

Hartley Parish Plan Steering Committee

Notice of meeting to be held at Manor Field Pavilion on Monday 1 August, 8pm

Peter Mayer, secretary
25 July 2005

Agenda

1. Apologies
2. Minutes of meeting of 27 June 2005 (Appendix 1)
3. Matters Arising from these minutes
4. Questionnaire - analysis, follow up analysis, follow up of underrepresented areas, report
5. Autumn event
6. Village Design Statement
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 27 June 2005 at Manor Field Pavilion

Present

Gerald Cramp (chairman); Derick Griffin, Malcolm Harris, Mark Heeley, Peter Mayer, Ivy Sharp

1. Apologies

Hannah Conroy; Margaret Solman

2. Minutes of meeting held on 19 May 2005

They were agreed with the following amendment to paragraph 7(b): Communities in Rural Kent - Mark ~~has not heard whether they have received our application~~ **said payment for questionnaires was put through Parish Council with reimbursement from CIRK.**

3. Matters Arising

(a) Open Day - the banners were great, but will need to be stored for the follow up day.

(b) Sevenoaks Funding - Gerald has spoken to Brian Ramsay, but has not had a reply yet.

(c) Hartley Primary School - according to the teachers, Gerald's talk went well, and they have started a competition for the juniors to draw or write about what they (dis)like.

4. Fundraiser

(a) Awards for All - they want the application on a floppy disk and an alternative referee. They also want to know whether we've spent any of the money we are applying for since January.

(b) Defra - Mark said there was no information on their website last time he looked.

(c) Donation - Mark said £50 had been received at the open day from Friends of Hartley Countryside.

5. Treasurer

Mark said the signatories to the account had now been sorted out, so the committee now has a current and deposit account. He reported there was £150 in the deposit account. It was agreed he transfer the Hall hire fee to the current account.

6. Correspondence

None was received.

7. Questionnaire

(a) Peter circulated the initial returns, based on the tick box questions, from 4 of the village areas, and Mark, Gerald and Derick agreed to analyse the written answers for Hartley Central, Wellfield and Hartley South respectively. Mark also circulated his work on the written answers from Bramblefield.

(b) It was agreed that Gerald write to thank the database designer, Caroline Porter, who had donated her time and expertise to produce an excellent result. It was also agreed her work be acknowledged in the final report.

(b) The response from Bramblefield and Wellfield had been disappointing. Therefore the committee agreed to follow up these areas to try to encourage a better response. Gerald is to draft a short questionnaire for Bramblefield.

8. Any other business

(a) Derick reported he had received an offer of help for graphic design of the final report.

(b) It was agreed Village Design Statement and Parish Plan Document to be on future agendas.

9. Next meetings

Monday 1st August 2005 at Manor Field Pavilion, 8pm

Meeting closed at 9.31pm