

Key Theme	Lead	Timescale	Targets and next steps - actions required	Progress	Outcomes
Local Engagement - Kent County Council	Democratic Services	Mar-09	Engage Kent County Council Rural Regeneration Team - need a nominated rep to come to Swale Rural Forum meetings		Mutually beneficial understanding of rural issues/challenges resulting in joined-up approach to problem solving, improved partnership working
Local Engagement - PACT	Democratic Services	Mar-09	Engage Community Safety Officer to ensure rural issues arising from PACT meetings come to Swale Rural Forum. Invite Rep from PACT		
Local Engagement - Parishes	Democratic Services	Mar-09	Ensure Parish Councils receive Swale Rural Forum agendas in good time, with opportunity for them to bring items forward for discussion		
Local Engagement - other relevant organisations	Democratic Services	Mar-09	Ensure other relevant groups receive the Swale Rural Forum agendas in good time with opportunity to bring items forward for discussion		
Swale Rural Forum Representation	Chairman	14th April 09	Review invite list for Swale Rural Forum - who else should attend? Consider at next meeting		Improved coverage/representation of rural issues
Local Engagement - Websites	Sub-group	ongoing	Use SBC website and parish council websites to promote Swale Rural Forum and improve public participation		Effective dialogue with communities promoting pro-active and timely responses to challenges
Business Cards	Sub-group	May-09	Design and produce business card/postcard for distribution to local rural venues e.g. pubs, shops etc.		

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Monitoring or work/projects	Chairman (to nominate relevant lead on each project)	ongoing	Need to identify clear actions where appropriate and ensure follow up at next Swale Rural Forum mtg.		Effective monitoring of work/projects outside of Forum
Monitoring progress of Swale Rural Forum	Democratic Services	ongoing	Maintain this action plan and have as item on each agenda for updating		To ensure the Forum continues to develop and does not become stagnant
Linking with SBC strategies/projects	Relevant portfolio holder	ongoing	E.g. Link to Green Clusters, Open Spaces Strategy, Green Grid Strategy		To keep updated on relevant strategies and rural-proof them
Site visits	NFU/others	Jun-09	Set up more site visits to show best practice and which we can demonstrate adds value		To learn best practice
Amend Terms of Reference	Democratic Services	Apr-09	Agree to revise 2ii of the Terms of Reference to include the word 'environment'		To ensure the environment is considered
Link work of the Swale Rural Forum to SBC Corporate Plan and Priorities	Chairman	ongoing	Monitor work and objectives of the Forum		Ensure the work of the Forum remains focussed