

**MINUTES OF THE MEETING OF
THE PARISH PLAN WORKING GROUP HELD ON
22nd APRIL 2004 AT 10.00 a.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr M Harris
Cllr Mr B Ramsay
Cllr Mrs M Solman (Chairman)

1. Apologies for absence

There were no apologies for absence.

2. Minutes of the previous meeting

RESOLVED: That, the minutes of the meeting of the Parish Plan Working Group held on 11th March 2004 be approved and signed as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Report on meeting with Kent Rural Community Council Terms of Reference

The Chairman of the Parish Plan Working Group reported on her meeting with Kathy Bugden the Rural Officer at Kent Rural Community Council.

The Working Group had been disappointed with the lack of response from residents after the distribution of promotional leaflets at the Annual Parish Meeting.

The Chairman informed the Working Group of the funding opportunities available for the publication of a Parish Plan. The Countryside Agency has no further funds for Parish Plans, but other grants may be available through schemes such as "Awards for All" or "Community Initiatives in Rural Kent". Assistance may be available from the District Council, probably in the form of services in kind rather than any financial assistance. When established, the Steering Group may wish to look to small local business to provide some form of assistance. Funding for a Parish Plan would need to be addressed and the Working Group agreed it would be necessary to appoint a fundraiser on the Steering Group.

In light of advice received from the Kent Rural Community Council, the Working Group agreed that in order to progress the matter of setting up a Steering Group, it would be necessary to hold a public meeting and that representatives from the District Council, Kent Rural Community Council, Countryside Agency and other Parish Councils that had already produced a Parish Plan should be invited to attend the public meeting.

The Working Group considered a suitable venue and the format of the public meeting. The first part of the meeting would involve a number of short speeches from those outside organisations invited to attend, followed by a break for refreshments, concluding with a brief summing up session. The first choice of venue would be All Saints Church Centre, followed by Hartley Primary School and finally the WI Hall. The date of the public meeting would be subject to the availability of a hall; the preferred option being sometime between the middle to the end of June.

The public meeting would be advertised by means of the Council's next newsletter and posters displayed around the Parish. Invitations to attend the public meeting would be sent to local businesses, groups and organisations. The West Kent Tenants Association, local schools and churches would be asked to enclose information about the public meeting in their respective newsletters. The Youth

Worker would be contacted to encourage young people to get involved with the preparation of the Parish Plan.

Residents who expressed an interest in getting involved in the production of a Parish Plan would be invited to complete a volunteer slip giving details such as name, address, date of birth and area of interest. This information would be required by the Council in order to ensure the Steering Group was truly representative of the Parish as a whole.

The Working Group briefly considered the membership of the Steering Group, which would require a Chairman, Vice Chairman, Treasurer, Secretary, Fundraiser and 2 or 3 Members of the Parish Council. Projects for consideration by the Steering Group could include a Parish Transport Scheme and a Village Design Statement.

RECOMMENDED: That, arrangements be made to hold a public meeting in advance of the preparation and development of a Parish Plan for Hartley.

5. Date of Next Meeting

Thursday 10th June 2004 at 10.00 a.m. at the Pavilion, Manor Field.

The meeting closed at 10.50 a.m.

Signed:.....
Chairman

Date:.....

