

## **Minutes of the Hunton Parish Plan Steering Committee – 9 February 2011 8pm at Hunton Village Club**

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

In Attendance: Mr D Farman, Mr N Parsons, Mr R Porter

Apologies: Mrs C Kennedy-Sloane

### **Welcome and Apologies**

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

### **Aerial Photograph of Hunton – Discussion with Mr Wood, Hawkeye, Laddingford**

2. Mr Wood presented the Committee with a low-resolution contact print of the plan view of Hunton for them to peruse and consider. Should the committee decide to use this method it would have to be high resolution for printing purposes.
3. The latest set of aerial photos was taken in August 2003. Mr Wood explained that it would take 8-10 different frames to make up Hunton. There are historical aerial shots of Hunton dating from 1970s.
4. It was possible on a plan view to add road names and use overlays to show footpaths and other features. There was the facility to zoom in on certain key areas.
5. Alternatively, an 'oblique' view, where the shot of the village is set up at an angle, could be used. It would just be possible to get the entire village into view in this way. The price would be equal to that of a plan view.
6. The best time to take aerial photographs, to take full advantage of clear skies and attractive scenery, is in April/May or September. The data images take about a week to process.
7. The company would hold the copyright and an additional licence fee would be charged to use the imagery within 1,000 leaflets and for a village sign. All services are exclusive of VAT and delivery charges.
8. The Chair thanked Mr Wood and agreed to be in touch once an outcome had been reached.

### **School Sub Committee**

9. Mrs Wood hoped to bring 6 children to Hunton Calling – We're Listening on Saturday 12 February. Mrs Wood informed the Committee that the school would be doing a litter pick around West St and the near surrounding area. Litter was a concern of residents, which the Parish Plan Committee would try to address through volunteering/setting up a local interest group to tackle this issue.

## Minutes of 12 January 2011 – Actions arising

10. It was agreed that the minutes of the meeting were an accurate record.
11. **Paragraph 3.** Mr Oliver had invited Mr Wood to attend this meeting.
12. **Paragraph 5.** The Secretary had received comments from all those who had been asked to provide a written contribution. The Secretary would email Mrs Carpenter to request a contribution from the Bowls and Football Clubs.
13. **Paragraph 7.** To date the Treasurer had not received further information from Cllrs Mortimer and Parr regarding funding.
14. **Paragraph 9.** To date the Committee had not received the updated milestone document to cover the entire Action Plan.
15. **Paragraph 12.** The Chair had contacted Cllr Wilson to thank him for his offer of assistance.

## Treasurer's Report

16. The Chair presented the Treasurer with a cheque for £500 from the Hunton Herald as a contribution towards the design, layout and printing of the Parish Plan. This would be added to the current balance on the account of £1,208.75. The Committee were grateful to the Hunton Herald for their contribution.

## Working Group Reports

### Events Working Group

17. The Committee had received and noted the recent actions on the Events Working Group meeting of 20 January. The next meeting would take place on 22 February 2011.
18. A poster had been made for the We're Listening event and had been circulated in the Hunton Herald and was on display in the noticeboards and in the Yalding library and Post Offices in Yalding and Coxheath. Posters on sticks were on display throughout the village and on the website.
19. The Events Co-ordinator requested the Committee's approval to spend £50 to fund We're Listening. The Committee agreed to this expenditure. **Action: Treasurer and Events Co-ordinator**
20. The Chair listed the topics that would be on display at We're Listening. There would be the opportunity for those attending to put these in order of preference through a basic voting system. There would also be the opportunity to join and create local interest groups of which, it was suggested to Mrs Wood, some of the pupils might wish to become involved.
21. The contents of the Farmers' Market display would be raffled as a way of generating additional funds and a donations box would be on display. It was agreed that Committee members would take turns in selling raffle tickets. **Action: All**

## **Parish Plan Development Group**

22. The Committee noted the actions of the meeting held on 18 January 2011 and were informed that the next meeting would take place on 24 February 2011.

## **Design & Printing Costs of the Plan - Options**

23. The Chair had compiled an Options Appraisal, laying out three possibilities that the design of the layout could take. This was sent to all Committee members prior to the meeting for their consideration and for discussion at the meeting.
24. The Options within the document were discussed and it was agreed that the Plan would be designed and laid out by Quercus Graphics with the principal illustration drawn by Mr Chris Watson, a graphics artist, whose work the Committee had seen in the document 'Sustainable Village in the 21<sup>st</sup> Century'.

## **Questionnaire Development Group (QDG)**

25. The Questionnaire Co-ordinator had produced a PowerPoint presentation of the questionnaire analysis, which will be played on a loop. The duration of the presentation was 6 minutes, although being on a loop there was the option to dip in and out between viewing the displays.
26. The questionnaire prize draw, of which there were 59 entries, was drawn out independently through fair means. Mr Oliver won the cash prize of £25.

## **Any Other Business**

27. The Chair informed the Committee that the Hunton Fete meeting had been very well attended and the next meeting would take place after We're Listening on 12 February in the Village Hall at 4pm (to 5.30pm).
28. Committee members were informed that the Parish Plan Steering Committee, with the kind permission of Mr Bishop, would hold a raffle at the next Applause event on 20 March. Members were asked to donate some prizes for this event and to sell tickets at the event.

## **Date and Venue of Next Meeting**

29. It was agreed that the next meeting would be held on **Wednesday 9 March 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.