

**Steering Group members present:**

Peter Carr, Ferial Evans, Phil Holmes, Jonathan Keer, Joan Metcalfe and Hilary Wilkinson

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES:**

**Apologies:** Eric Barnett, Ann Beck, Chris Chestnutt, John Day, and Eileen Stennett

**2 MINUTES OF THE 27th MEETING HELD ON 22 OCTOBER:**

Approved as written.

**3 NOTES OF THE ACTION PLANNING WORKSHOP HELD ON 24 OCTOBER:**

Approved as written, but not for publication at present.

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

**Matters Arising/Actions from Previous Minutes:**

**SWG: Interviews:** PN had one interview to complete. It was AGREED that:

- HW will conduct the interview.

HW

**SWG: Report:** Not yet completed.

SWG

**Next Steps in Creating the Parish Plan(s):**

JM had paid the invoice for the Hall booking.

**Progress on Writing the Parish Plan:**

AS had supplied photos for Playford. JK will do so for Gt Bealings. PH will email Lt Bealings photos to PC for captions to be added. PH had received text for The Three Parishes today (Chapter 7) from the Parish Chairman. See item 8 below.

JK  
PH/PC

**Draw for Winner of the Prize Draw:**

It was AGREED that:

- FE will publish details of the winner (Mrs Jeannie Woolf of Lt Bealings) in the Benefice Magazine.

FE

**Secretary's Report:**

PH had forwarded the invitation to the LSP Forum to JPPSG members.

PH had circulated the reply he had received from SCDC in respect of Plan preparation and PPS 12 following a telephone conversation. It was AGREED that:

- the reply outlined the LDF and Parish Plan processes. It did not express concern that the JPPSG had not involved SCDC appropriately in the creation of the Plan.

**Arrangements for Workshop:**

PH had supplied the raw data and the workshop had been held.

**Any Other Business:**

AS had booked Playford Parish Hall Committee Room for the meeting on 17 December.

## 5 MATTERS ARISING FROM THE NOTES OF THE ACTION PLANNING WORKSHOP

It was AGREED that:

- those members of the JPPSG who were analysing survey comments and had not yet emailed them to PH, will do so by 12 November PC/CC/SW/JK/AB/AS
- PH will distribute the information to JPPSG members by email PH
- the next JPPSG meeting will discuss the comments made

PH had distributed an analysis of mobile phone coverage by post code. It was AGREED that:

- this data will be included in the Plan as appropriate.

## 6 SECRETARY'S REPORT

None.

## 7 TREASURER'S REPORT

JM presented a revised budget showing a surplus of £725.26p. It was AGREED that:

- new budget headings will be created where appropriate to reflect actual expenditure JM

## 8 PROGRESS ON WRITING THE PLAN

It was AGREED that:

- PH will consider Plans produced by some other parishes and distribute a further draft Plan for comment and consideration at the next meeting. PH
- The Chapter 7 text supplied by the Lt Bealings Chairman was much longer than that supplied by Gt Bealings and Playford; consideration will be given to achieving more balance at the next meeting.
- The results of the Plan will be presented to the residents at an Exhibition to be held in February/March 2009, at a venue to be decided. JPPSG
- JPPSG members will attend the Exhibition and be at Stands based on the survey themes.
- The Exhibition Stands will include an Action Monitoring Group, to succeed the JPPSG and recruit volunteers to oversee implementation of the Plan's recommended actions
- The Plan will include responsibility for implementation of the recommended Actions (eg Parish Councils)
- The Plan will be completed and printed in time for the Exhibition
- The summary of the Plan will be distributed to residents via the Benefice Magazine after the Exhibition.

## ANY OTHER BUSINESS

The next (29<sup>th</sup>) meeting of the JPPSG will be at 7.15pm on Tuesday, 25 November in the Admiral's Head as previously agreed. The Chairman will be EB  
The 30<sup>th</sup> meeting will be held on 7.15pm on Wednesday 17 December in the Playford Parish Hall Committee Room as previously agreed. The Chairman will be SW. SW