

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	Representative now attends forum where possible however need to have a 'deputy' if Liz Harrison is unable to make it.	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	Charlotte Hudson (SBC) who runs PACT meetings will not attend SRF but would like to be kept informed of any issues arising. However needs to be better liaison between PACTS, parish councils and Swale Rural Forum.	
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	Parishes have now had opportunity to bring items to Forum	
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	Discussed at last meeting	

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Swale Rural Forum Representation	Chairman	ongoing	Review invite list for Swale Rural Forum - who else should attend? Consider at next meeting	At last Swale Rural Forum it was suggested members should be invited to put forward names for consideration. Names suggested so far are Medway Drainage Board and Kent Wildlife Trust	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	Discussions to be had with Web designer at SBC	Effective dialogue with communities promoting pro-active and timely responses to challenges
Business Cards	Sub-group	ongoing	Design and produce business card/postcard for distribution to local rural venues e.g. pubs, shops etc.	Draft postcard to be produced	
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.	Need to identify which projects (if any) Forum would like to monitor	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	ongoing - comments on how action plan is used to be sent to Regeneration projects officer	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	Ongoing - need to identify relevant new strategies	To keep updated on relevant strategies and rural-proof them

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Site visits	NFU/others	ongoing	Set up more site visits to show best practice and which we can demonstrate adds value	First visit took place 17.06.09 - well attended and successful. However noted that future visits need to be better publicised to improve attendance.	To learn best practice
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