

**Steering Group members present:**

Eric Barnett, Peter Carr, Chris Chestnutt, Ferial Evans, Jonathan Keer, Joan Metcalfe, Anne Seward (Chairman), Eileen Stennett and Hilary Wilkinson

**RESPONSIBILITY  
FOR ACTIONS**

- 1 **APOLOGIES and DECLARATIONS OF INTEREST:**  
**Apologies:** Ann Beck, John Day, Tracy Hanson, Phil Holmes, Paul Norris and Sarah Wilson  
**Declarations of Interest:** None
  
- 2 **MINUTES OF THE 22nd MEETING HELD ON 16 JULY:**  
Approved as amended.
  
- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**  
**Review of Pilot of Residents' Surveys:**  
PH had completed the inclusion of numeric weighting of the answers  
**Secretary's Report:** PH had applied for Data Protection registration and notified the Information Commissioner's Office of the JPPSG's use of personal data  
**Treasurer's Report:** Revised Budget: See item 5 below  
**Arrangements for Data Input:** PH had re-distributed the list of volunteer inputters to the Volunteer Co-ordinators and contacted the inputters with instructions  
**SWG:** It was not known whether JD had contacted the Revd Stentiford and Lt Bealings PCC JD
  
- 4 **SECRETARY'S REPORT**  
See items 5, 7 and 9 below.
  
- 5 **TREASURER'S REPORT**  
JM had distributed a revised budget to JPPSG members. It was noted that Part 1 (Involving Local People) showed a surplus of £881.53p, while Part 2 (Data collection and Analysis), had a projected deficit. PH had advised that Suffolk ACRE had authorised the Data Protection Registration fee expenditure and was aware that the actual cost of printing the surveys had been more than provided for in the original budget. It was AGREED that:
  - Payments totalling £30 be made to cover the cost of telephone calls made by those conducting stakeholder interviews JM
  - The revised budget be approved in respect of Part 1 and Part 2
  - JM will send the revised budget to PH for submission to Suffolk ACRE for approval JM/PH
  - It may be necessary to revise the budget further once the actual cost of Part 2 was known. Any surplus may be needed to cover the costs of

Part 3 (Production of Final Report) and further permission for this would be sought from Suffolk ACRE at that time if appropriate.

## 6 UPDATES ON SURVEY DISTRIBUTION AND COLLECTION

### Great Bealings

JK reported that one distributor had yet to return surveys to him, and a few other surveys were outstanding.

### Little Bealings

PC reported that one distributor had yet to return surveys to him.

### Playford

JM reported that she had two more surveys to collect and was unsure of the number outstanding from TH and other collectors.

It was AGREED that:

- While there is still a large number of surveys to input there is no benefit in introducing a cut-off date for data collection; this will be considered further at the meeting on 27 August.

It was noted that only a very few residents had refused to complete the survey. Some had asked how the results will be made known.

## 7 PROGRESS ON DATA INPUT

PH reported that four inputters (PH, AB, JM, HW) had entered data. There are around 14 volunteer inputters, most of whom he has made contact with. He considered each inputter would need to input about 100 surveys.

It was noted that 'non sensible data' had made inputting more demanding than expected in few some cases.

HW passed some collected and numbered surveys to PC, AS, and JK for inputting/distribution to volunteer inputters and collected surveys for return to PH.

It was AGREED that:

- JPPSG meetings will be the main conduit for distribution and collection of numbered surveys between PH and the Volunteer Co-ordinators

PH/  
PC/JK/JM/TH

## OTHER UPDATES FROM THE WORKING GROUPS

### a) RSW

None

### b) SWG

HW confirmed that a draft report will be ready for consideration by the JPPSG at the meeting on 27 August.

## Any Other Business

**8** None

The next (24<sup>th</sup> and 25<sup>th</sup>) meetings of the JPPSG will be at 7.15pm on Wednesday, 27 August and Wednesday, 10 September in the Admiral's Head. The Chairmen will be Sarah Wilson/Eric Barnett.

SWG