

Steering Group members present:

Ann Beck, Peter Carr, Ferial Evans, Phil Holmes, Joan Metcalfe, Robin Sadler, Anne Seward (Chairman), Eileen Stennett, Sarah Wilson and Hilary Wilkinson

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Chris Chestnutt, John Day, Tracy Hanson, Jonathan Keer, Paul Norris and Carol Ramsden. PH agreed to take notes for the minutes. PH

Declarations of Interest: None

2 MINUTES OF THE 13th MEETING HELD ON 9 JANUARY:

Approved as amended.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

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

RSWG: Residents' Questionnaire - Role of Volunteers: The volunteers' meeting will be arranged at the appropriate time.

Secretary's Report: Suffolk ACRE: PH had sent the email concerning the database.

Playford Website: JD had sent the minutes to the Parish Clerk for publication on the website. See also item 4b below.

RSWG: Residents' Questionnaire: Sponsors' details: Still to be added. RSWG

RSWG: Residents' Questionnaire: Review by JPPSG members: Most members had done this. See item 6 below.

SWG: AS comments had been added and PN had reviewed the interview questions. The LSP and other contacts had been added to the database. See also item 7 b) below.

4 SECRETARY'S REPORT

Venue for Future Meetings

PH confirmed that the Admiral's Head pub had agreed to JPPSG meetings continuing there.

Publication of JPPSG Information on Parish Council Websites

It was noted that PH was now webmaster for the Gt Bealings website and so publishing documents was quicker. The Lt Bealings website has a link to the Gt Bealings site, ensuring consistency of data. It was AGREED that PH will contact the Playford webmaster with a view to a similar link being set up. PH

Future Attendance by Suffolk ACRE It was AGREED that Annette Gray could attend JPPSG meetings if she wished to, but there was little

for her to see at present.

Lt Bealings Annual Parish Meeting It was noted that the JPPSG had received an invitation to speak on progress at the APM. It was AGREED PH that PH will do so.

5 TREASURER'S REPORT

JM had no transactions to report.

6 UPDATES TO THE DRAFT RESIDENTS' SURVEY

It was AGREED that it was impractical to undertake a detailed review within the meeting and that members will email the RSWG specific ALL comments.

Discussion tried to resolve whether there should be separate household and individual questionnaires, or if the latter should include the former with duplicate data being discarded. The inclusive approach would mean that it was not possible for completion to be anonymous. RS felt very strongly that there should be one questionnaire and that anonymity was not important. No agreement could be reached and RS left the meeting. It was AGREED that:

- RS had undertaken a great deal of excellent work on the Residents' Survey
- the Survey was a JPPSG activity and alternative views needed to be heard and a majority decision reached
- that household data and information on volunteering to assist with future work preparing and delivering the Parish Plan(s) will be collected on a sheet separate to the questionnaire; respondents to the questionnaire would therefore only be identified by post code

It was also AGREED that:

- AS and SW, as Chairmen, will ask to meet with RS and express AS, SW the JPPSG's wish for him to continue his work with them
- There will be three questionnaires: household/volunteering, youth, adult
- PH will produce a 3rd draft of the questionnaires splitting them as ALL/PH agreed at the meeting
- PH will collate comments made to him on the questionnaires by PH JPPSG members and
- The 15th meeting of the JPPSG on 26th February will take place ALL between 7.15 and 11.00pm and comprise a line-by-line review of the three questionnaires
- The length of the questionnaires is acceptable, but will mean a great deal of data will need inputting

7 OTHER UPDATES FROM THE WORKING GROUPS

a) RSWG: See item 6 above

b) SWG:

HW reported that Group members had continued with pilot telephone interviews. It was apparent that not all of the questions are relevant to all stakeholders. She will produce a written report for the next HW meeting.

8 ANY OTHER BUSINESS

None

The next meeting will take place on 26 February 2008 in the Admiral's Head. The Chairman will be SW.