

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON
7TH APRIL 2008 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham
Cllr Mrs J Burns (Chairman)
Cllr Mr J Gaywood
Cllr Mr D Graeme
Cllr Mr M Harris
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

No apologies had been received.

2. Declarations of Interest

Cllr Mrs A Oxtoby declared a personal interest under minute item 4 in respect of the special newsletter relating to Hartley Wood, as her private residence is located adjacent to the woodland.

3. Minutes of the previous meeting

RESOLVED: That, the minutes of the meeting of the Communications Committee held on 28th January 2008, be approved and signed as a correct record.

4. Special Newsletter – Hartley Wood

At a recent meeting of the Special Projects Committee it was recommended that 'residents be encouraged to support the Parish Council with its application to register land owned by Southwark Council in Hartley Wood as a Village Green by convening a public meeting, displaying public notices in Hartley Wood, through the Parish Council's newsletter and providing information in Hartley Library and in Hartley Post Office, and at the Parish Plan Open Day on 26th April 2008'.

The Special Projects Committee resolved that *'the Communications Committee be asked to prepare for the distribution of a special newsletter encouraging residents to support the Parish Council with its Village Green application'.*

The Committee considered arrangements for the production and distribution of a special newsletter and agreed on the format that it should take.

Members agreed that the newsletter could be printed in the Parish Office but that arrangements would need to be made regarding its delivery.

The Committee considered a quotation received from Ash Setting and Printing for delivery costs for the sum of 5p per house, and noted that delivery could be completed within a week. It was noted that as with the newsletter, approximately 200 of the newsletters would need to be posted.

RESOLVED: That,

- 1) the Special Newsletter be drafted by the Clerk and circulated to members of the Communications and Special Projects Committee for approval, prior to its production and distribution.
- 2) The newsletter be distributed during the week commencing 21st April 2008.
- 3) The quotation from Ash Setting and Printing for the sum of 5p per house for the distribution of the newsletter be accepted.

It was suggested that a reply slip be inserted on the reverse of the newsletter to enable residents to express their support and that the owners of Budgens and the Post Office be asked whether they would be willing to position a box in their shop to enable residents to return their reply slips. Alternatively residents would be informed that reply slips could also be returned to Hartley Library or the Parish Office.

5. Date of next meeting

Monday 19th May 2008 at 7.30p.m. at Hartley Library.

The meeting closed at 8.30p.m.

Signed:.....
Chairman

Date:.....