

Aide Memoir following meeting on 8Th May 2009 at
Heron Manor, Chilham
between Geoff Dear (Project Support) and Helen Kirwan (Director).

Apologies: - Robert Berry and Ernie Taylor.

Indicative Estimates

Rumney Design - it was agreed that the quote from Elisabeth covered a much bigger scope than we required - GD agreed to contact her and ask that she restricted her quote to the Community Engagement Exercise and production of Detailed Design Brief as initially requested in his email.

Funding

GD confirmed that CPC had earmarked the £500 Emma donation for CFDB use.
Assuming the project costs £10k and we get 80% funding then this leaves £2k to find - £1k from our own funds + £1k "in kind" funding ... this would roughly equate to 50hrs of GD's time project managing / documenting / publicising the phase (including new webpage) during the consultation exercise and could also include volunteer time conducting surveys etc ...
Richard Hall (Kent Downs and Marshes Leader Program) advised that we get letters of support for a consultation exercise from key stakeholders and get a full application to him before the end of the month - with luck we could then get a decision by mid June.

Fact Finding

GD agreed to arrange one-to-one fact finding meetings with key stakeholders to get an initial indication of current views to feed into the consultation exercise. He will use the indicative layout from the Feasibility Study as a reference point for these meetings and get agreement to his notes from the meeting by email.
He will start with perceived detractors and attempt to get the exercise completed before the end of May.

The meetings will be with ...

Chris Duncan (Church), Peter Wead (PO), Lisa Smart (White Horse), Kelly Brook (School), Diana Barson (Gift Shop), Anthony Perrett (CEPS-resident-Square), David Hayes (PACT-resident-Square), Anne Willett (resident-Street), Tessa Wheeler (Castle)