

## **Minutes of the Hunton Parish Plan Steering Committee –20 July 2011 8pm at Hunton Village Club**

- Present: Mrs Alison Ellman-Brown, Mr David Heaton, Mrs Sue Heaton (Chair), Ms Di Martin (Events Co-ordinator), Mr Guy Oliver, Mrs Kathy Reid, Mrs Barbara Wright (Secretary)
- In Attendance: Mr Carl Adams (Action with Communities in Rural Kent), Mrs Judi Arnold, Mr Dudley Farman, Mrs Lisa Halliday, Mr Phil Nichols, Mrs Tricia Nichols, Mr Nigel Parsons, Mr Ron Porter, Mr Roger Sawtell
- Apologies: Mrs Liz Oliver, Mr Simon Reid (Questionnaire Co-ordinator), Mr Mike Summersgill, Mrs Annette Trought

### **Welcome and Apologies**

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

### **Minutes of 11 May & 15 June 2011 – Actions arising**

2. It was agreed that the minutes of these meetings were an accurate record.
3. All actions had been completed.

### **Treasurer's Report**

4. The Secretary had made a claim for £11.97 for sundries. The balance on the account was £211.98.

### **Steering Committee and Working Groups – Update**

5. The Chair tabled a set of documents for discussion at the meeting: Steering Committee Function & Roles; Communications Framework; and Terms of References for Working Groups. The Chair welcomed any suggestions and asked for comments from those present. **Action: All**
6. The Chair explained that during the drawing up of the Parish Plan the Parish Council had had a supportive role but could not influence the consultation and development of the Plan, because the aim was that Parish Plans were to be developed by members of a village rather than their Parish Council. However, now that the Parish Plan had been completed and actions drawn up, the Parish Council and the Parish Plan Steering Committee would need to work together very closely.
7. The discussion paper outlined a need for closer co-ordination with other Village groups and organisations in order that villagers could be aware of all the work being undertaken in the village. It was helpful that many members of the Steering Committee were already members of other local groups and organisations in Hunton but it would be important to identify and address any areas that the Steering Committee did not already have links with.
8. Working groups would be established and named in line with the Plan Priority Actions: Highways and Transport; Village Infrastructure; Environment; and Community. The working groups could divide further into sub working groups if required.

9. It was felt that the 'Community' aspect should remain within the remit of the Parish Plan Steering Committee as this area of the Plan is based primarily on improving the communication mechanisms for villagers.

#### **Carl Adams, Action with Communities in Rural Kent, Next Steps and Funding for the Actions**

10. Mr Adams commented that the proposed Steering Committee and Working Groups fell broadly in line with other communities now embarking on their Action Plans. He was able to explain the options for funding some of the actions and that Mr Nigel Turley, Funding Buddies Co-ordinator within Action with Communities in Rural Kent, would be able to provide advice and guidance on preparing formal bids for funding. The Secretary would contact Mr Turley and send him a copy of the Parish Plan.  
**Action: Secretary**
11. The Committee learned that KCC members each had £20k to spend on Highways and Transport and that each KCC member had £10k (per ward) to spend on community projects although there were many communities vying for this funding.
12. The Committee learned that Mr Nigel Whitburn, Action for Communities in Rural Kent, would be able to provide advice and information on community transport issues. In view of recent KCC cutbacks, an increase in bus services would probably be unlikely. However, local community transport schemes were now trying to meet these needs. Schemes such as 'Wealden Wheels', a partnership between several Parish Councils, is volunteer-based and has received grants on the back of Parish Plans to set up the schemes.
13. Mr Adams provided the Committee with information on 'Awards for All', a lottery funded grant scheme awarding funds from £300 to £10k. Mr Adams explained that several projects in the Plan would meet some of the Awards for All criteria.
14. Mr Adams suggested approaching 'Reaching Communities: England' with grants ranging from £10k-£500k, as this organisation may be able to help with funding a central hub.
15. The Committee learned that Tessa O'Sullivan, Housing Officer at Action with Communities in Rural Kent could provide advice on a housing survey. Although a significant number of people thought 'Affordable' housing was important or of some importance, the majority of people voted for no further development in the village. It was agreed that a further survey would be necessary to establish what villagers really thought about further development. The Secretary would contact Tessa O'Sullivan to ask for more information and an example of a model housing survey, and establish what 'Affordable' housing would mean for the villagers together with the definitions of both Social and Affordable housing and other kinds of housing stock, and the advantages and disadvantages of each. The quota of surveys for this year had already been allocated but it may be possible to register for next year. **Action: Secretary**
16. Mr Adams alerted the Committee to the Localism Bill, which when enacted would allow the village to have greater influence over planning issues.
17. In establishing a central hub, it was essential to look at what would be viable in terms of funding. The Committee would need to draw up options. The Committee learned that initial studies, drawn up by Hunton residents in 2000, suggested that creating a central hub, based around the village hall could cost around £500k. A similar project was likely to cost considerably more at current prices.

18. Some concern was expressed that the delays to the planned footpath between Bensted Close and the Village Hall were having an impact on tackling some of the other actions in the Parish Plan.
19. Mr Adams suggested investigating the Listing of Community Assets. This would involve making a list of private buildings or assets that are already used by the community. Mr Adams explained that such buildings, should they be put up for sale could be managed so that the village has an opportunity to make the purchase. The village would need to register an interest with the Local Authority, and providing the Local Authority agrees that these assets would benefit the community, the Local Authority can issue a moratorium if and when they are put up for sale so that the community are given time to raise the funds to purchase. No such privately owned buildings were identified in the village.
20. It was explained that the Parish Council could raise the precept in order to achieve certain Parish Plan actions. Clarification would be needed on which actions could be funded in this way. For major expenditure on a large project, full consultation with residents would need to be conducted. A successful example had been undertaken in Smarden where a new facility was built for the village and the villagers pay an extra small amount per year that covers the cost of the mortgage on the build. **Action: Parish Council**
21. Mr Adams had suggested attending an event at County Hall in October called Plan LoCaL (Planning for Low Carbon Living) involving sustainability and the local environment. He would send this link to the Secretary. Mrs Jenny Bradbury, Village Halls Adviser from Action with Local Communities in Rural Kent, would be able to advise on the Hunton Village Hall and Photo Voltaic units.
22. The Committee learned that it could not rely on grants for its running costs (i.e. expenses that the Committee may incur in contacting organisations, stationery printing etc.). At the moment there were funds in the account but evidently not enough to cover the life span of the Parish Plan. The Steering Committee would need to consider how it would raise funds in future. **Action: Parish Plan Steering Committee**

### **Committee and Working Groups – memberships**

23. The Chair asked for volunteers to chair some of the working groups or to become members of the groups outlined at paragraphs 8 and 9 of these minutes.
24. The current Chair and Secretary wished to stand down and had approached Mrs Annette Trought and Mrs Judi Arnold who had both agreed to take up these positions.
25. On this basis and subject to formal endorsement at the next meeting, initial membership of the Parish Plan Steering Committee and Working Groups would be as follows:

#### **Parish Plan Steering Committee**

Chair – Annette Trought

Secretary- Judi Arnold

Treasurer – Kathy Reid

Communications Officer – Barbara Wright

Fundraising Officer – Vacant

Members – Sue Heaton, Di Martin, Simon Reid, David Heaton, Alison Ellman-Brown, Guy Oliver, Sue Wood (co-opted)

## **WORKING GROUPS**

**Highways and Transport** (HGVs, Potholes, Snow Clearance, Speeding, Parking, Public and Community Transport)

**Sub group – Speeding**

Guy Oliver

**Village Infrastructure** (Central Hub, Shop, Affordable Housing)

**Sub group –Central Hub**

Phil Nichols (Club Liaison)

Barbara Wright

Lisa Halliday

**Sub group- Shop**

Lisa Halliday

Sue Heaton

**Environment** (Footpaths, Ditches Drainage and hedges, Fly Tipping and Rubbish, Recycling and Sustainability)

**Sub group – Fly Tipping and Rubbish**

Di Martin

Nigel Parsons

**Sub group – Sustainability and Recycling**

Lead – Mike Summersgill

Sue Heaton

Barbara Wright – Community land

**Community** (Village Activity, Village Communications, Parish Council, Safety)

Lead – Steering Committee (Annette Trought)

Barbara Wright – Welcome pack

Sue Heaton – Hunton Herald

## **Any Other Business**

26. There was nothing to report.

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

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