

## **Minutes of the Hunton Parish Plan Steering Committee – 17 February 2010 at Hunton Village Club**

Present: Ms Kathy Allington, Mr David Bullivant, Mr Dudley Farman, Mrs Sue Heaton, Ms Di Martin, Mr Guy Oliver, Mrs Tricia Nichols, Mr Phil Nichols, Mr Nigel Parsons, Mr Simon Reid, Mrs Barbara Wright

Apologies: Mrs S Bullivant, Mrs Gillian Devas, Alison Ellman-Brown, Michael Ellman-Brown, Roger Sawtell

### **Welcome and Introduction**

1. The acting Chair welcomed everyone, including two residents attending a meeting of the Committee for the first time.

### **Minutes of 13 January 2010 – Actions arising**

2. **Paragraph 17.** The County Councillor and Borough Councillors have been informed of progress to date.
3. **Paragraph 21.** An approach has been made to Hunton School to request a meeting to discuss ways in which the children can be involved in the Parish Plan. The Chair and Secretary will attend this meeting once it is arranged.
4. **Paragraph 23.** Carl Adams, Rural Officer, Action with Communities in Rural Kent, has sent various funding application forms to the Secretary to be completed after the Committee had been constituted.
5. **Paragraph 24.** Copies of ‘Steps Towards a Sustainable 21<sup>st</sup> Century Rural Community’ have been received. The meeting agreed that this was a good format to follow for the final version of the Parish Plan. Further research would establish who created this document and more about the printing processes involved to create something similar for a Parish Plan.
6. The acting Secretary obtained copies of large-scale maps of Hunton from Jim Boot, Community Planning Co-ordinator Maidstone Borough Council, so that they may be used at public events.

### **Constitution of the Committee**

7. Formally constituting the Committee is a vital element in formalising the development of the Parish Plan and obtaining funding from government and charitable organisations. It would allow the sharing of responsibilities and for tasks to be undertaken by those that were more qualified to carry them out. The meeting agreed the following roles and nominated persons to fill them:
  - Chair: Mrs Susan Heaton
  - Treasurer: Ms Kathy Allington
  - Events Co-ordinator: Ms Di Martin
  - Secretary: Mrs Barbara Wright

The meeting also agreed the following members of the Committee (including those holding office)

- Ms Kathy Allington
- Mrs Susan Heaton
- Ms Di Martin
- Mr Guy Oliver
- Mr Simon Reid
- Mrs Barbara Wright

The remainder, who did not wish to become members of the Committee due to other commitments, were willing to help out when needed.

It was also felt that those who sent their apologies and others might wish to become Committee members. **Action: Chair to contact those not able to attend the meeting.**

8. Once the Committee had been formally established it was decided that it should be known as the 'Hunton Parish Plan Steering Committee'. The Constitution was agreed with one amendment to be made on Page 1 under 'Membership' first bullet point, to include the word 'elected' between '15 members'. The final version shall be placed on the website and available on request from the Secretary. **Action: Secretary to amend.**
9. **Communications/Publicity Officer and marketing.** The Committee agreed that a Communications/Publicity Officer needed to be appointed. Mr Guy Oliver expressed an interest in helping out in this area but did not wish to take up the role. The Communications/Publicity Officer would liaise with the village and other organisations within Hunton as well as external organisations.
10. Any other groups relating to Finance, Events, Communications/PR etc. would become sub committees under the Hunton Parish Plan Steering Committee and it was felt that sub committees/working groups should have no limit on the amount of helpers.

#### **Feedback from the first public consultation at the Quiz Night (13 Feb)**

11. Carl Adams had kindly loaned the Committee a set of promotion boards that were adapted to suit Hunton and were displayed in the Village Hall whilst the Quiz took place. The Committee was grateful to Phil Nichols for promoting the Parish Plan during the intervals and to all those who helped set up the stand during the day. A leaflet containing information about Parish Plans, including a skills survey was produced and copies were left on the team tables. At the end of the evening four skills surveys had been completed.
12. The meeting learned that the web master of the Hunton website had made the skills survey form available on-line. The form can be submitted to the Secretary electronically.

#### **Kent County Council Member Community Grant Application**

13. The meeting was informed that at the end of January, as a result of correspondence between Jim Boot and the Secretary, she had received a grant application form for funding from Loic Flory, Community Liaison Officer Maidstone District, on behalf of Cllr Paulina Stockell. The deadline for completion was tight, end of February, and since the Committee had not been constituted, the only solution was to apply for funding under the wing of the Parish Council. The Parish Clerk was on leave for the first two weeks of February, but this gave the Chair, with the help of Carl Adams, some time to work on the application. The application form will be sent to the Parish Clerk as a matter of urgency as the allocation of resources

from Kent County Council are quickly taken up by those who have already submitted grant applications. **Action: Chair to send application to Parish Clerk for Parish Council approval.**

## **Budget**

14. The work necessary to complete the grant application produced a basic budget. The costings were discussed and it was agreed that the level of the budget should increase by £500 across areas such as venue rental, packaging, postage and photocopying. The overall figure of £4,000 was agreed to develop and create the Hunton Parish Plan. **Action: Secretary to amend.**

## **Any Other Business**

### **Events**

15. **Applause event – 19 February at 8pm.** Thanks to Alan Bishop's agreement, the Committee will set up a stand and put the leaflets on chairs at the gig.
16. **First public event.** The meeting considered and agreed, that a public event should take place in May to seek the views of the residents of Hunton and it was suggested that Jim Boot run an 'ideas' night. The minutes of 13 January recorded that the Parish Council would be willing to fund this event. **Action: Secretary to check availability of Mr Boot and Village Hall.**

### **Questionnaire**

17. The meeting discussed the questionnaire and considered whether a scaled-down version should be made for non-Hunton residents who are members of organisations within the village.
18. To accurately assess how many people live in the village and Hunton's demographic profile we might make use of the Electoral Roll to obtain this information so that the questionnaire can be better suited.

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

19. It was agreed that the next meeting would be held on **Wednesday 17 March** at 8pm in Hunton Village Club with the following meeting on **14 April**. This and all future meetings are to be open meetings for anyone to attend. **Action: Liz Oliver to add in Kent Messenger/Downs Mail/Wealden Advertiser.**