

## **MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING COMMITTEE held on 18th May, 2005 at the Half Moon, Preston.**

**Present:** David Theoff (Chairman)  
Oliver Chapman (Acting Secretary)  
Roger Ayling  
Alan Coller  
Jan Rudolph

**Apologies for absence** were received from Mike Fenney, Martin Ferber and Lorna Listbrain.

### **Minutes of the last meeting**

The minutes of the meeting of the committee held on 20th April 2005 were adopted as a true record.

### **Matters arising**

DT reported that the website only required minor updating and it will be ready to “go live”. DT and OC would liaise with John Perryman to finalise the details.

### **Membership**

OC reported that Sharon Dunn and her daughter had tendered their resignation from the committee. It was agreed that DT would write to Sharon thanking her for her help.

In view of the interest expressed by Penny Burville at the annual parish meeting OC would contact her to see if she would be willing to serve on the committee.

### **Fundraising**

In view of SD's resignation it was agreed that DT would contact her to gain information about potential funding sources and follow them up.

### **Questionnaire**

It was agreed that the sub-committee set up at the last meeting would meet on Wednesday 25<sup>th</sup> May to compile the questionnaires, displays etc for approval by the next full Committee.

OC would e-mail members to remind them of the meeting.

## **Consultations.**

The committee discussed the methods of consultation intended to be adopted and it was agreed that included would be questionnaires, the website, a drop-in centre, talks to local organisations and stalls at village events (school fete, steam rally etc).

DT would contact Victoria Lawson to see when she might be available to attend a “drop-in” day, and to enquire as to what displays she might have.

OC would contact LL to make arrangements for a stand at the steam rally, and would write to all village organisations.

## **Introduction Letter**

It was agreed that DT and RA would finalise the form of the introductory letter and pass it to OC for copying and distribution to members. OC produced a map of the parish and members agreed areas, which they would cover for distributions etc, which he would copy and circulate to members. The intention is for the letters to be delivered by mid June.

## **Publicity**

OC would contact Beryl Reed to arrange an update in the Kentish Gazette.

## **Next meeting**

The next meeting would be held on Wednesday 15<sup>th</sup> June 2005.