

Minutes of the Hunton Parish Plan Steering Committee – 18 August 2010 8pm at Hunton Village Club

Present: Ms Kathy Allington (Treasurer), Mr David Heaton, Mrs Sue Heaton (Chair), Ms Di Martin (Events Co-ordinator), Mr Guy Oliver, Mr Simon Reid (Questionnaire Co-ordinator), Mrs Barbara Wright (Secretary)

In Attendance: Mr Dudley Farman

Apologies: Mrs Alison Ellman-Brown, Mrs Celia Kennedy-Sloane, Mr Nigel Parsons

Welcome and Apologies

1. The Chair welcomed everyone attending the meeting. Apologies were received from Mrs Alison Ellman-Brown, Mrs Celia Kennedy-Sloane and Mr Nigel Parsons.

Minutes of 21 July 2010 – Actions arising

2. It was agreed that the minutes of the meeting were an accurate record.
3. **Paragraph 10.** The Secretary sent an article to Mrs Liz Oliver for publication in the Downs Mail. This would be used as a platform for another article for the Kent Messenger.
4. **Paragraph 12.** The Treasurer would send the update to Committee members.
5. **Paragraph 14.** – An update would be provided at September's meeting.
6. **Paragraph 17.** Due to health and safety and high insurance costs it would be impossible to display the tank.
7. **Paragraph 20.** The Committee, including Mr Phil Nichols and Mr Simon Taylor, had received the current version of 'Milestones' created by the Project Manager.
8. **Paragraph 24.** Due to the potential volume of customers and to solve the problem if it rained it was decided that the teas would be made and served in the Village Hall. There would be seating overlooking the field if visitors wanted to sit outside. There would also be a small amount of seating inside the village hall to take tea. Setting up could also be done the night before, allowing more time on the day to deal with other issues as they may arise.
9. **Paragraph 25.** The Treasurer and Secretary would walk around the village on 21 and 22 August to compile questions and take photographs for the Treasure Hunt.
10. **Para 26.** The Treasurer was currently designing a poster for the event.
11. **Para 27.** The latest version of the Project Brief (Version 6) had been sent to Committee members.
12. **Para 30.** No information was available as Mrs Ellman-Brown was absent from the meeting.

13. **Para 32.** The Questionnaire Development Group would send the revised questionnaire to the Parish Clerk.
14. **Para 35.** Comments had been received from the Committee and others. These were discussed at a separate meeting.

Treasurer's Report

15. To date the Treasurer had received funds totalling £100 from local businesses and organisations for Hunton Calling!!. The invoice for the shuttle bus amounted to £480 + VAT, the cost of which would include two drivers.

Working Group Reports

School Sub Committee

16. The Chair would contact Mrs Wood to find out timings of the guided tours in order that the 'What's On' guide (programme of events) could be updated.
Action: Chair
17. The Chair would contact the School Sub Committee to follow up the enquiry regarding permission to use the field at the School and Church for car parking. **Action: Chair**

Parish Plan Development Group.

18. Nothing to report.

Events Working Group

19. **Hunton Calling!!** The Events Co-ordinator informed the Committee that the event was moving forward. She had received offers of help from two residents since the last meeting.
20. The amount of information to impart on the event was too much to relay to Committee members in this meeting. It was agreed that the notes on the Events Working Group meeting of 17 August would be copied to Committee members for information. **Action: Secretary**
21. Mr Oliver informed the Committee that the Fabric Committee was on target with their stand and had sought additional help to man it. The stand will include photographs of recent works, letters and invoices to highlight the costs required to restore a building such as St Mary's. Mr Heaton offered to loan spare boards to the Fabric Committee and suggested both the Fabric Committee and Friend's of St Mary's work together on some aspects to avoid duplication. Offers of assistance were made should the Fabric Committee require it.
22. The Secretary had produced a rota that was circulated at the meeting. The rota incorporated a lunch break and the opportunity to visit other key buildings to experience the event as a whole. The Committee was asked to consider this document and provide the Secretary with comments. **Action: All**
23. It was suggested that everyone bring a camera on the day to capture moments of the event at varying times of the day to gain a true perspective through images. **Action: All**

24. The classic car judging would take place at 1400-1500. **Action: Secretary to amend the rota**

Questionnaire Development Group (QDG)

25. Amended questionnaires incorporating comments made by Committee members and others would be distributed soon to the Committee. **Action: QDG**
26. It was agreed that the questionnaire, in order for it to be launched as near to the Hunton Calling!! event as possible, would be sent by post on Friday 17 September to households. It would be sent second class so that the document would be received on Monday 20 September, when feelings and reactions from the event would still be high. A label would be added to the envelope so that people could identify immediately that it was not junk mail. **Action: Treasurer and Chair**
27. The Treasurer would obtain a quote for postage. **Action: Treasurer**
28. An article would be added in the Hunton Herald to notify residents. **Action: Chair**
29. A 'sample' questionnaire would be on display at the Parish Plan stand. **Action: Chair**
30. It was agreed that two weeks would be sufficient as a deadline with collection due 2nd and 3rd October. A flyer would explain when a collector would call and, if on both visits the collector had been unsuccessful, the recipient could deliver their questionnaire to a range of buildings (yet to be decided). **Action: QDG**
31. The Chair would contact Mrs McSweeney to enquire if any Hunton Herald distributors would be willing to aid the Committee in the collection of the questionnaire. **Action: Chair**

Any Other Business

32. The Chair tabled a Project Brief entitled 'Development of the Documented Plan'. This document was intended to define and co-ordinate the remaining work necessary to complete the Parish Plan. This document would be a vital tool to all Committee members promoting and explaining the Parish Plan at Hunton Calling!! to residents. The Chair asked the Committee to consider the document and provide comments. **Action: ALL**
33. The Secretary informed the Committee that Mr Carl Adams was impressed with the work we had done so far.
34. The Secretary put forward an idea raised by a resident that a calendar or Christmas cards could be produced using pictures from the 'Images of Hunton Today' Exhibition. The Committee agreed that it was a fine idea and would investigate the cost of producing such items. **Action: Bring forward to meeting post Hunton Calling!!**
35. The Committee agreed to an extra meeting on 17 November 2010. **Action: ALL**

Date and Venue of Next Meeting

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