

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

- Present: Ms Kathy Allington (Treasurer), Mrs Sue Heaton (Chair), Ms D Martin (Events Co-ordinator), Mr Guy Oliver, Mrs Barbara Wright (Secretary)
- In Attendance: Mr D Farman, Mr N Parsons, Mr B Patey, Mr C Wright (Editor)
- Apologies: Mrs A Ellman-Brown, Mr David Heaton, Mr Simon Reid (Questionnaire Co-ordinator), Mrs Sue Wood

### **Welcome and Apologies**

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

### **Draft Design Layout of the Plan – Discussion with Mr Patey, Quercus Graphics**

2. The Committee was shown a mock up of the Parish Plan to illustrate the layout of the document. The background colour of the document would be dependant on the finished centrepiece illustration.
3. The way in which the document opens would be an important issue, to ensure that the text could be followed logically.
4. The Editor, Mr C Wright, would create a mock up of the document in order to establish the reading order.
5. The suggestion was made that the inside of the document, where the main illustration would be, would describe the actions arising from the consultation process. The outer side would include the history of Hunton and its clubs, and information about the process followed in developing the Plan.
6. The Committee was given a number of paper types (glossy or silk) and weights to examine. There was no hurry to decide on this until the Committee was ready for the printing to go ahead. The printers recommended using 150gsm weight so that the document could be folded easily, any thicker i.e. 180gsm would incur further cost. Mr Patey would investigate the possibility of using FSC paper, in which case the FSC logo would be added.
7. The Secretary would contact Mr Farman to request an electronic version of the Hunton village sign. Also the Secretary would contact Mr and Mrs Way for a photo of the Hunton Giant. **Action: Secretary**
8. Mr Patey advised the Committee that the finished document must be with him no later than two weeks before printing. Before the document reaches Mr Patey it must have been proof read and spell checked. Mr Patey wished to receive the document by the end of April/beginning of May which would give him enough time to allow the Committee to see the final document before printing took place.
9. To work out the word count, it was suggested calculating this on the basis of 11pt with the possibility of putting the wording in columns to make best use of space. The mock-up Mr Patey had produced could be adapted to fit the wording and pictures.

10. Mr Patey recommended that the Committee send him more pictures that relate to the various actions e.g. potholes, HGVs etc. **Action: All**
11. Additional information would be required on the history of the playing fields. The Secretary would contact Mr Heaton. **Action: Secretary**
12. It was suggested that the Plan contain a contact sheet at the back of the document. However, to keep the main areas of the document more in date for longer; only the posts and titles of groups and organisations would be used.
13. The Chair would contact Mr Watson to agree the best way to provide Mr Patey with the document, probably electronically to make sizing the illustration easier and to avoid scanning in a paper document. **Action: Chair**
14. Mr Patey would create a pdf version of the document for the website. To limit the size of the document it might be better to divide the plan up into smaller parts or it could be in a booklet form for the website.

### **Minutes of 9 February 2011 – Actions arising**

15. It was agreed that the minutes of the meeting were an accurate record.
16. **Paragraph 19.** This was discussed under the 'Treasurer's Report'.

### **Treasurer's Report**

17. The Treasure informed the Committee of the following costs relating to Hunton Calling – We're Listening:
  - £17 to the Events Co-ordinator for refreshments;
  - £38.04 to Mr Heaton for sundries relating to the exhibition stands;
  - £25 cash prize.
18. The event had generated £75.60 by way of the raffle and donations.
19. The current balance of the Hunton Parish Plan account was £2,083.75, which included the £500 received from the Hunton Herald and £400 from Councillors Parr and Mortimer. The Chair wished to thank the contributors for their support.
20. The Treasurer spent £41.89 on an A3 laminator and pouches, to be used for future events to protect posters etc.

### **Working Group Reports**

#### **School Sub Committee**

21. Nothing to report.

#### **Events Working Group**

22. The Committee learned that We're Listening had been well attended. The Committee noted the record of the last meeting of the Events Working Group dated 22 February. The next meeting would be held on 6 April.

### **Parish Plan Development Group**

23. The Committee noted the record of the meeting of 24 February. The date of the next meeting had yet to be decided.

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

24. The Questionnaire Co-ordinator had produced a written analysis of the questionnaire for use in the Parish Plan document.

### **Finding Solutions to the Actions arising from the Ideas Night, Questionnaire, and We're Listening**

25. The Committee had a brainstorming session, discussing how best to tackle the actions; these would be relayed in the completed Parish Plan document.

### **Any Other Business**

26. The Secretary thanked the Committee members who had donated items for the raffle that would be held at the Applause event on 20 March.

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

27. It was agreed that the next meeting would be held on **Wednesday 13 April 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.