

**MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING
COMMITTEE held on 8th February, 2006 at The Half Moon and Seven Stars,
Preston.**

Present: David Theoff (Chairman)
Roger Ayling
Oliver Chapman (Acting Secretary)
Alan Coller
Mike Fenney
John Greig
Louise Perryman
Jan Rudolph
John Simpson
Pat Simpson
Duncan Scott
Karen Wright (in attendance as Chairman of the Events Sub-Committee)

Apologies for absence – received from Martin Ferber and Lorna Listbrain

Minutes of the last meeting

The minutes of the meeting of the committee held on 11th January 2006 were adopted as a true record.

Matters arising

Covered in the agenda.

Committee Membership

John and Pat Simpson and Duncan Scott were formally co-opted to serve on the Steering Committee.

Fundraising

DT reported that he had been asked to amend the grant application for a 'DEFRA' grant and it was agreed that DT and OC would make the necessary amendments.

AC reported that he had received a further £300 from the Parish Council.

Payment of accounts

There were no outstanding accounts

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Data Analysis Sub-Committee

DT reported that the Data Analysis Sub-Committee had met since the last full Committee meeting and had started to identify areas requiring further attention. They had asked JG for the 'raw' data from the questionnaire returns for both the adults and childrens questionnaires in the form of the numbers answering question options. JG had produced them and the results had been circulated to all members.

Events Sub-Committee

KW reported that the Events Sub-Committee had met since the last full Committee meeting to discuss how the open day should be organised, the detail of which would be discussed later in the meeting.

Open Day

The Committee discussed at length arrangements the forthcoming Open Day and DT displayed some ideas for the layouts. DT also produced letters to all potential volunteers and they were distributed amongst committee members for personal delivery as soon as possible. M Fenney confirmed that PC Foster would attend with his mobile police station, and OC confirmed that the WI had agreed to do the refreshments and that the KCCs 'Recycling Roadshow' had been booked. DT reported that he had written to the school headmistress to see if they would like to be involved in the young persons section, but had not yet received a reply.

It was agreed.

- 1) DS, JS and M Fenney would put together some ideas for a 'Welcome Pack' so that the concept of it can be aired at the open day.
- 2) DT would send a letter (draft agreed at the meeting) to the Chairman, Secretary and Treasurer of the Village Hall committee to ask them to be involved in the open day.
- 3) JR would produce some posters setting out details of visits by the library bus.
- 4) Bus services. OC would provide a suitable map to show bus routes out of the village and M Fenney would provide details of timetables and enquire whether the post bus is still operative. JR would see what information on bus routes is held by KCC.
- 5) KR would arrange the purchase of flip chart paper, coloured pens, paper, blu-tack, stickers and post-it notes. RA would arrange hardboard for displays.
- 6) RA would design advertising posters (A4 for fixing to telegraph posts etc and A2 for main signs on roads into the village).
- 7) AC would arrange for materials for erecting the A2 posters (possibly borrow from LLB)
- 8) KW would design the 'flyer' to each household.
- 9) OC would compile a list of all village organisations and write to them to notify their members of the open day.
- 10) DT would prepare attendance lists and contact sheets.
- 11) The letter to all households should offer transport for anyone who would otherwise be unable to attend.

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- 12) KW would compile a letter to all local businesses (for distribution with household letters).
- 13) OC would ensure that the open day is advertised in the local press.
- 14) A combined Data Analysis and Events Sub-Committee meeting would be held on Wednesday 15th February at 8.00pm at Longbrook, Elmstone to agree the format of the 'Can you help', Traffic, and Village Change displays.
- 15) KW, JR and DT would obtain flip chart stands for the day.
- 16) OC would obtain display stands and a power point projector.
- 17) OC would write a display explaining Village Design Statements.

Preparation of written plan

The committee discussed the process of writing up the plan. Since the last meeting examples of Parish Plans had been circulated for comments.

It was agreed.

- 1) That JR would look to see if there are any other funding opportunities for which an application for funds should be considered.
- 2) That a sub-committee be set up by the next Steering Committee meeting to design the written document.
- 3) A draft of the final plan should be circulated to all volunteers as well as main committee members for comment.

It was also decided to "put out some feelers" of potential printing costs for the final document to inform future decisions about quality of publication etc and KR undertook to look at this..

Any Other Business

There was none.

Next meeting

The next meeting would be held on Wednesday 8th March, 2006 in the Half Moon and Seven Stars at 7.30pm