

**MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING
COMMITTEE held on 10th August, 2005 at “Longbrook”, Elmstone**

Present: David Theoff (Chairman)
Penny Burville (Acting Secretary)
Martin Ferber
Lorna List Brain
Alan Coller
Roger Ayling
Mike Fenney

Apologies for absence

Apologies were received from Ollie Chapman and Jan Rudolph

Minutes of the last meeting

The minutes of the meeting of the committee held on 13th July 2005 were adopted as a true record.

Matters arising

Covered in the agenda.

Committee Membership

The approach by an interested resident had not been followed up due to the Chairman's unavailability.

Fundraising - Grants

Nothing to report

Fundraising - Other

Nothing to report

Payment of accounts

AC reported that Canterbury City Council has been paid. John Grieg's reimbursement is outstanding.

Questionnaire

Martin F had made some more proposed amendments to the draft form after a trial completion of the questions. DT agreed to update the form with these, and any other amendments received, and reissue for committee comments and approval. Drafts to be circulated to committee member by 20th to be returned to DT with any further comments for amendment by 4th September.

The committee discussed how many of each questionnaire should be distributed to each household. The difficulty of obtaining occupant numbers became apparent. It was therefore agreed that one of each questionnaire would be issued per household. The relevant questions in the two questionnaires that did not currently allow for multiple completion would be modified accordingly.

Actions: DT to update, reissue and circulate the revised questionnaires to the full committee by **20th August 2005**

Full committee to fill in the questionnaires on a trial basis and return any comments to DT by **4th September.**

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DT to approach John Greig with a view to making the questionnaire computer friendly

Other Methods of Consultation

Deferred to next meeting

Preparations for the Open Day 10th September 2005

DT reported that **OC** spoken to the Headmistress of the Primary School. She had been given a copy of both the main and the junior questionnaire and was very keen to co-operate in any way. She is aware of the Open Day but is unable to plan anything at the moment because of the school holidays.

Currently, the plans for the Open day include the Parish Council providing the Village Archive photo exhibition, and the Parish Plan Steering Committee providing a similar display to that at the recent Steam Rally and camera and copying facilities (**RA**). **Mike F** said that it would be a golden opportunity for other village organisations (orgs) to participate and advertise themselves to residents.

OC had already contacted the other orgs to introduce the Parish Plan, but another letter needed to be sent to the Chairmen and Secretaries of the other orgs inviting them to participate in and contribute to the Open Day.

The committee decided that the title of the Open Day would be “Know Your Village”. The main publicity and detail for the event would be disseminated on posters at strategic points in the village (e.g. Parish Notice Board) and flyers to be hand-delivered to every household. Large (A1) posters would also be placed at entry points to the village with the legend “Know Your Village/Village Hall/10 – 4 10th September/All Welcome” to serve as a reminder. **RA** suggested a “hook” on the flyer offering one free set of passport photos on production of the flyer, which the committee agreed was a good idea.

DT reported that, unfortunately, Victoria Lawson will not be able to join us at the Open Day.

The following volunteered their services on the day: **DT**, **RA**, **Martin F**, **LLB**, **PB**

It was hoped that the **WI** might be willing to provide refreshments.

- Actions:**
- DT and PB** to draft a letter to the orgs to be sent out by **OC** on Monday.
Follow-up phone calls to be made later in the week by a member of the committee (tbd) to determine whether the orgs would be participating and how
 - DT and RA to design poster.** Urgent printing to be arranged.
 - LLB** to provide the backing boards and posts
 - AC** to put the posters up around the village.
 - DT and PB** to produce a first draft flyer asap ready for further work, flyer to be ready for the end of next week, hence the urgent need to contact the village orgs
 - DT** to get John Greig to post the flyer on the website prior to distribution

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Publicity

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AOB

DT reported that he had received a formal approach from a Mr Andrew Koroma with regard to a number of African families moving into the property know as ‘Bettlers Inge’ in September. Mr Koroma had indicated that it would be a good idea for one of the family members to join the Steering Committee as a new resident of Preston parish.

Next meeting

The next meeting will be held on Wednesday 7th September 2005 at the Half Moon and Seven Stars, commencing 7.30. PM

The meeting closed at 21.50.