

Minutes of the 11<sup>th</sup> Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 28 November 2007 at 7.15pm in the Admiral's Head

**Steering Group members present:**

Ann Beck, Chris Chestnutt, John Day, Ferial Evans, Phil Holmes, Jonathan Keer, Paul Norris, Robin Sadler, Anne Seward (Chairman), Eileen Stennett, Joan Metcalfe, Hilary Wilkinson and Sarah Wilson

**Also present:**

Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

Ann Beck was welcomed to the JPPSG as a Little Bealings representative, replacing Colin Hopkins.

**Apologies:** Tracy Hanson

**Declarations of Interest:** None

**2 MINUTES OF THE 10<sup>th</sup> MEETING HELD ON 7 NOVEMBER:**

Approved as amended.

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

**Lt Bealings SWG Representative:** HW will be the new representative.

**Exhibitions:** These had taken place successfully (see item 5 below)

**Review of Stakeholder Database by JPPSG members:** PH had recently emailed the database to all members and it was AGREED that:

- all JPPSG members will now review the database before the next ALL meeting, adding missing data and updating as appropriate.

**4 TREASURER'S REPORT**

JM presented an income and expenditure sheet (Appendix 1 attached) showing cash in hand of £3,451.90. Expenditure is well within projections. Payments are due to RS for the cost of Exhibition display materials, printing and refreshments.

It was noted that Playford Parish Council's accounts were subject to both an internal and external annual audit. It was AGREED that:

- JD will make sure that an appropriate internal audit facility is in place for the Parish Plan account.

**5 UPDATE FROM CONSULTATION SESSIONS AND FOCUS GROUP**

RS presented reports on:

- the numbers attending the consultation sessions, the methodology used and the emergent issues (Appendix 2 attached)
- the emergent issues from the Focus Group held on 20 November (Appendix 3 attached)
- the Key Issues arising from both of the above (Appendix 4)

It was noted that the Exhibitions had been very good events for communication. They had been well organised and well attended, and had engendered enthusiasms which had not previously been identified. Photographs had been taken and FE and RS had written a report for the Benefice Magazine. RS considered that the data collected provided an excellent basis for the questionnaire. It was AGREED that:

- a draft questionnaire will be prepared and presented to the JPPSG meeting in January 2008. Controversial issues may require more than one question. RSWG
- the Key Issues will be cross referenced with the relevant stakeholders, in order to flag up issues on which particular input was required during stakeholder interviews. RSWG/SWG

## 6 OTHER UPDATES FROM THE WORKING GROUPS

### a) RSWG:

See item 5 above. It was also AGREED that:

- One questionnaire will be distributed to each household. It will ask for information on who has been involved in completing it RSWG
- A separate questionnaire for young people may be appropriate RSWG
- Volunteers could be most effectively used to distribute and collect the residents' questionnaire
- It is planned to distribute the residents' questionnaire in March/April 2008
- The Parish Volunteer Co-ordinators will make contact with the volunteers and check coverage and availability, reporting to the JPPSG meeting in January 2008 JK, TH
- SW will make arrangements for a new Lt Bealings Parish Volunteer Co-ordinator to replace CH SW

### b) SWG:

PN and JD had met and will meet again shortly with HW. Some of the identified stakeholder groups will not be easy to contact (eg dog walkers) but it was anticipated that the residents' questionnaire could be used in such cases. It was AGREED that:

- the interview framework will be reviewed to incorporate RS's previous input, after which each SWG member will pilot 5 telephone interviews. SWG
- it is premature to consider using volunteers for stakeholder interviews.

## 9 ANY OTHER BUSINESS

It was AGREED that:

- information received by some JPPSG members from Suffolk ACRE on road safety and speeding was the remit and responsibility of the Parish Councils until and unless the Parish Plan(s) identified it as an area for action

The next meeting will take place on 19 December in the Playford Village Hall Committee Room. The Chairman will be RS.

