

Minutes of the Hunton Parish Plan Steering Committee – 12 January 2011 8pm at Hunton Village Club

- Present: Ms Kathy Allington (Treasurer), Mrs Alison Ellman-Brown, Mrs Sue Heaton (Chair), Mr Guy Oliver, Mr Simon Reid (Questionnaire Co-ordinator), Mrs Barbara Wright (Secretary)
- In Attendance: Cllr John Wilson
- Apologies: Mr Dudley Farman, Mr David Heaton, Mrs Celia Kennedy-Sloane, Ms Di Martin (Events Co-ordinator), Mr Nigel Parsons, Mrs Sue Wood

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from those listed.

Minutes of 15 December 2010 – Actions arising

2. It was agreed that the minutes of the meeting were an accurate record.
3. **Paragraph 5.** Mr Oliver had contacted a company in Laddingford regarding aerial views of Hunton. The last overhead view of the village took place in 2003. Mr Oliver estimated that it might cost £500-£600 for an up to date photograph to be taken. Mr Oliver would contact the company to invite someone to attend the Parish Plan Development Group meeting on 18 January. **Action: Mr Oliver**
4. **Paragraph 8.** The Chair had invited Mr Patey to attend the Parish Plan Development Group meeting on 18 January. At this meeting he would provide costings and further information.
5. **Paragraph 9.** Those making written contributions to the Parish Plan had been given a deadline of 30 January to complete their section. So far two had been received and the Secretary was asked to contact the remainder for an update. **Action: Secretary**
6. **Paragraph 11.** The Secretary could not invite Mr Patey until the Committee had agreed that the quotation was acceptable.
7. **Paragraph 15.** The Chair had completed the devolved budget form for the Treasurer to approve. The grant form would be sent to Cllr Mortimer as soon as possible. The Committee learned that Cllr Parr would also contribute from his devolved budget. **Action: Chair/Treasurer**
8. **Paragraph 17.** This matter was discussed later in the meeting. See paragraph 16 of these minutes.
9. **Paragraph 20.** The Secretary would contact Mrs Kennedy-Sloane. The milestone document would cover not just the February event but also the entire Action Plan to keep us on track. **Action: Secretary**
10. **Paragraph 27.** The Treasurer provided costings for the postcards: 100 + (6 x 4.25) 30p each, 100+ (7x 5) 65p each.

Treasurer's Report

11. The Treasurer had received the bankcard for the Hunton Parish Plan, allowing the Committee to access the account on-line. The Treasurer would inform the Committee of the latest balance, the last item of expenditure occurred in November 2010.
12. The Committee thanked Cllr Wilson for his offer of funding, assistance and advice. Cllr Wilson would send the Secretary the form. **Action: Secretary**

Working Group Reports

School Sub Committee

13. The Committee learned that Mrs Wood had provided the school's contribution to the Plan.

Parish Plan Development Group

14. The Committee noted the actions of the meeting held on 17 December 2010 and were informed that the next meeting would take place on 18 January 2011.

Events Working Group

15. The Committee noted the actions of the meeting held on 21 December 2010 and were informed that the next meeting would take place on 20 January 2011. The Events Co-ordinator had forwarded the soup recipe to Committee members and Mrs Kennedy-Sloane would purchase the cups.
16. The Treasurer would design a poster for Hunton Calling – We're Listening!! as soon as possible. This would be inserted into February's Hunton Herald and put on noticeboards. **Action: Treasurer and Mr Heaton**

Questionnaire Development Group (QDG)

17. The Group had set up the system to analyse the results and would complete the task not later than 23 January. To date Mr Reid had reviewed over half of the questionnaires and informed the Committee that out of 299 questionnaires, 163 had been received (not 181 as had been minuted in November). At the halfway mark a pattern was forming with several prominent topics becoming apparent.
18. When the analysis was complete the details and comments would be circulated to groups and organisations as feedback. **Action: QDG**
19. The Committee would focus on topics that were very important to residents and where there was a high percentage of residents who were dissatisfied. Cllr Wilson added that some subjects arising from the questionnaire, even though small in percentage terms, could be of vital importance to a minority group.
20. The Questionnaire Co-ordinator would create a PowerPoint Presentation and would provide the Committee with a copy on 26 January 2011. He would use a variety of styles (graphics and text) to best explain the data in a meaningful way. Committee members were invited to comment on the presentation.

Action: Questionnaire Co-ordinator/QDG

- 21. A pdf of the data would be added to the website.
- 22. The Chair thanked the Questionnaire Co-ordinator and the Treasurer for the work they had done so far.

Hunton Fete

- 23. The Parish Plan and St Mary's Committees would be attending a meeting on 26 January at the Village Club to discuss the Hunton Fete. **Action: All**

Any Other Business

- 24. The Hunton Herald could act as a conduit to deal with some of the issues made in the questionnaire. **Action: Chair**
- 25. The Committee were informed that Cllr Mortimer, Mayor Elect, was likely to open the Hunton Fete.
- 26. The Secretary would forward to Committee members the information on the Jubilee People's Millions. A grant from this fund could be used to improve local community facilities. **Action: Secretary**
- 27. The Treasurer informed the Committee that the Village Club at a recent meeting had compiled a list of tasks requiring volunteers. A meeting will take place on 25 January at 8pm at the Village Club. If any Parish Plan Committee member was unable to attend but wanted to help out they should contact her. **Action: All and Treasurer to send out list to all Committee members**

Date and Venue of Next Meeting

- 28. It was agreed that the next meeting would be held on **Wednesday 9 February 2011** in the Hunton Village Club at 8pm. This and all future meetings are to be open meetings for anyone to attend.