

**Steering Group members present:**

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

Also Present: Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Ann Beck, Chris Chestnutt, John Day, Ferial Evans and Paul Norris.

**Gt Bealings PC Representative:** JHS advised that the PC would be appointing a new representative shortly and his attendance was on an interim basis.

**Declarations of Interest:** None

**2 MINUTES OF THE 14th MEETING HELD ON 29 JANUARY:**

Approved as amended.

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

**Internal Audit Facility:** Carried forward a third time to next meeting in JD's absence JD

**RSWG: Residents' Questionnaire: Sponsors' details:** See item 6 below.

**Publication of JPPSG Information on Parish Council Websites:** PH had contacted the webmaster of Playford PC's website and it was noted that future management of the website would be discussed by the PC shortly. PH/Playford Reps

**Lt Bealings Annual Parish Meeting:** See item 4 below.

**Updates to Draft Residents' Survey:** See item 6 below. PH had distributed comments received with new draft Residents' and Young Persons' Questionnaires. AS and SW had met with RS who had confirmed that he would not attending future JPPSG meetings. However, he was willing to help with data assimilation once the residents' survey had been carried out, for example by providing analysis software and contacts to input data. They had thanked him for his work on the Questionnaire.

**Other Updates from the Working Groups: SWG:** HW had not been able to obtain data from JD, but would do so shortly. It was AGREED that she will produce a report for circulation to all JPPSG members before the meeting on 19 March. HW

**4 SECRETARY'S REPORT**

**Lt Bealings Annual Parish Meeting:** PH advised that he will now be away for this meeting on 10 March. It was AGREED that he will provide a written report for the PC. PH

## **5 TREASURER'S REPORT**

JM had no transactions to report.

## **6 REVIEW OF THE DRAFT RESIDENTS' SURVEY**

A detailed review of the Questionnaire in the light of comments received from JPPSG members took place. It was AGREED that:

- There will not be a separate questionnaire for 5 - 12 year olds
- The questionnaires will be printed on different colour paper for easy identification.
- References to 'problems' will be revised to 'issues'
- The Young Persons' Questionnaire is too long and will be limited to issues specific to young people
- Questions on 'house ecology' will be added to the Household Questionnaire in order that the value of the PCs targeting funding for relevant initiatives can be ascertained
- The response boxes need to be uniform and will comprise: Strongly Agree, Agree, No Opinion, Disagree, Strongly Disagree. The questions will be re-worded as statements as appropriate.
- No questions on priorities will be included
- CR will draft an Introduction giving the context of the Questionnaires and explaining how to complete them. This will enable lead-in statements in most sections to be omitted. CR
- Sections Q and R will be at the beginning of the Residents' Questionnaire
- Sections B and G will be merged under a new heading Roads and Traffic
- Duplicate, irrelevant and/or confusing questions will be removed, revised or redefined as appropriate
- 'Affordable housing' will be defined

It was also AGREED that:

- PH will produce and circulate to JPPSG members a Residents' Survey Draft No 4 and a Household Survey Draft 2, accommodating the above decisions PH
- The next (16<sup>th</sup>) meeting of the JPPSG will be at 7.15pm on Wednesday, 5 March in the Admiral's Head and will continue the line-by-line review of the above drafts and the Young Persons' Questionnaire

Items to be carried forward to next meeting:

## **7 Other updates from the Working Groups**

## **8 Any Other Business**