

# MINUTES 4

Wednesday 30<sup>th</sup> August 2016  
Charing Parish Hall

1.	<p><b>Apologies:</b> None <b>In attendance:</b> Cllrs H Billot, J Leyland, C Prinn, N Blunt, the Clerk; J Boot and Jane Emblem (“the Admin”)</p>
2.	<p><b>Matters Arising:</b> Appointment of Jim Boot approved Appointment of Jane Emblem as administrator approved Jane was welcomed to the team JB will email Simon Cole to ascertain who is the allocated planning officer</p>
3.	<p><b>Noted</b> that CPC has made a formal response to ABC concerning the draft local plan</p>
4.	<p><b>Communication to attract attendance at NP launch meetings:</b> Suggested methods will be Billboards/Sandwich Boards (JL has access to history society equipment) estate agents boards (<b>The Admin to investigate cost</b>) website and social media (subject to review <b>The Admin to liaise with Shona</b>), email and text, <b>JB to send link for posters</b> which will be displayed in vantage points around village and posters left for residents to pick up and directed us to neighbourhoodplanning.org. <b>HB and JB to draft poster and flyer asap</b></p>
5.	<p><b>Structure of Meetings: Thursday 22<sup>nd</sup> September 10am-midday 7-9pm</b> <b>Saturday 24<sup>th</sup> September 10am-midday</b> <b>Monday 26<sup>th</sup> September (CH) 6-8pm</b> Meetings will be formal in nature and key objective is to promote awareness of NP and recruit a steering group and other support workers. JB refreshed “good, bad and dream” activity. Speakers suggested Richard Alderton, Simon Coles, Jillian Barr, Katie Miller, Tony Shoults. <b>JB to organise speakers</b> (2 maximum to be rotated) Meeting to cover  <ul style="list-style-type: none"> <li>(1) Why we should have a NP</li> <li>(2) How NPs and LPs work together</li> <li>(3) Importance of NP</li> <li>(4) How NP will co-exist with Ashford LP</li> <li>(5) Lessons learnt from Wye</li> </ul> <p>Noted that ABC supports ‘envelope principle’ and we will have one for Charing one for Charing Heath Suggested Agenda  <ul style="list-style-type: none"> <li>(1) Registration on arrival for purpose of logging attendance and registration form on seat to be completed and left either at meeting or local collection points. <b>The Admin to prepare the registration form from a template to be sent to her by JB</b></li> <li>(2) Introduction by JB</li> <li>(3) Guest speakers</li> <li>(4) Good, Bad, Dream</li> <li>(5) Exhibition and Refreshments</li> <li>(6) Feedback and Summary</li> <li>(7) Q and A</li> <li>(8) Updates on palace, pub etc</li> <li>(9) AOB and time to complete registration form</li> </ul> <b>HB to circulate draft agenda</b></p> </p>

**The clerk to obtain pens and is picking up maps from ABC as well as check if registration with OS is still current**

Boards for Exhibition (target date for completion by 16<sup>th</sup> September)

- (1) Housing- LP, Orbit, Village Envelope, Orbit, New Builds – JL to contact Orbit for material [JL i/c board completion]**
- (2) Pubs – The Oak and Bookmakers' Arms (micro pub) The Admin to contact Graham Austen to provide material [JL i/c board completion]**
- (3) Chalk Quarries and Sand Pit – C Prinn to contact Bretts, JL to contact Tylden Reed and/or Richard Carrison [Tylden i/c board completion]**
- (4) Palace – JL to contact Keith Adams [JL i/c board completion]**

**The Clerk will update the newsletter and ask Richard Carrison if he will transport the exhibition boards**

Email agreed as [yourplan@charing.kent.org](mailto:yourplan@charing.kent.org). **The clerk will liaise with Shona to get this set up and direct replies to JE in the first instance**

A colour scheme was agreed with reference to HB's notebook

Refreshments- Cake and Coffee Thursday and Saturday morning

Savouries and wine/beer Thursday evening – all agreed by Rosebud

**The Clerk to approach Westwell Wines and the Admin to approach Graham Austen to supply wine and beer**

Monday – the Red Lion to be approached by CP

- 5. AOB: HB to draft a press release. The Admin to send to Shona for website and email group, Wealden Ad, Villagers' Voice and Village Directory (if not too late), the Clerk to liaise with Charing Heath email group, JL to liaise with Vin Patel to see if he has email group for local business**

JB suggested the Admin should keep a paper and electronic scrapbook for record purposes

No date set for next meeting