

**Minutes of the Hunton Parish Plan Steering Committee  
Wednesday 27<sup>th</sup> June 2012  
8pm - Hunton Village Club**

Present: Mrs Barbara Wright, Mrs Annette Trought (Chair), Mr David Heaton, Mrs Sue Heaton, Mrs Alison Ellman-Brown, Mrs Kathy Reid, Ms Di Martin, Mr Tony Stanbridge

In Attendance Mr Carl Adams, Mr Mike Summersgill, Mr Roger Sawtell

Apologies Mr Guy Oliver, Miss Judi Arnold

**Welcome and Apologies**

1. The Chair welcomed everyone attending the meeting. Apologies received as above.

**Minutes of 25 April 2012**

2. It was agreed that the minutes of this meeting were an accurate record.

**Committee Updates**

**Plan Priority 1 – Highways and Transport**

3. Speed Watch – Mr Guy Oliver was not available to provide a report but Speed Watch would be able to take place near the Village Hall.
- The School had sent out a survey to residents on West Street regarding the proposed 20mph speed limit outside the school.

**Action**

**Mr Guy Oliver to provide the Committee with an update on Speed Watch.**

**Plan Priority 2 – Village Infrastructure**

4. Village Shop – Carl Adams explained several ways in which the village could set up a shop. The Committee learned that the optimum time to open a community shop was when a shop and/or Post Office had recently closed in a village. A shop could be on any scale and would not necessarily have to open 7 days a week. The shop must be viable and sustainable. Also, a community shop would be very dependant on volunteer support.
- Two examples were mentioned at the meeting on community shops: Chart Sutton and the Quarry Centre at Kilndown. The Chart Sutton shop was open every day and supplied milk, newspapers, toiletries, sandwiches and fresh local produce. It is based in a

compact space, a shipping container, permanently based on the village green. It has an electricity supply for the lighting and refrigerated cabinets. Opting for this type of shop would require planning permission and public consultation. On the other hand there is the Quarry Centre, which is open once a week on a Saturday.

- The committee learned that the community mobile shop scheme had been a franchise run in Nottinghamshire. This service was no longer in operation. Setting up an operation of this sort required lots of dedication.
- There was a suggestion that a community shop, selling local produce, might be viable at the Village Club one day a week (Saturday morning) with a coffee morning held at the same time. Mrs Kathy Reid agreed to put forward this idea at the next Club Committee meeting and to seek their views and hopefully their approval.
- The Committee was asked to consider putting in a bid with Village SOS, an organisation in collaboration with the BBC. The Committee could apply for funds ranging from £10k-£50k to set up a community enterprise. Carl was willing to support the application and would act as a critical friend. However we needed a Committee member who was able and willing to draw up and complete the bid. Ideally a bid ought to be supported by local Councillors and MPs. The deadline is 12 September 2012 but the Committee must register an interest first, this can be done online and is a very simple procedure.
- A meeting would be arranged before the planned August meeting to discuss how to put together a bid.
- Other items discussed during the meeting included an example of residents of Mersham buying shares in the Farriers Arms in order to keep a pub in the village.

**Action:**

- **The Chair, Mr Heaton, Mrs Ellman-Brown and Ms Halliday to visit Chart Sutton community shop and the Quarry Centre at Kilndown and talk to the people who run them.**
- **The Chair agreed to put a bid together but requested support from other members.**
- **Mrs Kathy Reid to put forward the idea of a once a week community shop at the Village Club to the Village Club Committee members.**
- **To arrange an extraordinary meeting in July to discuss putting forward a bid. The Chair would bring the Village SOS paperwork to the meeting.**

### **Plan Priority 3 – Environment**

5. Footpath – Mr Roger Sawtell reported that KCC had mislaid the bespoke bridges for the footpath or had given them to another job. Cllr Stockell will be at the Parish Council meeting on 2 July to discuss with the Parish Council to find out who best to contact in the future on the subject.

#### **Action**

**Mr Roger Sawtell to pursue.**

6. Neighbourhood Plan – This subject was being discussed between Maidstone Borough Council and the Kent Association of Parish Councils. It is thought that the Borough Plan would not be available until 2013.
  - John Hughes had been asked to attend a meeting of the Hunton Parish Council in September to present information on the development of a neighbourhood plan.
  - The Chair of the Parish Plan Steering Committee had received a Coxheath housing needs survey and would pass a copy to Mr Sawtell.
  - There was a need to establish who would be disseminating a Housing Needs Survey for Hunton.
  - The Committee learned that Mr Hubble wished to meet again with the Chair of the Parish Plan Steering Committee regarding affordable housing on his land. The Committee continued to maintain that only until a housing needs survey of the entire village was conducted could an outcome be reached on whether affordable housing was needed for the village.

#### **Action**

**Chair to send a copy of the housing needs survey to the Parish Council. Both the Parish Council and Parish Plan Steering Committee to discuss further who would carry out the housing survey.**

7. Sustainability – Mr Mike Summersgill reported that he would be visiting Maidstone Borough Council regarding Recycling Centres.
8. Biodiversity – Mr Mike Summersgill reported he had contacted the Medway Valley partnership regarding a Biodiversity survey in Hunton. He explained that Medway Valley Partnership would be able to supply Barn Owl boxes and were able to help with woodland hedgerows. Mr Summersgill would contact Medway Valley Partnership to invite them to a Parish Plan meeting. He was also asked if Medway Valley Partnership would be able cut the hedges at the proposed footpath.
9. Mr Summersgill also explained that there were already resources and data available on various databases, some free, on previous surveys of Hunton. He would be visiting the Kent & Medway Biological Centre to search through their records. He would continue to gather information from various databases.

**Action**

**Mr Mike Summersgill to contact the Medway Valley Partnership to invite them to a Parish Plan meeting and about the hedge on West St and Barn Owl boxes.**

**Mr Summersgill to gather further information on surveys in Hunton on biodiversity.**

10. Community Orchard – Mr Summersgill to discuss funding with Medway Valley Partnership.

**Action**

**Mr Summersgill to contact Medway Valley Partnership. This matter would be brought to October's Parish Plan meeting.**

**Plan Priority 4 – Community**

11. Communications – The Communications officer reported that the events diary seems to be being used and that she is receiving information to include.
12. Website – Some discussion took place about the Hunton website and the possibility of including some photos of recent activity in the village. Photographs of the Fete could be included on the website.

**Action**

**If anyone has photos please send them to Dudley Farman, Webmaster.**

13. Welcome Pack – The Communications Officer reported that the Welcome Pack will be on the village website, [www.hunton.org.uk](http://www.hunton.org.uk), very soon. The idea of creating a folder was deemed expensive and to keep costs very low a cover sheet would be created instead. Mr Sawtell agreed to reimburse the cost of paper and a printer cartridge to cover the cost of producing the Welcome Pack. The printing would be done on an ad hoc basis i.e. when a neighbour contacts her to ask for the pack, this would also ensure that the pack would be as up to date as possible for each new resident.

**Action**

**Communications Officer to put the Welcome Pack on the village website. An article would be included in the next edition of the Hunton Herald. The Parish Council to reimburse the Communications Officer when the need arises for the purchase of paper and printer cartridge.**

14. Litter Picking. The litter picking went well, although the undergrowth on the verges made seeing litter difficult. In all, 12 sacks of refuse were collected. It was decided that the next litter picking would be changed from September to October, by this time it is hoped that the vegetation will have died back.

**Action**

**Ms Martin to rearrange the next litter picking from September to October.**

15. Christmas Lights – Work is in progress for Christmas lights at the Village Hall in 2012 and some monies from the 2012 fete would be added to this. It was suggested that the Chair contact Mr & Mrs Martin regarding Christmas lights.

**AOB**

16. Mrs Heaton had resigned from the Parish Plan Committee. The Chair and the Committee wished to thank her for all her support.

**Action**

**If anyone would like to become the Parish Plan Fundraising Officer please contact the Chair or Secretary.**

17. There are plans to hold a Christmas Fair/Market at the Church on 8 December. More information will become available later.
- 18.. The Communications Officer would arrange a Fete wash-up meeting in the next two weeks.
19. Mr Stanbridge gave his apologies for the next meeting in August

**Future Meeting Dates**

16. Dates for 2012 meetings (planned to fit with Parish Council meeting dates)
- Wednesday 29<sup>th</sup> August 2012
  - Wednesday 24<sup>th</sup> October 2012