

**Minutes of the Hunton parish Plan steering Committee
24th August 2011 8pm at Hunton Village Club**

Present: Mr David Heaton, Mrs Sue Heaton (Outgoing Chair), Mrs Kathy Reid, Mrs Barbara Wright (Outgoing secretary) Mrs Annette Trought (Incoming Chair), Mrs Alison Ellman-Brown, Mrs Di Martin, Mr Guy Oliver, Mr Mike Summersgill, Miss Judi Arnold (Incoming Secretary)

In Attendance Mr Roger Sawtell, Mr Nigel Parsons

Apologies Mr Simon Reid

Welcome and Apologies

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

Minutes of 20th July 2011

2. It was agreed that the minutes of this meeting were an accurate record.
3. The Steering Committee Function & Roles, Communications Framework and Terms of reference for Working Group's had been circulated and no comments had been received.

Report on Actions

4. Paragraph 10 – a copy of the Parish Plan has been sent to Mr Turley
5. Paragraph 15 – The Secretary has received information from Tessa O'Sullivan regarding the Housing Needs Survey that action with Communities in rural Kent could provide. **Action: Secretary to forward this to the committee**
6. Paragraph 20 – In principle it is possible to fund certain Parish Plan actions by raising the parish precept. This would need to be voted on by the parish council.
7. Paragraph 22 – There are no further funds available to maintain the parish plan now that it has been developed. The Steering Committee need to consider how to raise funds for maintenance of the plan in future.

Election of Officers

8. The following changes to the parish Plan committee were endorsed:

Mrs Sue Heaton stood down from her role as Chair
Mrs Annette Trought was elected into the role of Chair
Mrs Barbara Wright stood down from her role as Secretary
Miss Judi Arnold was elected into the role of Secretary

Treasurer's Report

9. The treasurer reported that the account balance was £211.98
10. There are still 23 Hunton bags to be sold which will raise funds for the Parish Plan.
11. The Treasurer has requested mandates to change the signatures on the parish Plan bank account in line with new committee structure. Future signatories will be Treasurer, Chair and Secretary. **Action Treasurer**

Parish Plan Revised Constitution

12. Document has been circulated to the committee and no comments received.
13. The new constitution was voted on and agreed, this will be updated on the website **Action Barbara Wright**

Committee Updates

14. Following agreement at the meeting on 20th July working groups for the 4 priorities are currently being formed. The committee need to identify a lead person for each area of work **Action Chair**
15. It was agreed to develop and maintain a matrix of the current parish Plan activity and timescales **Action Secretary**
16. Current Activities from Plan Priority 4 – Community
 - a. Development of a Village Diary/calendar which details the times and dates of the various meetings, groups and activities within the village to help avoid double booking and to be used for information **Action Barbara Wright**
 - b. Development of a Hunton welcome pack for new residents to the village. **Action Barbara Wright**
 - c. The Parish Plan committee have identified the development of a Community Orchard in the Parish Plan. The Chair requested that David Heaton ask the Parish Council to consider if there is any land available within the parish or funding that could support the development of this. **Action David Heaton for meeting on 8th September**
 - d. The committee learnt that an exercise class is starting on Thursday evenings in the village hall. **Action Treasurer** to circulate information so that this can be added to the village diary
 - e. More information about the village is currently being added to the website by Dudley **Action Barbara Wright and Dudley Farman**
17. Current Activities from Plan Priority 3 – Environment
 - a. Fly Tipping – Action regarding reporting of fly tipping continuing
 - b. Establish Village Litter Picking Group **Action Di Martin**
 - i. Di will need the list of people that have expressed an interest in litter picking to Di Martin **Action Sue Heaton**

- ii. Communications Officer will need to know when litter picking will be so that it can be added to the village diary **Action Di Martin**
- iii. It was suggested that the Parish Plan Steering Committee inform Borough Councillors of the first litter picking session and invite them to accompany the group on the first outing. **Action Sue Heaton** to pass on the contact information to Di Martin

18. Current Activities from Plan Priority 1 – Highways and Transport

- a. The committee learnt that Hunton School has been selected to take part in a 20mph speed limit trial. This trial will reduce the speed limit around the school to 20mph but will not be policed. A local monitoring group can be trained to monitor the speed of traffic in this and other areas around the village. A minimum of 6 volunteers are needed to access the training. East Farleigh has a group of local residents already trained and Hunton could borrow a speed gun from them. Guy Oliver has agreed to lead on this area of work and it was suggested that Jackie Francis, Ron Porter and Annette Trought Were also interested in supporting it. Guy Oliver agreed to speak to Jackie Francis and Ron Porter to find additional volunteers and coordinate the training. The Chair agreed to look for volunteers from West Street to join the group. Discussion took place about joining up with surrounding parishes for this area of work Guy agreed to contact John Wilson regarding this monitoring group. **Action Guy Oliver and Chair**

19. Current Activities from Priority Plan 2 – Village Infrastructure

- a. The committee learnt that Roger Sawtell had met with David Hubble recently regarding land adjacent to Bensted Close. David would like to send a letter to the Parish Plan Committee, the chair agreed to receive this letter. **Action Chair**
- b. The committee learnt that the delay relating to the footpath between Bensted Close and the Village Hall has not progressed since the last meeting. Roger Sawtell is seeking a meeting with Mr David Smith at Kent County Council regarding this matter. **Action Roger Sawtell**
- c. The committee acknowledged that the Housing Needs Survey is a large and complex action. It was agreed to invite Tessa O'Sullivan, Housing Officer at Action with Communities in Rural Kent to a future meeting to discuss the options around conducting a survey. **Action Secretary/Chair**
- d. The committee acknowledged that the Central Hub is another large and complex project which will need scoping in the future.

20. current activities from Priority Plan 3 – Environment

- a. Sustainability & Recycling. The committee learnt that there are a number of current schemes and initiatives which could be of benefit to the village residents including solar power, insulation

- and energy efficiency. This information could be held centrally and disseminated as needed **Action Mike Summersgill**
- b. Agreed that information on relevant schemes could also be promoted in Hunton Herald **Action Sue Heaton, David Heaton, Mike Summersgill**

Future Meeting Dates

21. Next Meeting will be held on Wednesday 26th October 8pm at the Hunton Village Club
22. The meeting following this will be on Thursday 8th December 8pm at the Hunton Village Club.
23. Dates for 2012 meetings to fit with parish council meeting dates.
- a. Wednesday 22nd February 2012
 - b. Wednesday 25th April 2012
 - c. Wednesday 27th June 2012
 - d. Wednesday 29th August 2012
 - e. Wednesday 23rd October 2012

Any Other Business

24. The committee discussed if similar activities with Parish Plans were happening in surrounding parishes and agreed to find some contacts to join up activities if appropriate with:
- o Marden
 - o Yalding
 - o East Farleigh
 - o West Farleigh
 - o Linton
 - o Coxheath
 - o Loose

Action Chair