

Minutes of the 10<sup>th</sup> Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 7 November 2007 at 7.15pm in the Admiral's Head

**Steering Group members present:**

Peter Carr, Chris Chestnutt, Phil Holmes, Jonathan Keer, Paul Norris, Robin Sadler, Anne Seward Eileen Stennett, Joan Metcalfe, Hilary Wilkinson and Sarah Wilson (Chairman)

**Also present:**

Carol Ramsden (Minute taker)

**RESPONSIBILITY  
FOR ACTIONS**

**1 INTRODUCTION OF NEW MEMBER**

Hilary Wilkinson was welcomed to the JPPSG as a Little Bealings representative, replacing Bob Tate. It was noted that another Little Bealings representative had resigned, Colin Hopkins, and will be replaced by Ann Beck. SW will make arrangements for a Little Bealings representative to replace CH on the SWG.

**2 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Ann Beck, John Day, Ferial Evans, Tracey Hanson

**Declarations of Interest:** None

**3 MINUTES OF THE 9<sup>th</sup> MEETING HELD ON 26 SEPTEMBER:**

Approved.

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

**Insurance:** PH had received the Certificate of Insurance, confirming £5m of cover for JPPSG members.

**Exhibition:** RS had emailed the volunteers (see item 6 below)

**Budget:** PH gave JM cheques he had received from Suffolk ACRE for £3,200 and from County Councillor Peter Bellfield for £100.

**Updates from the Working Groups: SWG:** PN had met with JD and CH (see item 8b below)

**AOB: Venues for future JPPSG Meetings:** AS had booked the small room at Playford Village Hall for the 12<sup>th</sup> meeting on 19 December

**AOB: Focus Groups:** RS had booked Bealings Village Hall Committee Room for 13 and 14 November. TH is available to run the Playford Focus Group. AS had booked the Playford Village Hall for 20 November. RS had a tape recorder available. (see also item 6 below)

**5 TREASURER'S REPORT**

JM presented an income and expenditure sheet (Appendix 1 attached) showing the format for future reports. Playford Parish Council is opening a separate bank account for the parish plan. Cheque signatories will remain the same. JM requested that everyone giving her receipts for reimbursement makes clear which budget heading the expenditure falls under. This is due to the restriction on passing funds between budget headings with prior Suffolk ACRE approval.

## 6 UPDATE FROM BEALINGS CONSULTATION SESSION ON 3 NOVEMBER

RS reported that the day had been a success, with between 53 and 60+ visitors. The majority were from Lt Bealings, with fewer from Gt Bealings; those living closer to the Hall appeared more inclined to attend. There were no younger visitors; this may be because they did not consider parish planning relevant to them and/or they considered 'parish' to mean 'church'. It was noted that some visitors thought the exhibition was about planning - ie development by building etc - not about a plan for the parish. It was AGREED that when considering the questionnaire:

- There is a need to consider issues which may affect those groups not represented at the exhibition, although it will not be possible to analyse the data collected demographically
- It may be less confusing to refer to a 'Community' rather than 'Parish' Plan

RS presented a paper summarising the issues which had been raised (Appendix 2 attached). It had been difficult to manage a rush of visitors towards the end of the afternoon and JPPSG members at the Playford exhibition will need to be careful to greet every visitor and explain to them what to do. The boards will be re-used for the Playford exhibition so that visitors will see the issues already raised. ALL

Only three visitors had volunteered to join Focus Groups but it was thought that the high quantity and quality of the data collected at the exhibitions may mean that the Groups were not necessary anyway. It was AGREED that:

- RS would determine whether the Focus Groups took place after the Playford exhibition, dependent upon the number of volunteers RS

## 7 ARRANGMENTS FOR PLAYFORD CONSULTATION SESSION ON 10 NOVEMBER

RS had sufficient refreshments left over from the Bealings session to pass to AS. JM will provide milk. RS, CC and PH will set up the exhibition at 10am. The morning session will be attended by JM and TH. ES and AS will attend in the afternoon. JK, SW and HW also offered to visit and it is assumed JD will be present. RS/AS/JM  
RS/CC/PH  
JM/TH  
ES/AS  
JK/SW/HW/JD

## 8 OTHER UPDATES FROM THE WORKING GROUPS

### a) RSWG:

See items 6 and 7 above

### b) SWG:

PN presented papers on progress to date/forthcoming actions, stakeholder classification, a draft stakeholder consultation framework and a database of stakeholders (Appendix 3 attached). PN and RD had met with RS to review the interview format. There is a need to balance

keeping interviewees focused with enabling them to raise the matters which concern them. Five sample interviews will be conducted by JD/PN. A transcription format will need to be agreed. Analysis of the transcriptions will then enable modification of the interview format before the formal consultation begins. RS suggested that it may be appropriate for the interviews to include questions on issues raised by residents at the exhibitions (eg raising recycling with SCDC).

PN asked that all JPPSG members review the database, adding missing data and updating as appropriate, by the 11<sup>th</sup> meeting on 28 November. PH will email the database to all members.

ALL

PH

It was AGREED that:

- the JPPSG wished to record its thanks to RS and CC for their work on the exhibitions, and to PN, JD and CH for work on the stakeholder consultation.

## 9 ANY OTHER BUSINESS

None.

The next meeting will take place at Bealings Barn, Grundisburgh Road, Gt Bealings if the Admirals Head is unavailable. PH will confirm the venue. The Chairman will be AS.

PH

AS