

**Steering Group members present:**

Peter Carr, Chris Chestnutt, Phil Holmes, Jonathan Keer, Joan Metcalfe, Robin Sadler, Anne Seward (Chairman), and Sarah Wilson

**Also present:**

Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** John Day, Ferial Evans, Tracey Hanson, Colin Hopkins, Paul Norris and Bob Tate

**Declarations of Interest:** None

**2 MINUTES OF THE 7<sup>th</sup> MEETING HELD ON 5 SEPTEMBER:**

Approved as drafted.

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

**Local Sources of Funding-Farmers:** Farmers' details had not been received but the 20 funding letters to local businesses have been sent out by PH and SW (and see item 6 below).

**RSWG:** The exhibition in Playford Village Hall will be on 10 November 2007. CC and RS had met to make arrangements for the exhibitions (and see item 7a below).

**Timescales:** No information had been received but PH had drafted a timetable (see item 8 below).

**Insurance:** PH would forward the insurance purchase form to JM in order that it could be sent to Suffolk ACRE Services with a cheque for the premium (£111.37p). PH/JM

**Software:** PH had purchased the questionnaire software at a cost of £75.00. JM supplied a cheque for this amount; PH will obtain the required second signature from John Day. PH will distribute the questions to JPPSG members by email, but the pack also includes written material. This material can be passed between members as required, starting with RS. PH advised that the software only had basic formatting and may need some re-writing. PH/JD  
PH  
ALL

**Budget-Parish Councils' 5% contribution:** PH will write to the Councils confirming the total amount due once the budget has been approved by Suffolk ACRE. PH

**Budget and Application:** PH has submitted both to Suffolk ACRE (and see item 5 below).

**SWG:** No update was available on the database. RS has not been contacted (and see item 7b below).

**4 MEMBERSHIP AND ATTENDANCE**

PH reported that Tom Norfolk has resigned from the JPPSG due to other commitments. It was noted that Playford is in the process of

selecting a replacement.

PH expressed concern at low attendance at the 7<sup>th</sup> meeting and at the indications he had received of some members' future unavailability. He also requested that members responded to his emails; a dialogue was important. It was AGREED that:

- while members would inevitably miss an occasional meeting, participation needed to be accorded appropriate priority ALL
- it was no longer appropriate for substitutes to attend in the event of unavailability and this note would not appear on future Agendas PH
- meetings would continue to be held every three weeks for the present to maintain momentum
- PH will email JPPSG members the dates for the rest of the year to assist with availability, together with a request that, if a member is unavailable but responsible for an Action Point, they should make arrangements to ensure the JPPSG meeting still receives information PH
- PH will email the SWG and ask if it needs assistance in view of CH's and JD's likely future unavailability PH/SWG

## 5 UPDATE ON BUDGET AND APPLICATION TO SUFFOLK ACRE

PH reported that he had submitted the budget and application to Suffolk ACRE (Appendix 1 attached) and a response was awaited. PH will keep JPPSG members updated by email. District Councillor Ivan Jowers has expressed his support and enthusiasm for the Parish Plan and County Councillor Peter Bellfield has given his support and £100 funding from his SCC Locality Budget. PH

## 6 OTHER LOCAL SOURCES OF FUNDING

PH reported that three replies have been received to the 20 letters sent to local businesses. No direct funding has resulted but one, David Garvin of Garvin Marr Ltd - Design Gallery, has offered the free assistance of a designer in producing high quality printed material and exhibition graphics. CC and RS are to meet with David Garvin and the designer on 28 September to discuss designing a promotional leaflet and topic boards for the exhibitions. CC/RS

## 7 UPDATES FROM THE WORKING GROUPS

### a) RSWG:

CC and RS circulated an update on progress (Appendix 2 attached). This was AGREED with the following amendments/clarification:

- the Aims be amended by the addition of: To recruit further volunteers to assist with the questionnaire consultation
- RS will email all the current volunteers encouraging them to attend the exhibitions RS
- both exhibitions (Saturday 3 November at Bealings Village Hall and Saturday 10 November at Playford Village Hall) will be open between 11am and 4pm to all residents of the three parishes
- RS will email a draft leaflet advertising the exhibitions to JPPSG RS

- members by 30 September, giving a deadline for feedback
- By the end of the following week (6 October) RS will print 450 leaflets and deliver them to JM, JK and PC for distribution to every household in the three parishes. Posters would also be supplied by RS for display at other venues and on noticeboards as appropriate RS  
JM/JK/PC
- coloured pens will be used at the exhibitions to enable concerns raised to be identified by parish RWG
- the list of Topics be amended to include 'OTHER' RWG
- a Board will be provided to collect an age profile of attendees RWG
- the final exhibition content will be approved by the 9<sup>th</sup> meeting of the JPPSG.
- it may be appropriate to fine tune the Playford exhibition as a result of issues arising at the Bealings exhibition
- JPPSG members will be needed at both exhibitions to facilitate, and especially to recruit Focus Group members. JPPSG members will have badges to identify them and it will be necessary to stagger attendance to ensure cover for the entire day. RS will supply written details of what is required. ALL  
RS
- JM will be responsible for the provision of tea, coffee and biscuits at the Playford exhibition and CC/RS at the Bealings exhibition. It was noted that £50 was allocated in the budget for this. JM  
CC/RS

**b) SWG:**

No information was available.

**8 TIMESCALES FOR THE DEVELOPMENT OF THE PARISH PLAN**

A draft timetable had been distributed by PH (Appendix 3 attached). It was AGREED that:

the time allowed for the SWG's work should be sufficient, despite current difficulties, and that the timetable be accepted.

**9 ANY OTHER BUSINESS**

None.

**10 DATE OF NEXT MEETING**

7.15pm on Wednesday 17 October in the Admiral's Head.