

**MINUTES OF THE MEETING OF
THE PARISH PLAN WORKING GROUP HELD ON
10th June 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)

In Attendance: Mrs H Gilder (Assistant Clerk)

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 22nd April 2004 be approved and signed as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Parish Plan

The Assistant Clerk confirmed that the Hartley Primary School hall had been booked for Wednesday 7th July 2004 for the Public Meeting and that the meeting would commence at 8.00p.m.

The Working Group noted a list of the groups and organisations able to attend the public meeting on 7th July 2004.

The Group were informed that three guest speakers had confirmed their attendance.

Cllr Mrs Solman suggested that the Community Development Officer at Sevenoaks District Council and the Youth Worker be invited as they had not been previously contacted.

The Group considered ways of advertising the public meeting.

The Assistant Clerk informed the Group that All Saints Church had offered to publicise the meeting in the Church Newsletter and that details of the Parish Plan had been included in the latest Parish Newsletter. A tear off slip asking residents for their views on the village and whether they would be interested in attending the public meeting had been incorporated within the newsletter.

The Group were pleased to hear that two replies had already been received.

RESOLVED:

That,

- 1) Posters be displayed throughout the village and a leaflet drop made at Wellfield, advertising the meeting.
- 2) Local schools, churches and shops be contacted to ask whether they would be willing to display a poster.
- 3) Local papers and producers of local newsletters be contacted to ask whether they would publicise the meeting.

The Group considered the agenda for the public meeting and agreed that the Chairman of the Council should be asked to introduce the proceedings and open the meeting.

Cllr Mrs Solman would then give a brief introduction and introduce the guest speakers, followed by a short break for refreshments and an informal chat, when the public would be given an opportunity to complete a volunteer slip indicating whether they would be willing to help set up a Steering Committee.

Cllr Mrs Solman will then give some idea of the structure of the Steering Group, followed by a question and answer session and concluding with a brief summing up session.

RESOLVED:

That,

Refreshments be purchased for the public meeting from the budget allocated to the Parish Plan Working Group by the Council for the setting up of such a meeting.

5. Date of Next Meeting

To be confirmed

The meeting closed at 11.10a.m.

Signed:.....

Date:.....

Chairman