

**MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING
COMMITTEE held on 7th September, 2005 at The Half Moon and Seven Stars,
Preston.**

Present: David Theoff (Chairman)
Oliver Chapman (Acting Secretary)
Martin Ferber
Roger Ayling
Jan Rudolph
Mike Fenney
Penny Burville
John Greig
Louise Perryman

Apologies for absence – received from Alan Coller

Minutes of the last meeting

The minutes of the meeting of the committee held on 10th August 2005 were adopted as a true record.

Matters arising

Covered in the agenda

Membership

PB had indicated that she was willing to take over as secretary to the committee, but that due to personal circumstances, she was unable to do so in the short term. It was agreed that OC would continue as acting secretary until PB is able to take it on.

DT reported that Dresina Shrewbridge had indicated that she was willing to help the committee and he would make further contact with her.

Questionnaire

DT handed to the committee the latest draft of the questionnaire and asked members to do a “trial run” of completing it before the open day and report any suggestions for improvement. The arrangements for delivery and collection of the questionnaire were discussed in depth and it was agreed.

- 1) JR would drop a copy to the headmistress at the school to see if it fulfils their needs.
- 2) DT would contact Leslie Blake (in the absence of Martin Knight) to see if it fulfils the needs of the village hall committee.
- 3) The questionnaire sub-committee would meet at Longbrook on 15th September to finalise the questionnaire ready for printing with the feedbacks referred to above.

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- 4) The questionnaires would be circulated by the committee members over their regular circulation areas week commencing 24th September with collection of them to be completed by Monday 10th October.
- 5) Questionnaires would be hand delivered with a return envelope and parishioners asked to either return to the village shop or it would be collected by the committee member. Parishioners would be reminded about the £50 draw prize.
- 6) The final version of the questionnaire is to be copied to JG for preparation of an electronic database.
- 7) The £50.00. draw to take place at the next full committee meeting 15th October.

“Know your village” open day

DT reported that due to PB’s efforts 12 village organisations would be represented at the open day. OC reported that AC had put up the posters around the village and members confirmed that the “flyers” had been delivered to all households. DT reported that, due to a hospital appointment of the Friday, he was likely to be unavailable on Saturday although he would try to attend. Arrangements for the day were discussed in general and it was agreed:-

- 1) OC would provide some display boards, large sheets of paper, post it notes, copies of the old OS maps (from the parish clerk) and obtain the key for access to the hall at 9.15 am.
- 2) RA would supply some display boards and all the necessary photographic equipment to copy any old photos brought on the day, and prepare committee name badges.
- 3) Other members of the committee would attend to assist as they were able. Based upon offers of assistance there would be at least four committee members available the whole day.
- 4) Large sheets of paper would be displayed with “post it” notes available for parishioners to make comments under various headings.
- 5) A register would be kept of names of those parishioners attending the open day.
- 6) Details would be taken of any parishioner willing to assist the committee with distribution of the questionnaire and other future activities.

Publicity

DT reported that the website was being used as an exemplar by ‘Action With Communities in Rural Kent’ and other parishes were being advised to look at it to see what could be achieved. The committee thanked JG and LP for their efforts.

Payment of accounts

In the absence of AC it was believed that no accounts had been received for payment, but it was suggested that AC should hold a sum of petty cash to reimburse members for expenditure such as postage. It was agreed that the sum of £50 should be withdrawn from the bank and held by AC as petty cash.

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Any other business

OC reported that he had recently attended a meeting held by Dover District Council to promote the new Local Development Framework. A general discussion took place on the issues. It was also noted that in spite of the DDC proposals, there is currently no DDC support or funding assistance for parishes undertaking Parish Plans or Village Design Statements.

Next meeting

The next meeting would be held on Wednesday 12th October in the Half Moon and Seven Stars at 7.30pm