

Steering Group members present:

Eric Barnett (Chairman), Ann Beck, Peter Carr, Chris Chestnutt, Ferial Evans, Phil Holmes, Jonathan Keer, Joan Metcalfe, Eileen Stennett, Hilary Wilkinson and Sarah Wilson

Also Present: Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**
Apologies: John Day, Tracy Hanson, Paul Norris and Ann Seward. Eric was welcomed as the new Gt Bealings Chairman.
Declarations of Interest: None

- 2 **MINUTES OF THE 18th MEETING HELD ON 9 APRIL:**
Approved as amended.

- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**
Accounts for 2007/08: JM had passed these to Playford PC for inclusion in the annual audit.
Publication of JPPSG Information on Playford Parish Council Website: PH had created the necessary link on the PC website.
Residents' Survey: Issue 1A:
PH had updated the surveys and reissued them as Issue 1A for the pilot.
Gt Bealings RSWG representative:
See item 8a below.
SWG Expenses Claims:
Members of the SWG will submit these once interviews were complete.
Residents' Surveys: Future Activities:
See item 8a below.
SWG Interviews:
These had not been completed, but will be by 21 May. SWG

- 4 **SECRETARY'S REPORT**
In view of PH's absence and on-going progress on the Residents' Survey it was AGREED that:
 - there will not be a meeting of the JPPSG on 11 June 2008
 - there will be a meeting of the JPPSG on 25 June 2008

- 5 **TREASURER'S REPORT**
JM presented a budget for 2008/09 (Appendix 1 attached). It was AGREED that:
JM
 - the budget will be revised for the next meeting to reflect likely expenditure for 2008/09 and current budget headings PH
 - PH will obtain a quote for printing the final report to be included in the revised budget

6 & 7 REVIEW OF PILOT OF RESIDENTS' SURVEYS BY THE VOLUNTEER CO-ORDINATORS and OF COMMENTS ON SURVEYS FROM SUFFOLK ACRE

AB, TH, JK and PC presented the results of their piloting of the Surveys. Suffolk ACRE's comments were considered. It was AGREED that:

- overall the time taken to complete the surveys was reasonable
- appropriate amendments will be made to the surveys as a result of the feedback received PH
- PH will number the pilot surveys and distribute them for data inputting piloting PH
- The pilot data inputters will be AB, HW and JM AB, HW, JM

It was noted that, as part of its response in respect of a planning application consultation, Lt Bealings PC had sent SCDC the part of the RS relating to Housing and Development.

8 Other updates from the Working Groups

a) RSW

It was AGREED that Chris Chestnutt will be the new member for Gt Bealings.

Future Activities ('to do' list)

FE presented an article for inclusion in the Benefice Magazine (Appendix 2 attached). It was AGREED that:

- activities are on track and the list should be updated to reflect progress PH
- Item 13: The article will be published with an amendment to refer to the volunteers wearing badges or having other ID FE

b) SWG

It was noted that the telephone interviews will be completed by 21 May. It was AGREED that:

- the SWG will present the data from the interviews at the JPPSG meeting on 21 May and prepare a full report thereafter
- PH will investigate whether the PCs are stakeholders and advise the SWG accordingly PH

9 Any Other Business

None

The next (20th) meeting of the JPPSG will be at 7.15pm on Wednesday, 21 May in the Admiral's Head. The Chairman will be Sarah Wilson. The following meeting will be on 25 June.