

Minutes of the 1st Meeting of the Steering Group for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 22nd May 2007 at 7 o'clock in the Angela Cobbold Memorial Hall.

Steering Group members present:

Peter Carr, Chris Chestnutt, John Day, Ferial Evans, Tracy Hanson, Julian Hayward Smith (sub for Robin Sadler) Colin Hopkins, Jonathan Keer, Joan Metcalfe, Tom Norfolk, Paul Norris, Anne Seward, Sarah Wilson

Also present:

David Lewis (Co-ordinator)

Sarah Cartwright (Clerk of Gt Bealings and Playford Parish Councils)

Carol Ramsden (Clerk of Little Bealings Parish Council)

**RESPONSIBILITY
FOR ACTIONS**

1 WELCOME AND RESPONSIBILITY: David Lewis welcomed all those present to the first meeting of the Steering Group. It was noted that the Steering Group's remit is to carry out consultation and present its findings to the three parishes, after which it would be decided whether one or more Parish Plans were to be produced for the three parishes.

2 APOLOGIES: Phil Holmes, Robin Sadler (sub Julian Hayward Smith)

3 ELECTIONS:

1) It was **AGREED:**

- a) to elect 3 Chairman, one from each parish
- b) that the Chair will rotate between the 3 Chairmen, with the other 2 acting as Vice Chairs
- c) to elect to the post of Chairman:
 - Robin Sadler (for Gt B)
 - Sarah Wilson (for Lt B)
 - Anne Seward (for Pl)

Anne Seward took the Chair for the rest of the meeting.

2) It was **AGREED:**

- a) that the post of Secretary will be a paid post, hours and SC/CR remuneration to be agreed, to be advertised first in the Benefice Magazine and among the Volunteers from the open meeting held on 2 April
- b) to elect:
 - Joan Metcalfe to the post of Treasurer
 - Ferial Evans to the post of Publicity Officer
 - Chris Chestnutt to the post of Events Co-ordinator
- c) Volunteer Co-ordinators for each parish:
 - Jonathan Keer (for Gt B)
 - Colin Hopkins (for Lt B)
 - Tracy Hanson (for Pl)

- d) that, if a Steering Group member is unable to attend a meeting, the Chairman for the parish concerned can, at his/her discretion, appoint a substitute

4 HOPES AND FEARS/BRAINSTORMING

1) Points made were:

- a) it is critical to consult widely, efficiently and transparently, involving as many people as possible
- b) there is a need to identify all stakeholders before consultation means can be determined and methodology developed
- c) a stakeholder is any individual, business or group who can affect or be affected by the Plan(s)
- d) funding is only guaranteed from DEFRA until March 2008 and is given in a lump sum when granted
- e) there is no deadline for the process; Suffolk ACRE, which manages the funds, considers 1 year to be viable
- f) experience in Melton has shown that consulting reveals a lot of unknown and useful information, including local demographics
- g) if a questionnaire is used the questions need careful tailoring; the software which can be purchased has a base of 300 possible questions
- h) for a questionnaire to be efficient there needs to be hand delivery and door stop discussion - allow 5.5 hours to consult 20 people
- i) the aims of the Steering Group can be identified as:
 - to apply for funding
 - to consult widely, efficiently and transparently
 - to present the findings
- j) applying for funding as soon as possible is critical as no retrospective funding is available. This first requires the Group to decide on the stakeholders and consultation means and draft its budget
- k) Suffolk ACRE funding is granted on a first come, first served basis so the sooner an application is made the better - within two months of the first Steering Group meeting is recommended
- l) Suffolk ACRE expects some funding to be raised locally
- m) 5% of the agreed budget comes from the Parish Councils
- n) there needs to be application to SCDC for funding, although it is known that none is available
- o) significant costs could include printing and paper which perhaps could be sourced locally
- p) will members' expenses (eg babysitting) be met from the funding?
- q) Suffolk ACRE takes 6-8 weeks to make a decision on funding

2) It was **AGREED** that:

- a) all three parish councils need to check that their public liability SC/CR insurance covers the Steering Group members and volunteers

- b) all funding will be held by Playford Parish Council and that that Council needs to resolve that cheques releasing the funding can be signed between Parish Council meetings, upon application by the Steering Group SC
- c) all Steering Group members will consider the list of possible stakeholders (Appx 1 attached) and provide information on whom should be consulted to the Secretary in time for circulation with the Agenda for the next meeting ALL MEMBERS
- d) all Steering Group members will consider how consultation with the identified stakeholders should be carried out for discussion at the next meeting ALL MEMBERS
- e) all Steering Group members will read and familiarise themselves with the Steering Group Pack and Countryside Agency Guidance Pack already sent to them by email before the next meeting ALL MEMBERS
- f) those who had attended Suffolk ACRE training on 19 May will prepare draft Terms of Reference, Aims and Objectives for circulation with the Agenda for the next meeting CH/JK/AS
- g) the Suffolk ACRE example budget will be circulated to members with the minutes of this meeting for their information (Appx 2 attached) SC/CR/Secretary
- h) the Treasurer will present a draft budget at the third meeting of the Steering Group, to enable early application for funding JM
- i) contact details (email and postal addresses and phone numbers) will be made available between members SC/CR/Secretary
- j) the list of volunteers will be emailed to all members SC/CR/Secretary
- k) the Steering Group will meet fortnightly for the present and meetings will last a maximum of 1.5 hours SC/CR/Secretary
- l) email will be the most efficient means of communication for the distribution of Agendas and Minutes between members SC/CR/Secretary
- m) once approved, Minutes will be made available on the three Parish Council websites SC/CR/Secretary

5 NEXT MEETING:

7pm on Tuesday 5 June in the Angela Cobbold Hall. The Chairman will be Sarah Wilson.

NOTE: After the meeting the venue was changed to the Admiral's Head.