

Minutes of the 3<sup>rd</sup> Meeting of the Steering Group for the Great Bealings, Little Bealings and Playford Parish Plan(s) held on 19 June 2007 at 7pm in the Admiral's Head

**Steering Group members present:**

Robin Sadler (Chairman), Peter Carr, John Day, Ferial Evans, Tracy Hanson, Phil Holmes, Colin Hopkins, Jonathan Keer, Joan Metcalfe, Anne Seward, Bob Tate and Sarah Wilson

**Also present:**

Carol Ramsden (Clerk of Little Bealings Parish Council)

**RESPONSIBILITY  
FOR ACTIONS**

**1 APOLOGIES and DECLARATIONS OF INTEREST:**

**Apologies:** Chris Chestnutt, Tom Norfolk and Paul Norris

**Declarations of Interest:** None. It was AGREED:

- to include details of the means and criteria for declarations in the Terms of Reference (see 5. 4) below)

**2 MINUTES OF THE MEETING HELD ON 5 JUNE:** Approved as amended

**3 MATTERS ARISING FROM THE MINUTES:** None

**4 APPOINTMENT OF SECRETARY:** There were no applicants for the post. It was noted that the post was usually filled by a Steering Group member, although the role was more demanding than usual due to three parishes being involved. It was AGREED that:

- 1) Phil Holmes be appointed Secretary, acting as a contact point for the Steering Group and with responsibility for carrying out actions, but excluding minute taking PH
- 2) John Day will ask if Anne Day would be prepared to take minutes as a volunteer JD

**5 TERMS OF REFERENCE**

It was AGREED that:

- 1) AS will circulate the draft Terms of Reference prepared by Playford via the Secretary AS/PH
- 2) the Gt Bealings members will produce their draft RS/CC/PH/JK/PN
- 3) the Gt Bealings members will merge the three parish drafts together to produce one version for consideration at the next Steering Group meeting RS/CC/PH/JK/PN
- 4) the Terms of Reference will include information on the requirement for Steering Group members to Declare an Interest in a matter to the effect that:
  - a) Declarations of Interest will be a required item on each Steering Group meeting Agenda
  - b) Members are required to make a Declaration of Interest in respect of any matter under discussion and/or relevant to the Plan(s) in which they have an interest that is above that to be reasonably expected of them as a resident of Gt or Lt Bealings or Playford

- c) Relevant interests to be declared may be (but are not limited to) financial or personal interests, eg due to a member's ownership of land, involvement with a company/organisation etc
  - d) It is the responsibility of each member to make appropriate declarations
  - e) A declaration of interest in a matter need only be made once and will be recorded in the Steering Group meeting minutes
- 5) After the next meeting on 3 July, meetings will be every three weeks, not two, in order to allow more time for actions to be carried out

## 6 STAKEHOLDERS

&7 PH distributed copies of the co-ordinated lists of stakeholders from the three parishes.

RS presented a paper (Appendix 1 attached) outlining a methodology for both Stakeholder Consultation and the Residents' Survey. During discussion points made were:

- the Working Groups suggested in the paper could comprise three Steering Group members plus one or two volunteers
- it may not be necessary to consult all the Stakeholders separately if their interests could be covered by the Residents' Survey; the Survey could offer the facility for respondents to complete it from more than one perspective to reflect their different interests
- identifying the topics relevant to Stakeholders is very important
- identifying the level at which to consult the Stakeholders where they are national bodies (eg British Gas, Environment Agency) is a very important but time consuming task
- Stakeholder semi-structured interviews could address data collection, but volunteer interviewers would need to be trained. RS offered to provide training via his company
- analysis of the interviews may take an hour each; this could be paid work carried out by a social science student
- the Stakeholder Working Group could then report to the Steering Group on the emergent themes
- it is possible this process would overlap with the training provided by Suffolk ACRE Workshops
- Chris Chestnutt is willing to organise Open Days for residents at one or more of the Village Halls
- an Open Day could include a display of maps of the parish(es), a list of possible topics relevant to the Plan(s), the collection of demographic data and a presentation by the Steering Group
- at an Open Day residents could be invited to join Focus Groups which would need to be demographically homogeneous to be productive Alternatively Focus Groups could be formed by each volunteer being asked to invite three people they do not know to join one
- Focus Groups could each have 8-12 people and the number held would

depend upon the number of residents wanting to attend

- Focus Groups could be moderated by Steering Group members
- Focus Groups would need a note taker or to be taped. Professional transcription of one tape would cost £150
- the output of the Focus Groups would need to be analysed to identify emergent topics and themes from which the resident questionnaire could be constructed
- the questionnaire could be distributed and collected by volunteers
- analysis of the returned questionnaires could be carried out by students paid £6 an hour. 500 questionnaires would create about 70-100 hours work; £500 should be allowed for data inputting.
- a written report on the results could then be presented to residents at a meeting of all three parishes
- the end of the data collection/presentation stage marked the point at which the parishes would decide to produce one or more separate/joint Plans
- the need for Focus Groups was doubtful; it was a complicated process and very time consuming. The same function could be served if residents attending the Open Day(s) were asked to each identify topics of importance to them at the time
- Focus Groups could be viewed as a Pilot Study for identifying relevant topics and other methods, eg collecting data at the school gates by interview or in the pub by suggestion box, could be appropriate
- Focus Groups would enable the 300 questions in the Suffolk ACRE software to be distilled to a relevant 80. The software cost £75 which included a data analysis package.
- alternatively the Group could design its own questionnaire and RS could provide a data analysis package. Once funding was in place it may be necessary to buy the Suffolk ACRE package to decide if it was the appropriate way to proceed

It was AGREED, in line with RS's paper, that:

- 1) at the next meeting each parish will nominate a member (ideally a Steering Group member) to join a Stakeholder Working Group TH/CH/JK
- 2) the Stakeholder Working Group will complete work identifying and collating stakeholders on behalf of the Steering Group
- 3) at the next meeting each parish will nominate a member (ideally a Steering Group member) to join a Resident Survey Working Group TH/CH/JK
- 4) the Resident Survey Working Group will begin preparations for an Open Day Exhibition in September/October

## 8 BUDGET

It was noted that:

- 1) SCDC had advised that the number of properties in the parishes was 397, comprised of 185 in Lt Bealings, 121 in Gt Bealings and 91 in Playford
- 2) to qualify for funding Suffolk ACRE required:

- a) some external funding to be raised (none was available from SCDC)
- b) the Parish Councils to contribute 5% of the funding
- c) the budget to show the cost of volunteers' time; Steering Group members should therefore be keeping a record of their time
- d) a budget without facility for funding to be transferred across budget headings to address under/overspend on items

It was AGREED that:

- PH will produce a draft budget for the next meeting, likely to show PH that funding in the region of £3,000 is required

## **9 ANY OTHER BUSINESS**

### **Appointment of Treasurer**

It was AGREED that

- as JM was unable to continue as Treasurer, a new appointment will be made at the next meeting

## **10 NEXT MEETING:**

7pm on Tuesday 3 July in the Admirals' Head. The Chairman will be Anne AS Seward.