

Minutes of the Hunton Parish Plan Steering Committee – 21 July 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 (Questionnaire Co-ordinator), Mrs Sue Wood, Mrs Barbara Wright (Secretary)

In Attendance: Mr Dudley Farman, Mr Nigel Parsons, Mr Phil Nichols, Mrs Tricia Nichols

Apologies: Mrs Celia Kennedy-Sloane

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from Mrs Kennedy-Sloane.

Minutes of 16 June 2010 – Actions arising

2. It was agreed that the minutes of the meeting were an accurate record.
3. **Paragraph 8** - The Secretary would draw Carl Adam's attention to any updates on the website. The Treasurer would send posters/flyers to Mr Adams via email. This would be an ongoing process.
4. **Paragraph 9** -The Treasurer believed we had enough money in the budget to cover any costs we might incur for Hunton Calling!!
5. **Paragraph 12** - The Secretary had provided details to Mrs Kennedy-Sloane and she attended the Events Working Group meeting on 29 June.
6. **Paragraph 13** – The Chair had received comments from Committee members and included these in later versions of the project brief.
7. **Paragraph 14** –Comments were received from Committee members in time for the Events Working Group meeting on 29 June.
8. **Paragraph 15** - The project brief had been sent to the Parish Council.
9. **Paragraph 19 - Publicising PP meetings.** Details of July's meeting had been published in the Friday 16 July edition of the Kent Messenger.
10. **Paragraph 20 - Downs Mail.** The Committee learned that there would be enough time to publicise the next meeting and details of Hunton Calling!! in the next issue. To add village/community news was free. **Action: Mr Oliver and the Secretary**
11. **Paragraph 21 - Neighbourhood forums.** Mr Heaton had approached the Parish Clerk regarding Neighbourhood Forums. Mr Sawtell was put forward as our representative however there were more candidates than positions and an election took place. Mr Sawtell was not elected.

Treasurer's Report

12. There was nothing to report. The Chair asked that the Finance reports sent to Carl Adams be presented to the Steering Committee and for transparency a copy of the update would be added to the website. **Action: Treasurer to share reports with the Steering Committee**

Working Group Reports

School Sub Committee

13. The children have produced a large 3D map of Hunton to be displayed at the school for Hunton Calling!!
14. The children went on a walkabout around the village to find out more about its history in order to create artwork. In some instances they were welcomed into people's homes to hear stories of Hunton. The images will be displayed in the village club as part of the 'Images of Hunton Today' exhibition and there would also be drawings and artwork to view in the school. **Action: Secretary to collect artwork from Mrs Wood at the beginning of September**
15. There would be a display of school archives and old records.
16. Mrs Wood informed the Committee that a group of school children would be present on the day to help with the guided tours of their school.
17. The school would be asking the permission of the owners of Hunton Court to use the fields for car park access. The Committee asked Mrs Wood if enquiries could be made as to whether an armoured vehicle could be placed on the field next to the school (also subject to the owner of the vehicle's permission to agree to exhibit it). **Action: School Sub Committee**

Events Working Group

18. **Hunton Calling!!** The Committee learned that for this event to be a success more volunteers would be needed. The Events Co-ordinator had contacted a number of people and would continue to do so. There would be an article in the Hunton Herald requesting more support.
19. The Events Co-ordinator had sent letters to local businesses to ask for donations for prizes for the various competitions and to date we had received one informing us that they would be unable to commit.
20. The Committee heard that the Project Manager had produced a table of 'milestones' (targets that the Events Working Group and Committee had to meet) before the day of Hunton Calling!! **Action: Mrs Kennedy-Sloane to revise the document which would then be sent to the Committee members.**
21. The Committee was informed that a marquee would not be rented for the event.
22. Due to other commitments there would not be Morris dancing in the village club car park.

23. The timings of the event had changed to 1200 (midday) – 1700 with a proposed concert at 1800. It was felt that to reduce the timings would create a fuller and busier appearance. The sporting activities on the playing field would begin around mid afternoon.
24. Refreshments would be served in the club (BBQ) and afternoon tea from the pavilion on the playing field. A recce would be made of the pavilion. **Action: Events Co-ordinator to arrange a recce of the pavilion**
25. The Treasurer agreed to organise a Treasure Hunt that would incorporate all key buildings. **Action: Treasurer**
26. **PR.** It was agreed publicity for Hunton Calling!! would follow similar lines used for Ideas Night (see March 2010 minutes paragraph 13). The posters/flyers would be given to the Football, Bowls and Cricket Club for display in their areas. Flyers for the event would be inserted into the Hunton Herald. **Action: Treasurer**
27. Project Brief (Version 6) would provide full details of progress to date. Committee members would receive a copy. **Action: Chair**

Parish Plan Development Group. Nothing to report

Questionnaire Development Group.

28. The Chair of the Questionnaire Development Group (QDG) (Mr Simon Reid) informed the Committee that the first draft of the questionnaire was complete. He thanked the members of his group for their input.
29. He explained that there would be few demography questions within the questionnaire because it could not be translated into useful and meaningful data for our exercise.
30. The Committee discussed what would be the best method to collect the questionnaires and it was agreed that a door-to-door collection would ensure a higher percentage of returns, having looked at the evidence from other parish plan committees and advice from Mr Glyn Charlton. It was felt that the distributors of the Hunton Herald could certainly deliver them, since the questionnaire would be an insert within the Herald, however volunteers would need to be asked if they could help with collection, as this may require more than one visit to the property. It was agreed that Mrs Alison Ellman-Brown would raise this with Mrs Christine McSweeney, who could give contact details of the deliverers so that they could be approached to be asked to help with collection of the questionnaires. **Action: Mrs Alison Ellman-Brown**
31. The Chair of the QDG explained that they would like to add an enticer, in the form of a raffle, but because the emphasis on the questionnaire would be its anonymity it was difficult to be sure how this could be done without traceability and data protection and privacy had to be a consideration. One comment was made whether people would really feel uncomfortable about this issue?
32. The questionnaire would include a section about the Parish Council in order to obtain opinions on how the village is run. It was suggested that this part be sent to the Parish Clerk to ensure the description of the Parish Council's

mandate was correct. It was mentioned that the Parish Council has a limited mandate that residents may not be fully aware of. **Action: Questionnaire Development Group**

33. It was agreed that there would be one questionnaire per household. A question was asked as to whether there was suitable scope for more than one person to be able to complete it.
34. The draft did not include a dedicated section to be completed by younger members of the community but there would be elements in the questionnaire where children could answer questions.
35. A copy of the pilot questionnaire was given to all those present at the meeting with some copies made available for spouses and people outside of the village to complete in order to provide a varied range of comments. The Chair of the QDG asked the Committee to consider the validity, quality and relevance of the draft he and his group had provided. A meeting to discuss the comments of this peer review would be held on Wednesday 4 August at 8pm in the village club. **Action: please provide comments to the Chair of the QDG in advance of the meeting if you are unable to attend.**

Any Other Business

36. Nothing to report.

Date and Venue of Next Meeting

37. It was agreed that the next meeting would be held on **Wednesday 18 August** in Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.