

**Steering Group members present:**

Ann Beck, Peter Carr, Chris Chestnutt, Ferial Evans, Phil Holmes, Jonathan Keer, Paul Norris, Ann Seward (Chairman), Eileen Stennett, Hilary Wilkinson and Sarah Wilson

**RESPONSIBILITY FOR ACTIONS**

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**  
**Apologies:** Eric Barnett, Tracy Hanson and Joan Metcalfe  
**Declarations of Interest:** None
  
- 2 **MINUTES OF THE 20th MEETING HELD ON 21 MAY:**  
Approved as amended.
  
- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**  
**SWG Interviews:** Still in progress. SWG  
**Budget for 2008/09:** Preparation of a new budget, reflecting current budget headings and printing costs: still to be done. PH had printed one large print version of the survey per volunteer. JM  
**To Do ListV5**
  - Item 11: The Volunteers' briefings had taken place.
  - Item 9: The Co-ordinators had drafted lists of volunteers/households for their respective parishes and checked the parish boundaries to ensure all households were included in the survey distribution. There were now more volunteers for Playford. It was AGREED that:
    - PH will distribute the most recent list of volunteers to JPPSG members PH
  - Item 12: PH had added the logo and 'Bealings & Playford Community Plan Volunteer Distributor' to the badges**Treasurer's Report**

It had been confirmed that fees would not be charged for the hire of the halls for the Volunteers' briefings.

**Review of Pilot of Residents' Surveys**

PH had amended the surveys as agreed. The data analysis pages had been amended to include per centage totals. The inclusion of numeric weighting of the answers was still to be done. PH

**Arrangements for Volunteers' Briefings and Survey Distribution and Collection**

All of the actions had been completed, with the exception of the provision of cards to volunteers for use at properties where no answer had been obtained. Distributors had been asked to use their own where needed.
  
- 4 **SECRETARY'S REPORT**

PH reported an email from a resident raising points on the survey about a road name and the extent of existing speed limits, and querying whether there was any intention to check that distribution of the residents' survey was only to those on the electoral roll. PH had thanked the resident for his

input and confirmed that there was no identified need to check residents against the electoral roll.

## 5 TREASURER'S REPORT

It was noted that the cost of printing the large print surveys and the briefing handouts had been £48.42.

## 6/7 UPDATE ON SURVEY DISTRIBUTION AND UPDATE ON COLLECTION /ARRANGEMENTS FOR DATA INPUT

### Great Bealings

JK reported that only two sets of surveys still had to be handed out and some had been completed and collected by the distributors. It was expected that the remainder will be collected over the next two weeks. JK

### Little Bealings

PC reported that all of the surveys had been distributed but none had yet been collected. PC

### Playford

The number of volunteer distributors had increased and included JPPSG members. JD had yet to hand out surveys. TH/JM  
JD

It was AGREED that:

- The end of July is the final date for completion of the surveys PH
- The Volunteer Co-ordinators will contact the volunteers to confirm that they will be willing to input data Volunteer Co-ordinators
- PH will send instructions on data inputting to all JPPSG members and volunteers PH
- AB and HW are available to start inputting AB, HW

## 8 Other updates from the Working Groups

a) RSW  
None

b) SWG  
None

### Any Other Business

None

The next (22nd) meeting of the JPPSG will be at 7.15pm on Wednesday, 16 July in the Admiral's Head. The Chairman will be Eric Barnett.

Future meeting dates will be 6 August and 27 August (both 7.15pm at the Admiral's Head).