

Steering Group members present:

Sarah Wilson (Chairman), Peter Carr, Chris Chestnutt, John Day, Phil Holmes, Colin Hopkins, Jonathan Keer, Joan Metcalfe, Tom Norfolk, Paul Norris, Anne Seward and Bob Tate

Also present:

Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Ferial Evans, Tracy Hanson and Robin Sadler

Declarations of Interest: None

2 MINUTES OF THE MEETING HELD ON 3 JULY: Approved as drafted

3 MATTERS ARISING FROM THE MINUTES:

Next meeting: This will be at 7.15pm on Wednesday 15 August. PH confirmed he had made the Admirals Head aware of future meeting dates.

4 SUFFOLK ACRE CONSULTATION WORKSHOP TRAINING

PH reported on his attendance and discussions with Annette Gray as follows:

- 1) The main workshop business had been how to consult with residents and others using a questionnaire. The recommended process is:
 - a) hold an open session for everyone to come and raise any issues
 - b) pilot a questionnaire with 20 'awkward' people to see if it is usable. The results can be analysed, but this data is abandoned and not used for the actual questionnaire consultation
 - c) prepare the actual questionnaire. PH recommended buying the software available from Suffolk ACRE as this contained 300 questions from which to draw and included analysis, formatting and printing of data
- 2) The workshop had stressed that the timing of the distribution of the questionnaire is very important, with it not being considered viable to do so on dark evenings. This means therefore either before the end of BST or leaving until the spring, although weekends would also be an option. The recommended time to visit with the questionnaire is 6pm - 8pm (evenings) and 2pm - 4pm/3pm - 5pm at weekends. Help should be offered in completing the questionnaire and a collection time given. It was AGREED that:
 - a) traffic and the safety of volunteers is an important reason to avoid distribution in the dark
 - b) the need to consult during daylight is less relevant to the SWG than the RSWG and data collected by the former during the winter could assist the latter in preparing its questionnaire.
 - c) Loss of impetus is a concern if consultation is delayed until

Spring 2008

(See item 8 below for further discussion of timescales.)

3) The target time for the whole process is 12 - 18 months.

It was noted that the Suffolk ACRE questionnaire process is very similar to that put to the JPPSG at its meeting on 19 June by RS, eg the questions are closed ones to make data analysis easier. There is a framework of categories of questions which can be used. It was AGREED that:

- it would be useful to use good questions from other parish plans (eg Westerfield, Grundisburgh)

PH has slides and papers from the training if anyone wants to see them. Suffolk ACRE did not accept his offer to pay the £10 charge for the training session at the time.

5 CONSTITUTION AND BUDGET

Annette Gray had advised PH on the draft Constitution as follows:

- 1) a Constitution is unnecessary as funds are held by Playford Parish Council
- 2) a rotating Chairman is not liked, but accepted
- 3) there is no need to include details of how the JPPSG would be dissolved

It was AGREED that:

- the Constitution is to be kept, with PH distributing a final draft to PH be agreed and signed by the Chairmen at the next JPPSG meeting

Annette Gray had advised PH on the draft Budget as follows:

- 1) more detail is required, eg a breakdown of printing costs together with quotes for printing, data entry, data analysis, display boards and projector hire
- 2) the draft figure for obtaining maps for the three parishes is acceptable
- 3) the timescale, budget and application - including RSCP - has to be submitted simultaneously to Suffolk ACRE. Clarification in respect of the RSCP was needed

It was noted that the total budget figure had not been queried and AGREED that:

PH will obtain sufficient quotes for items to satisfy Suffolk ACRE's PH queries and send them to Suffolk ACRE with an amended draft budget

6 TERMS OF REFERENCE FOR SWG AND RSWG

SWG:

JD reported that the SWG had met once and had considered the draft Terms of Reference distributed by PH. It was AGREED:

- 1) that the SWG did not have a project role
- 2) that the SWG Terms of Reference are therefore approved with the

deletion of the paragraph:

"The working group must be able to demonstrate that it has the support of the local community and show that they have, where relevant, discussed projects with other organisations who will be able to assist in carrying out the action."

RSWG:

It was AGREED that:

- 1) the RSWG did not have a project role
- 2) the RSWG Terms of Reference are therefore approved with the deletion of the paragraph:

"The working group must be able to demonstrate that it has the support of the local community and show that they have, where relevant, discussed projects with other organisations who will be able to assist in carrying out the action."

It was also AGREED that:

- PH will email the approved Terms of Reference to JPPSG members PH (see also Appendix 1 attached).

7 IDENTIFICATION OF LOCAL SOURCES OF FUNDING

It was noted that:

- 1) FE had supplied a list of funding and award sources from the Suffolk Association of Local Councils, although it was considered that these were unlikely to be available for the Parish Plan process as it was already publicly funded via Suffolk ACRE
- 2) Suffolk ACRE had advertised the availability of some community funding, although it was considered that this was also unlikely to be available for the Parish Plan process
- 3) the JPPSG was not a fund raising body
- 4) there was a requirement for the JPPSG to show that sources of external funding had been identified and approached even if no funding was forthcoming
- 5) External support could be either direct funding or a contribution in kind (such as the use of the Admirals Head for JPPSG meetings).

Various possible local sources of funding were identified, mainly businesses with premises in the parishes and those running businesses from home.

It was AGREED that:

- 1) PH will email JPPSG members a draft letter to go to identified local funding sources for consideration by all JPPSG members PH ALL
- 2) PH will email JPPSG members the list of local funding sources identified at the meeting PH
- 3) CH will email JPPSG members the SWG spreadsheet of stakeholders, some of whom may also be a source of funding CH
- 4) Personal approaches are likely to be most effective in obtaining funding; all JPPSG members will add contact details to the above ALL

- lists together with any other sources they can identify
- 5) CH will obtain details of contacts for interest groups etc in Little Bealings from the Parish Council's webmaster CH
- 6) PH will seek Annette Gray's advice on whether approaching stakeholders for funding is acceptable or creates a conflict of interest for them PH

8 TIMESCALES

It was noted that timescale information needs to accompany the application and budget submission to Suffolk ACRE.

JD reported that the SWG is not constrained by any need to operate during daylight as consultation will be during working hours. Six months is considered a reasonable timescale, with the main tasks currently identified as:

- 1) preparing the database of stakeholders, including contact points
- 2) determining the appropriate means of approach to each stakeholder
- 3) finding and training helpers for Focus Groups
- 4) holding Focus Groups, starting in September or October and continuing over several months
- 5) preparing a prototype questionnaire which will be tailored appropriately (eg according to how close - geographically and in terms of service provision/interest - a stakeholder is to the parishes) and informed by RSWG data as appropriate
- 6) piloting the questionnaire with 8-10 stakeholders
- 7) reporting back on the pilot to the JPPSG

It was AGREED that:

- the SWG will produce a plan of tasks and dates for the JPPSG to SWG members consider.

The RSWG had not yet met. It was noted that:

- 1) the open meeting will be held within the next two months and provides an opportunity to forewarn residents of visitors delivering the questionnaire
- 2) focus groups could be held in October; time is needed to train helpers first
- 3) producing a questionnaire to meet the needs of all three parishes is a demanding task and may not be completed until January 2008
- 4) time will then be needed to pilot the questionnaire
- 5) it would be possible to distribute the questionnaire to some areas in the dark, but traffic, especially in Little Bealings, is the determining factor
- 6) some residents may only be available in the evenings (but some would not open the door after dark) and others only at weekends
- 7) the target return for the questionnaire is 80%, which requires significant time to be spent on delivery and collection

It was AGREED that:

- 1) the RSWG will meet and produce a plan of tasks and dates for the RSWG members JPPSG to consider

9 PUBLICITY AND THE BENEFICE MAGAZINE

It was AGREED that:

- FE, as Publicity Officer, will write an article on the JPPSG's activities for the Benefice Magazine and Grundisburgh News to include: FE

 - 1) an update on progress and the frequency of JPPSG meetings
 - 2) where the minutes of JPPSG meetings can be seen
 - 3) flagging up that questionnaires will be being distributed
 - 4) seeking offers of external funding
 - 5) that more volunteers are needed and that the JPPSG will be in touch with existing volunteers shortly, with a view to needing their help in the autumn

The letter dated July 2007 from the Benefice Magazine was noted. It was AGREED that PH reply that:

PH

- 1) the Benefice Magazine will be the JPPSG's main means of communication with the parishes
- 2) the JPPSG supports the sourcing of external funding by the Benefice Magazine and its free distribution to all parishioners

10 ANY OTHER BUSINESS

JM reported that interim funding of £50 had been received from Lt Bealings Parish Council, as requested. It was noted that both Playford and Gt Bealings Parish Councils had also agreed to provide such funding. It was AGREED that:

- 1) JM will ask the Clerk of Playford Parish Council for confirmation of monies received and clarification as to whether the funding is to be held in a Playford Parish Council bank account separate from other Council funds JM
- 2) PH will seek clarification of the time needed by Suffolk ACRE for approval of the submitted budget and receipt of funds PH
- 3) The most urgent items for expenditure were insurance and the questionnaire software

11 DATE OF NEXT MEETING

7.15pm on Wednesday 15 August in the Admirals Head. The Chairman will be Robin Sadler