

MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING COMMITTEE held on 8th March, 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
Lorna Listbrain
Louise Perryman
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 Jan Rudolph

Minutes of the last meeting

The minutes of the meeting of the committee held on 8th February, 2006 were adopted as a true record.

Matters arising

Fundraising: DT reported that a decision was expected soon from DEFRA on the application for funding.

Open Day: A large part of the evenings discussions related to the arrangements for the forthcoming open day on 18th March and it was noted or agreed as follows:

- 1) DT would contact PC Foster and the Recycling Officer to inform them that the opening times would be 11am to 4pm.
- 2) DS reported on progress to date with putting together suggestions for a 'welcome pack'. It was agreed that an A3 version should be displayed on the day with A4 versions available for people to take away and refine. DS would lead the arrangements for the display and would be the contact for suggested amendments.
- 3) DT reported that he had written to the chairman and treasurer of the Village Hall Committee asking them to be involved in the open day. The committee felt that it would be a lost opportunity for the village hall if they were not involved and JG offered to speak with the chairman. It was agreed that the Chairman and Vice-Chairman (DT and RA) would decide what to do about the village hall display at the open day in the event that the hall committee fail to respond.
- 4) JR would be reminded that she was going to obtain posters (or a display) showing details of visits by the library bus.
- 5) MF would give OC details of bus timetables. OC had prepared a map of East Kent upon which to show bus routes.
- 6) KW had the purchase of the necessary pens etc in hand.

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- 7) RA had prepared posters for erection around the village and brought them to the meeting. AC took them to erect the large posters (6 No.) on the roads into the village and A4 posters (10 No) to erect at strategic points. The committee thanked RA for his efforts.
- 8) RA had prepared name badges for committee members for the day.
- 9) RA had prepared headers for the various displays.
- 10) KW had prepared the letter to all households and brought copies to the meeting, JS and RA had prepared the accompanying papers and DT the labelled envelopes. PS undertook to put the papers in the envelopes and distribute them to members ready to deliver over the weekend. The envelopes would be delivered by the usual committee members and they would call on the services of volunteers if needed.
- 11) DT has prepared contact sheets and attendance lists.
- 12) KW has written to all local businesses.
- 13) OC has arranged for the open day to be advertised in the local press.
- 14) OC, RA and KW would obtain display boards.
- 15) OC would obtain a PowerPoint projector.
- 16) DT has prepared a committee contact list
- 17) DT has completed a newsletter display
- 18) JR would be reminded that she had undertaken to bring a flip chart stand.
- 19) OC had prepared a Village Design Statement display.
- 20) DT has obtained information on Parish Plans from Victoria Lawson for displays.
- 21) DT reported that he had been working on the PowerPoint presentation with LP and that it would be ready in time.
- 22) DT would assist OC with the 'can you help?' display.
- 23) DT had prepared the 'traffic issues' display.
- 24) DT had met with Penny Day and the school will do a 'what the school want from the village' display.
- 25) KW and LL would give some thought to obtaining information on horse riding and cycling linked to the rights of way maps which OC was obtaining from KCC.
- 26) Most committee members were available on the day, and other volunteers would be invited to arrive at 10.30 for a quick briefing. DT would prepare some brief notes.
- 27) It was agreed that a meeting of the Events sub-committee would be held before the open day if it was deemed necessary by the chairman.

Payment of accounts

There were no outstanding accounts

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Preparation of written plan

The committee discussed the process of writing up the plan. It was agreed to defer consideration of setting up a sub-committee until the next meeting

Any Other Business

There was none.

Next meeting

The next meeting would be held on Wednesday 5th April, 2006 in the Half Moon and Seven Stars at 7.30pm