

Hartley Parish Plan Steering Committee

Notice of meeting to be held at Manor Field Pavilion on Wednesday 4th May, 8pm

Peter Mayer, secretary
2 May 2005

Agenda

1. Apologies
2. Minutes of meeting of 14 April 2005 (Appendix 1)
3. Matters Arising from these minutes
4. Bundling of questionnaires
5. Publicity
6. Open Day
7. Fundraiser's report
8. Treasurer's report
9. Correspondence
10. Any other business
11. Next meeting

cc. Gerald Cramp (chairman), Hannah Conroy, Shirley Fairman, Derek Griffin, Malcolm Harris, Mark Heeley, Peter Mayer, Ivy Sharp, Margaret Solman, Hannah Wildman, Sheri Wildman; Julie Hoad (for information)

Hartley Parish Plan Steering Committee

Minutes of meeting held on 14th April 2005 at Manor Field Pavilion

Meeting commenced at 8pm

Present Gerald Cramp, Derick Griffin, Peter Mayer, Ivy Sharp, Malcolm Harris, Mark Heeley

1. Apologies

Margaret Solman, Shirley Fairman, Hannah Wildman, Sheri Wildman, Hannah Conroy.

2. Minutes of meeting held 22nd March

Agreed, save for the point that the next meeting was to be Wednesday 27th April (not Tuesday as recorded). [post meeting note- this was subsequently changed to Wednesday 4th May].

3. Matters Arising

Youth questionnaire- it was confirmed that all replies had to be in by 1st May. Malcolm Harris understood there had been a good response and confirmed that the option of freepost had been beneficial.

Wellfield- Recent meeting attended by GC and IS was well attended. Malcolm Harris confirmed youth shelter has been ordered and would be erected on Woodlands playing fields.

4. Publicity

GC confirmed he had given a number of talks including one at a recent Mass. WI and SHADARA talks had gone well and some volunteers for help with delivery of questionnaire were identified. Friends of All Saints and Guides talks had still to be done.

Discussion on creating banner then ensued. It needs to be ready by beginning of May. GC confirmed he would speak to shops about putting on railings at Hartley Mart shops. He would also check there would be no conflict with Hartley Players. A banner would also be needed at All Saints on the Open Day. Designs were discussed at length and DC agreed to produce.

Posters also needed. Design discussed. GC to prepare draft and bring to next meeting.

5. Open Day

This now set for 21st May at All Saints Hall. Open 10am to 4pm. Hall booked at £7.50/hr. Ideas for day were discussed. Suggestions were as follows with initials for responsibility:

Display boards- GC

Video of Village-Malcolm Harris

Contact village societies to have a stand/table-PM/GC to send letter

List of Societies in village-?

Invite representative from Sevenoaks- GC

Tea Coffee and biscuits- IS

Hamper-IS

6. Questionnaire

GC has adjusted questionnaire following discussion with PM and Mark Heeley. It is to be adjusted to reflect disabled and ethnic minorities in the village and other minor changes.

Cost of printing 2500 copies (12 pages) on 3 sheets of double sided A3 folded into a booklet obtained from SM Copy Centre at £650 +Vat, plus £74+Vat if numbering required. After some discussion agreed we would do numbering ourselves. GC still waiting for estimate from Ash Setting and will chase.

To meet deadline for delivery(6th May onwards) final version needs to be ready by w/e 22nd April.

Mark Heeley to check Vat issue with CIRK to identify best way of securing money.

7. Village Design Statement

GC recommended we produce a VDS. After some discussion this was agreed by all. Proposed that this is recommended to HPC for approval. Malcolm Harris agreed to promote at next HPC meeting.

8. Fundraising

MH updated meeting, confirming CIRK money of £750 was available. Awards for All application was being finalized by him and GC. Application for Defra award depended on further details from Defra. We may be constrained by award as we have already had money from CIRK. MH to follow up.

9. Treasurer

Following resignation of Sandra, GC recommended Mark Heeley for this position and this was seconded by DC. MH accepted position.

10. Correspondence

GC read out thank you letter from Sandra Edwards

11. AOB

None

12 Next meeting

Changed from Wednesday 27th April to Wednesday 4th May at 8pm to prepare the questionnaires/numbering ready for delivery at the end of the week.