

Minutes of the 13th Meeting of the JPPSG for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 9 January 2008 at 7.15pm in the Admiral's Head

Steering Group members present:

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

Also present:

Annette Gray, Rural Services Officer, Suffolk ACRE
Carol Ramsden (Minute taker)

**RESPONSIBILITY
FOR ACTIONS**

1 APOLOGIES and DECLARATIONS OF INTEREST:

Apologies: John Day, Ferial Evans, Tracy Hanson and Jonathan Keer.

Declarations of Interest: None

2 MINUTES OF THE 12th MEETING HELD ON 19 DECEMBER:

Approved.

3 MATTERS ARISING/ACTIONS FROM THE MINUTES:

Review of Stakeholder Database by JPPSG members: See item 7b below.

Internal Audit Facility: Carried forward to next meeting in JD's JD absence

RSWG: Residents' Questionnaire - Preparation: See item 7a below

RSWG: Residents' Questionnaire - Role of Volunteers: All volunteers have received a letter. It was confirmed to AG that a meeting of all RSWG volunteers involved in questionnaire distribution will be held.

Secretary's Report: Suffolk ACRE: AG had received relevant background papers. PH agreed to resend one email concerning the PH database.

JPPSG Meeting Dates During 2008: PH had distributed these. See also item 5 below.

SWG: See item 7a below

It was AGREED to alter the order of the Agenda so that item 4 came after item 7.

5 SECRETARY'S REPORT

Future Meeting Dates

It was AGREED that in order to avoid clashes with John Midwinter's climate change course and to accommodate PH's availability meetings would be held on:

29 January, 26 February, 19 March, 9 April, 30 April, 21 May, 11 June, 2 July ALL

Publication of Minutes and Appendices

It was noted that all JPPSG meeting minutes and appendices were public

documents (unless there was a need to protect personal data or the JPPSG resolved otherwise in relation to the release of data which may damage the integrity of the Parish Plan process). PH requested that all meeting papers be supplied to him as e.docs. to enable them to be published on parish websites. ALL

It was AGREED that the parish representatives for Playford will check the process for publication on the parish website. TH/JM

6 TREASURER'S REPORT

JM had no transactions to report.

7 OTHER UPDATES FROM THE WORKING GROUPS

a) RSWG:

RS had emailed JPPSG members two draft questionnaires, one for adults and one for young people (Appendices 1 and 2 attached) and invited feedback. The questionnaires had been created using the emergent themes from the exhibitions and focus groups. Some themes were presented as 'problems' while others had proposed 'solutions/actions', dependent upon the information to hand. Priority was also included. The intention was to keep to a maximum of 12 pages to facilitate printing. Points made were:

- Should distribution be one questionnaire per household or one per resident? The former would require collaboration over completion and may cause friction.
- Young person questionnaire: It was AGREED that any separate young person questionnaire should be completed by young residents between the ages of 12 and 18 individually.
- Analysis would be by numerical count and therefore individual completion by all adults was also required to be fair and obtain accurate raw data.
- Budget provision had only been made originally for printing one questionnaire per household. Some large print versions were included.
- It was more important to print sufficient copies for completion by individuals, than to keep to budget.
- AG advised that most parishes used the pre-formatted questionnaire from the software, which enabled the views of up to six people per questionnaire to be collected. However, she considered the RSWG needs analysis to be a very thorough piece of work and had no difficulty with the customised questionnaire.
- The young person questionnaire omitted some issues (ie household orientated issues) but still comprised nine pages. Should there be 'child orientated' questions?
- Are there too many questions in both questionnaires? AG advised that completion time should be limited to 20-30 minutes.
- Care needs to be taken not to cause offence by proposing solutions to specific problems, but to flag up issues for

agreement/disagreement on whether any action should be taken. AG confirmed that great care is needed with content and phrasing in this respect.

- AG advised that there were few health questions included. Prescription collection for the elderly had emerged as an issue nationally. It was AGREED to include a relevant question. RSWG
- As young person consultation will be by questionnaire the Infonnaire would not be required. AG confirmed that the budget allowed for the hire of this could be transferred to other items, so long as prior Suffolk ACRE approval was obtained. JM
- It was AGREED that sponsors' details should be included in the questionnaires. RSWG
- The next stages in the process would be: feedback on the drafts, agreement on the content, piloting, refining and final agreement
- It was AGREED that all JPPSG members would consider the questionnaires, including timing how long they took to complete, in time for the next JPPSG meeting. ALL

RS was thanked for all his work preparing the draft questionnaires.

b) SWG:

PH reported that:

- AS's comments still needed to be added to the circulated database. SWG
- The interview framework was being revised to be less structured as there was a risk of directing interviewees and pre-judging issues. SWG
- A pilot interview with EDF had shown the difficulty of making meaningful contact with statutory undertakers. AG advised that this problem should be included when writing the Parish Plan(s), as it had come up elsewhere. There was a need to be selective to avoid spending a disproportionate amount of time attempting such interviews.

HW led a review of the database and amendments and additions were AGREED. AG advised that the Local Strategic Partnership (Luke Bennett) should be added to the list. SWG

4 DISCUSSION WITH ANNETTE GRAY, SUFFOLK ACRE

AG advised that part of the reason for her visit had been to collect information from the JPPSG on progress. She considered that the Group was keeping to timetable and was making appropriate progress. She would be happy to answer any questions or give further advice if needed.

9 ANY OTHER BUSINESS

None

The next meeting will take place on 29 January 2008 in the Admiral's Head. The Chairman will be AS.