

OTFORD PARISH PLAN
Steering Committee Meeting #4
20th February 09

MINUTES

Present: Ron Dullage
Rod Shelton (chair)
Keith Stockman
Cliff Ward

Apologies: Jeff Lee
Richard Worssam
Carol Griffiths
Mark Fenge
Donna Brown
Andrea Pinto
Paul Robertson
John Edwards-Winsor
Elizabeth Ward

1:1 Approval of previous minutes
Minutes were approved as read

1: 2 As requested, RS had received a hard copy of the Bethersden PP and (part) questionnaire. The Bethersden chairman reported that, as 3 years had now elapsed since the original plan, they had recently completed a review and found that 80% of the projects had been completed successfully.

2:1 Report from Otford retailers on inaugural meeting.
As MF is away on holiday this has been delayed until the next meeting.

3: 1 Scheduling a public open event to discuss the content of the questionnaire
The meeting agreed that an 'open event' (in preference to a public meeting), to take place at the popular Saturday morning coffee morning, would gain greater attention and provoke more discussion among residents.
The agreement of the Boltons would be needed in advance.
A date of Saturday 18th April was proposed as it was felt the questionnaire should be nearing completion by then.
The objective is to gain residents reactions and record their own suggestions for items to be included in the questionnaire.
The final form of 'presentation' is still to be resolved.

Action: RS to contact the Boltons and if approved, confirm any extension of the booking with Pam Dullage.

4: 1 Estimate costs for Clubs & Associations Open Day
The outline estimate for the Clubs and Associations open day, provisionally scheduled for 16th May, is £380.62. (Breakdown with Treasurer)
In order to ensure our outlay is covered, a fee per club of £15 was proposed. Of the 40 clubs and associations who use the Halls, many are professional organisations and may not wish to take part. The fee would ensure that even with 25 clubs attending, the cost of the event would be covered. Any

additional income over and above the costs would be put into the PP steering committee working fund, held by the Parish Council.

Action: RS to write to all club & association secretaries with an invitation.

5 AOB

5:1 ACRK meeting:

Victoria Lawson of *Action with Communities in Rural Kent* attended the Otford Memorial Hall to promote Parish Plans on 19th February. A number of steering committee members met with her and several new Parish Plans were borrowed. Victoria confirmed:

- a) That the alignment of our questionnaire headings in order to parallel those of the SDC Sustainable Communities plan would be a positive advantage to us in the future in terms of having the parish plan ratified.
- b) That ACRK are very experienced in producing a Housing Need Assessment as part of a Parish Plan. After discussion with us, and a detailed visit to Otford, they would produce a suitable questionnaire which would be delivered with the main (our) questionnaire. They would then assess the responses they got and discuss the results in detail with our steering group. From this point on, the choice of action would be ours.
- c) That the only way to get a 70% response for the questionnaire was to deliver and collect by hand. (This had been recently proven in several participating parishes). She advised use of a plastic bag so that questionnaires could be left on the front door on collection day.
- d) She confirmed that individual project funding would continue to be available but that DEFRA (government) funding to support communities like ours to prepare the Parish Plan had not been re-instated. She was pleased that we had been able to generate our own funding from the VDS sales but suggested that if the Otford PC was unable or unwilling to fund the steering committee, we should be looking for alternative sources of funds in the interim. (RS has already made application with the Courier Media 'Heart of the Community' awards scheme.)
Meanwhile she would continue to try and retrieve any un-spent funds held by other parishes, which she would be happy to pass on to us.
- e) She assured RS that she would send a list of FAQs on the Parish Plan that we might use on our web site.
- f) RS has subsequently received from Victoria a selection of time-lines used by other parishes in their preparations. RS will pass the results to the committee at the next meeting.

5:2 Some additional sales of the VDS have raised our present funds by £72. RS

5:3 RD mentioned that Nick Chard had available to him as our KCC council representative an allocation of £1500 for use by the community.

Action: Our treasurer to make further enquiries of Nick with a view to tapping into these funds.

6:1 Resolve items to be included in questionnaire

All the remaining 'bullet points' of the questionnaire were discussed and a final listing was compiled for consideration by the remainder of the committee.

6:2 It was agreed that each section should include a two-sentence preamble in order to clarify its importance to residents.

6:3 As the next meeting will begin work on the individual questions contained in the questionnaire, it was agreed that dividing the committee into three groups would be advantageous in terms of working and achieving the objectives.

Action: All committee members to review *Proposals for discussion on the questionnaire* and add their amendments (if needed). Please if possible email comments to Rod Shelton and copy to Jeff Lee (jeff.lee@waitrose.com).

NEXT MEETING

Friday 6 March 2009, 10.00 a.m., Otford Memorial Hall