

Minutes of the Hunton Parish Plan Steering Committee – 15 December 2010 8pm at Hunton Village Club

Present: Ms Kathy Allington (Treasurer), Mrs Alison Ellman-Brown, Mr David Heaton, Mrs Sue Heaton (Chair), Ms Di Martin (Events Co-ordinator), Mr Guy Oliver, Mrs Barbara Wright (Secretary)

In Attendance: Mr Nigel Parsons, Mr Brian Patey

Apologies: Mr Dudley Farman, Mrs Sue Wood

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from Mr Farman and Mrs Wood.

Designing and Printing the Parish Plan

2. Mr Patey, of Quercus Graphics, provided some examples of his work in various formats.
3. He suggested that he could take photos of Hunton for no charge but he would like permission to use them for other publications if he needed. He advised the Committee that permission would not need to be sought if we were taking photos of houses if the photos were taken on public land. Mr Patey felt that as many activities and people as possible should be included in the images created for the Plan. There were photos from Hunton Calling!! that could be used. Mr Oliver offered to accompany Mr Patey if his suggestion was taken up.
4. Mr Patey was able to manipulate the photographs so that they resembled illustrations. This could be done digitally.
5. The initial drawing, to be undertaken by Mr Oliver, could be scanned at A3 size although any larger would mean it would be photographed first then scanned. Alternatively, an option would be for him to investigate the cost of obtaining existing aerial photos of Hunton and/or the cost of flying over the village for a new aerial shot of the area. **Action: Mr Oliver**
6. Mr Patey would also make enquiries on the cost of buying a digital file from Google Earth.
7. Mr Patey had recently produced a four page updated Action Plan for East Farleigh. This could be something to consider on the first anniversary of the published Parish Plan.
8. The Committee agreed that Mr Patey should provide a quotation for a pull-out/poster A2 size in the style of the 'Sustainable Village in the 21st Century' and a 6 x A4 pull-out/poster which is probably more manageable for the reader and would be cheaper. The Committee agreed that either of these would be preferable to a booklet. The price he would quote would include artwork, photography, layout and printing. The cost would be non-VATable. **Action: Chair to maintain contact with Mr Patey**
9. The text for the document should be unformatted and would be forwarded to him by email. It was essential that the details in the document be checked factually and spellchecked before he received them. The Committee must

also agree the content of the document before it was sent to Quercus Graphics. **Action: All**

10. Quercus Graphics would supply the Committee with a pdf version for the Hunton website.
11. If his quotation was acceptable, it was agreed that Mr Patey be invited to a Parish Plan meeting in Spring when more work had been done on the document. **Action: Secretary**
12. Before final printing Mr Patey would provide samples of the Hunton Parish Plan in A2 and 6 x A4 format in order that the Committee could make a final choice.
13. The Committee was advised that it would take 6-7 weeks for the plan to be completed. Work must begin soon to assemble and collate the information required in readiness for the document to be submitted to the publisher by end of March/beginning of April 2011.

Minutes of 17 November 2010 – Actions arising

14. It was agreed that the minutes of the meeting were an accurate record.
15. **Paragraph 14.** The Chair had written to all the Councillors at Borough and County level and had received a reply from Councillor Mortimer who had offered £200 towards printing from his devolved budget. **Action: Treasurer to complete the devolved budget form application**
16. **Paragraph 16.** The Secretary had forwarded the school's details to Carl Adams.
17. **Paragraph 21.** This would be done when the analysis of the questionnaire was complete. **Action: Questionnaire Development Group**
18. **Paragraph 23.** The Chair of the Playing Fields Committee had been in touch with the Chair of the Hunton Parish Plan Steering Committee to arrange a first meeting of the Hunton Fete in January 2011.
19. **Paragraph 29.** The Secretary had received the details from Mrs Wood.
20. **Paragraph 31.** Mrs Kennedy-Sloane was content to provide a timetable/milestones document for the Committee. **Action: Mrs Kennedy-Sloane**

Treasurer's Report

21. The Treasurer informed the Committee that she was still waiting for the bankcard to arrive so that she could obtain on-line access to Hunton Parish Plan Account. **Action: Treasurer**

Working Group Reports

22. It was agreed that in order to save time during these meeting that the Committee would note the minutes of the various sub groups as a true record of that sub group meeting. Committee members wishing to take up issues or make comments would submit their views/ideas direct to the sub groups for discussion. **Action: All**

School Sub Committee

23. There was nothing to report.

Parish Plan Development Group

24. There was nothing to report. The Committee members received notes from the first Parish Plan Development Group meeting. No comments were made however if any Committee member had any points to make after reading the notes please could they contact the Secretary.

Events Working Group

25. There was nothing to report.

Questionnaire Development Group (QDG)

26. The Committee learned that the results from the questionnaire were taking shape although it was time consuming. The Committee was assured that the outcomes would be finalised in advance of Hunton Calling – We're Listening!! in February 2011.

Any Other Business

27. The Treasurer would investigate the cost of producing postcards/notelets through Tru-print and other similar services. **Action: Treasurer**

Date and Venue of Next Meeting

28. It was agreed that the next meeting would be held on **Wednesday 12 January 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.