

Minutes of the Hunton Parish Plan Steering Committee – 16 June 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, Mr Simon Reid, Mrs Barbara Wright (Secretary)
- In Attendance: Mr Dudley Farman, Mrs Celia Kennedy-Sloane, Mr Nigel Parsons, Mr David Way
- Apologies: Mrs Anne Furlong

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from Mrs Furlong.

Minutes of 12 May 2010 – Actions arising

2. It was agreed that the minutes of the meeting were an accurate record.
3. **Paragraph 2 - Minutes of 14 April.** This amendment was corrected and sent out by the Secretary.
4. **Paragraph 6 – National Lottery ‘Awards for All’.** No action could be taken on this until we had a project brief for Hunton Calling!!
5. **Paragraph 12 - Meeting of the Events Working Group 8 June.** Information to follow at paragraph 10.

Treasurer’s Report

6. Cheques were made payable to the Chair for £89.94 for materials, Mr David Heaton for £127.81 wine and soft drinks for Ideas Night, and to the Events Co-ordinator for £79.07 for food for the Ideas Night. The Committee received £250 from Counsellor Wilson’s devolved budget for this event and £30.20 in donations on the night.
7. The Committee learned that the Treasurer had given Carl Adams, Action with Rural Communities in Kent, our first update in order to qualify with the terms and conditions of the funding received from them. The next update is due by 20 September. **Action: Treasurer**
8. The Committee was also informed that Carl Adams had opened a file on the Hunton Parish Plan Steering Committee and would welcome regular updates on progress. **Action: Treasurer and Secretary**

9. The Treasurer explained funding for Hunton Calling!! could only be applied for once we had decided on a figure to cover the costs of this event based on an agreed brief and quotations etc. **Action: Treasurer**

Working Group Reports

Events Working Group

10. **Ideas Night.** The Events Co-ordinator informed the Committee that the Ideas Night had been a success. Generally the evening's exercise confirmed that most people (at the meeting) enjoyed living in Hunton and liked the village as it was but wanted to see some changes.
11. The Committee was grateful to all those who attended and volunteers who had helped to make the evening fun. It was a delight to see some new faces at Ideas Night with the opportunity to catch up with people not seen in a while. As a result we had received more volunteers to help take our next event, Hunton Calling!!, forward.
12. **Hunton Calling!!** The Events Working Group presented to the Committee a project brief for the event. The draft brief was agreed in principle although it was felt that, if all of the events within the brief came to fruition, we would require a project manager to oversee it. Mrs Celia Kennedy-Sloane agreed to fulfil this role. She agreed to consider the project brief and it was suggested that she attend the next Events Working Group meeting to be held on 29 June at 8pm. **Action: Secretary to provide details to Mrs Kennedy-Sloane of next meeting**
13. The Committee discussed the project brief document and members were allocated tasks to contact the various clubs and organisations in the village together with several external organisations. It was agreed that any comments on the Hunton Calling!! Project Brief (Version 3) should be made to the Chair no later than 23 June. **Action: All**
14. Updates on progress on allocated tasks should be fed back to the Chair or Secretary no later than 29 June in time for the next Events Working Group meeting. **Action: All**
15. The draft project brief would be forwarded to the Parish Council as an agenda item to be discussed at their next meeting in July. **Action: Mr David Heaton**

Questionnaire Development Group.

16. The Committee was informed that the first meeting would take place on Tuesday 22 June with a follow-up meeting on Thursday 1 July. Mr Reid, Chair of the Questionnaire Development Committee, produced the following timetable (subject to change at this stage):

22 June	Decide on categories. Research questions for next meeting.
1 July	Put together the first draft questions. Decide how we would like to present our questionnaire – format, size, colours, pictures etc.
	Research printing costs/time-frame
w/c 9 Aug	Pilot draft questionnaire to approx 15-20 people. (We would need to get these back after 3-4 days)
w/c 16 Aug	Collect in draft questionnaires and feedback.
mid-end Aug	Finalise questionnaire and get it printed.
w/c 13 Sept	Questionnaire is delivered to villagers in advance of Hunton Calling!! – with a reminder attached about Hunton Calling!!

17. **Parish Plan Development Group.** Nothing to report

18. **Schools Sub Committee.** Nothing to report.

Any Other Business

19. **Publicising future Committee meetings.** It was noted that June's meeting had not been advertised in Kent Messenger On-Line. It was agreed that the Secretary would contact Mrs Oliver regarding July's meeting. **Action: Secretary to contact Mrs Liz Oliver the week before KM publication deadline.**

20. **Advertising in Downs Mail.** Mr Guy Oliver would enquire again about whether there would be a cost associated in publicising future committee meetings and to find out deadline dates for articles. **Action: Mr Guy Oliver**

21. **Neighbourhood Forums.** Carl Adams sent an email to the Secretary regarding a new initiative 'Neighbourhood Forums' and suggested that we could attend since we were a constituted group concerned with local issues and met the criteria to attend. The first meeting would be held on 29 June with representatives from Coxheath, Yalding and Marden attending. A question was asked as to whether a member of the Hunton Parish Council should be present at the first meeting or whether a member from the Hunton Parish Plan Steering Committee should attend. **Action: Mr David Heaton to contact Clerk of the Parish Council**

Date and Venue of Next Meeting

22. It was agreed that the next meeting would be held on **Wednesday 21 July** in Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.