

Minutes of the Hunton Parish Plan Steering Committee –11 May 2011 8pm at Hunton Village Club

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

In Attendance: Mr D Farman, Mr N Parsons

Apologies: Mr D Heaton, Mrs Kathy Reid (Treasurer), Mr Simon Reid (Questionnaire Co-ordinator)

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from the list above.

Minutes of 13 April 2011 – Actions arising

2. It was agreed that the minutes of the meeting were an accurate record.
3. **Paragraph 2.** The Parish Plan Development Group (PPDG) noted the comments made by Mr Boot.
4. **Paragraph 4.** The PPDG noted the comments made by Mr Boot.
5. **Paragraph 5.** Action to be taken at a later date.
6. **Paragraph 6.** Mr Boot provided the Secretary with the date of the Neighbourhood Forum in the local area. The Chair and the Secretary made their way to the venue only to be told the Forum had been postponed.
7. **Paragraph 18.** The Events Working Group members would be able to source the majority of the information.
8. **Paragraph 19.** The Secretary had invited Mr Patey to the PPDG meeting on 27 April.
9. **Paragraph 23.** Mr Oliver did not have a current address for Mr Street.
10. **Paragraph 24.** The Chair had sourced fabric samples for the bags.
11. **Paragraph 26.** The Secretary had provided a draft update for the Chair for the Parish Council AGM.

Treasurer's Report

12. A payment for £500 was made to the illustrator, Mr Watson. The Secretary had made a claim for £29.97 for sundries.

Working Group Reports

School Sub Committee

13. Mrs Wood was unable to attend but had informed the Secretary that the plan looked good. Hunton School have been investigating Photo Voltaic units to increase the school's sustainability. Mrs Wood added that the school would continue to undertake any work to support the plan and the group.

Events Working Group

14. Nothing to Report. The next meeting will be held on 31 May.

Parish Plan Development Group

15. The Committee noted the record of the meeting of 27 April.
16. The Committee viewed the final draft of the Parish Plan. This draft would be shown at the Parish Council AGM. It was agreed that the general layout was good but the Committee felt further work on its appearance was needed. The Secretary would contact Mr Patey to make adjustments. **Action: Secretary**
17. The Chair thanked the Editor for the work he had done on the Parish Plan.

Questionnaire Development Group (QDG)

18. Nothing to report.

Parish Plan Stand at the Fete

19. Mrs Alison Ellman-Brown would provide the Secretary with a jar of buttons on 5 June to be used on the Parish Plan stand, this would tie in with the i-button theme at Hunton Calling – We're Listening earlier in the year. The Chair would create a Treasure map using the new illustration. **Action: Chair, Mrs Ellman-Brown, Secretary**

Merchandise

20. The Chair had emailed and chatted to a selection of people to gauge their views on the bags and mugs. To keep costs low the Chair would order 50 flat calico bags to be sold at £3 each. In place of the mugs she would order cards with envelopes. However, this was subject to the funds available in the bank account. **Action: Chair**

After the launch – Next Steps and restructuring the Committee

21. The Chair asked the Secretary to invite Mr Sawtell, Chair of the Parish Council, to a meeting on 20 July to discuss how best to carry out the actions contained in the Plan. Additionally an article would be placed in the Herald requesting residents to join the Parish Plan Committee or if they would be willing to perform some of the tasks as a group or alone. **Action: Chair, Secretary**
22. The Secretary was asked to invite Mr Carl Adams to the meeting on 20 July to discuss funding options for the actions in the plan. **Action: Secretary**

Any Other Business

23. Two additional dates had been added for meetings: 20 July and 14 September. There would not be a meeting in August.

Date and Venue of Next Meeting

24. It was agreed that the next meeting would be held on **Wednesday 15 June 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.