

Steering Group members present:

Sarah Wilson (Chairman), Phil Holmes, Jonathan Keer and Paul Norris

Also present:

Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: Chris Chestnutt, John Day, Ferial Evans, Colin Hopkins, Joan Metcalfe, Robin Sadler, Anne Seward and Bob Tate

Declarations of Interest: None

2 MINUTES OF THE MEETING HELD ON 15 AUGUST: Approved as drafted.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Publicity: PH had circulated the article by FE, which had now also appeared in the Benefice Magazine.

Local Sources of Funding: CH had sent the list of businesses to PH. PH had obtained Howards contact details. Farmers were still to be added to the database. (and see item 5 below) CH

RSWG: No information was available on an exhibition date in Playford. TH

Timescales: No information had been received by PH. CH/RS

4 UPDATE ON BUDGET AND APPLICATION TO SUFFOLK ACRE

Insurance and Software Costings: PH reported that the cost of insurance was £120.00 per annum, with £111.37p payable for the remainder of the current year (ie until 31.07.08). It was noted that the policy did not cover events such as fetes and fireworks events, but would cover public exhibitions. It was AGREED that:

- PH will purchase the insurance and ask for the invoice to be sent to JM for payment from existing funds PH/JM

PH reported that the cost of the questionnaire software was £75.00. It was AGREED that:

- PH will purchase the software and request reimbursement from JM from existing funds PH/JM

Budget and Application:

PH had sent drafts of both to Annette Gray who had commented that:

- The budget needed to show contributions of 5% of the total from each Parish Council, not £50. It was noted that 5% had been agreed by all the PCs and PH would contact them requesting the additional amounts in due course. PH
- Hire of Infonnaire should be included in the application and budget
- The application descriptions of the parishes should be expanded to refer to industrial activity and traffic

PH reported that he had made the appropriate amendments and also

emailed the District and County Councillors, SCDC Planning Officer and Local Strategic Partnership Officer and SALC, as referred to in Part B (ii) of the application form.

It was AGREED that:

- PH will add further detail on budget and timescales and submit PH the budget and application form to Suffolk ACRE

5 OTHER LOCAL SOURCES OF FUNDING

PH had produced 20 letters to local businesses from the list sent by CH, mainly at Mallard House. It was AGREED that:

- SW will deliver the letters to Mallard House and PH will deliver SW/PH the others

6 UPDATES FROM THE WORKING GROUPS

RSWG:

CC and RS were to meet soon to make arrangements for the exhibitions. CC/RS

SWG:

PN reported that a robust database now existed, and that it would be sent to all JPPSG members for further additions. There was a strategy in place for analysis of responses based on a stakeholder's level of involvement locally, and also a draft stakeholder interview framework. Open ended questions and broad topics (including 'other') had been identified. A mechanism for categorising and analysing responses was needed, after which the consultation could be piloted. The SWG would invite RS to its next meeting for advice.

PN

SWG members/RS

7 TIMESCALES FOR THE DEVELOPMENT OF THE PARISH PLAN

There was no further information available.

8 ANY OTHER BUSINESS

None.

9 DATE OF NEXT MEETING

7.15pm on Wednesday 26 September in the Admirals Head.