members of the JPPSG will attend both briefings if at all possible ALL

8 Other updates from the Working Groups

a) RSW

None

b) SWG

HW reported that she is working on completing the surveys, but JD is soon to be away on holiday. It was AGREED that:

- the role of the Parish Councils is to adopt the Community Plan(s) and implement the Action Plan(s) as appropriate and they are not therefore stakeholder consultees

9 Any Other Business

None

The next (21st) meeting of the JPPSG will be at 7.15pm on Wednesday, 25 June in the Admiral's Head. The Chairman will be Ann Seward.