

**Steering Group members present:**

Peter Carr, Chris Chestnutt, Phil Holmes, Jonathan Keer, Joan Metcalfe, Paul Norris, Hilary Wilkinson and Sarah Wilson (Chairman)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Eric Barnett, Ann Beck, John Day, Ferial Evans, Tracy Hanson, and Anne Seward

**Declarations of Interest:** None

**2 MINUTES OF THE 23rd MEETING HELD ON 6 AUGUST:**

Approved as written.

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

**SWG:** JD had made initial contact with the Revd Stentiford.

JD

**Treasurer's Report:** JM had not yet obtained signed cheques for telephone expenses.

JM

JM had sent PH the revised budget and it had been submitted to Suffolk ACRE for approval of the viring. No response had yet been received.

**Progress on Data Input:** The use of JPPSG meetings for the exchange of surveys is on-going.

**4 SECRETARY'S REPORT**

PH reported that:

- The insurance for parish plan activities needed renewal. It was AGREED that:
  - PH will renew the policy for a year. PH
- A new Planning Policy Statement 12: Creating Strong, Safe and Prosperous Communities through Local Spatial Planning had been published. One of the revisions concerned the opportunity for parish planning to be more influential in the planning process, with Local Planning Authorities (LPAs) urged to pay close attention to the content of parish and community plans. However, it was stressed that the preparation of a parish plan must involve the LPA from the outset and work with it on the process to be effective. It was noted that the LPA, SCDC, had not responded to the JPPSG's previous approach for involvement. It was AGREED that:
  - PH will contact SCDC again requesting involvement and referring to the new PPS12. PH
- Returned survey figures to date were:
  - 475 residents' surveys
  - 250 household surveys
  - 60 young residents' surveys

There was a perception that a higher percentage had been returned with only a few outstanding in each parish. Collection would continue.

- Data had been entered from 386 surveys to date, PH and HW entering the most.
- Suffolk ACRE had requested data on households with access to broadband. PH had extrapolated that this was in the region of 80% from the data collected to date, but Suffolk ACRE had queried the sample size and validity of the estimate.
- PH was unavailable if a meeting was arranged for Wednesday, 10 November. It was AGREED that:
  - this meeting will be held on Tuesday, 4 November instead.

## 5 TREASURER'S REPORT

None.

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

There were still some surveys to be collected, especially from residents of Martlesham Road, Little Bealings. It was AGREED that:

- All collected surveys will be passed to PH for numbering and inputting distribution as soon as they are to hand
- The number of visits made by collectors is at their discretion.

JK/PC/JM/  
TH/PH

See also item 4 above.

## 8 OTHER UPDATES FROM THE WORKING GROUPS

### a) RSW

None

### b) SWG

HW distributed the first draft of a report. It was AGREED that:

- no individual will be identified in the report
- the reference to Woodbridge Road should be to the A1214
- the stakeholder stating there is no phone box in Playford is mistaken
- input is still needed from two major stakeholders
- PN will conduct the remaining interviews
- It will be useful for the report to include the frequency with which a response is made or an issue raised by a stakeholder
- Dependent upon the number of Parish Plans produced for the three parishes, there may be merit in presenting the data on a parish-by-parish basis
- Another report will be presented to the JPPSG for consideration in due course.

PN

SWG

## 9 NEXT STEPS IN CREATING THE PARISH PLAN(S)

It was AGREED that:

- The Plan(s) will include:
  1. Letters of Support
  2. Introduction
  3. Objectives of the Plan
  4. Links to Local Authority Development Plans
  5. Methodology
  6. History of the Three Parishes
  7. The Three Parishes Today
  
- These chapters of the Plan(s) can be written now
- PH will prepare chapters 1-5 for the JPPSG to consider PH
- PH will put the Westerfield Parish Plan on the JPPSG website to show potential authors of chapter 6 the suggested length and content and JK, PC and JM will source authors in the three parishes PH
- PH will ask the three parish chairmen to prepare chapter 7 PH
- In due course PH and CC will work together on the presentation of the results. PH/CC

## ANY OTHER BUSINESS

10 None

The next (25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>) meetings of the JPPSG will be at 7.15pm on Wednesday, 10 September, Wednesday, 1 October and Wednesday, 22<sup>nd</sup> October in the Admiral's Head. The Chairman of the 25<sup>th</sup> meeting will be Eric Barnett.

EB