

RADLEY PARISH PLAN STEERING COMMITTEE

Minutes of Meeting held on Monday, 16 May 2011 at 7 pm at 55 Foxborough Road

PRESENT: Ms Kayla Tomlinson (in the Chair)
Mr David Buckle
Mr Garry Cook
Mr Eric Davies
Mrs Inga Doherty
Mr Nick Frearson
Mrs Jenny Standen
Miss Martha Young
Miss Sally Raven

APOLOGIES: NIL

1. **Minutes of meeting held on the 16 February 2011:** approved with the following amendment to Minute 1:
“£20 should be paid to Kayla Tomlinson to meet the cost of refreshments at Parish Plan meetings.”
2. **Chairman’s Report**
 - (a) Bob Earl had indicated that he would be standing down from the committee because of other work he had taken on. Kayla Tomlinson indicated that she had responded asking if he would be willing to continue on the Committee so that he could comment on the draft Plan, and attend the launch of the Plan. Bob Earl had agreed to this, and the Committee supported the Chairman’s action.
 - (b) Fiona Wilkes had indicated that she would be standing down from the committee because of trouble with her PhD thesis, but would like to come to the launch. This was agreed.
 - (c) Kayla Tomlinson read out the report she made to the Annual Parish Meeting on the 4 May 2011, in which she had thanked the Committee Members and Secretary for the work they had undertaken. She reiterated these thanks to those present.
3. **Finance:**
 - (a) **Accounts 2010/11:** The accounts were discussed and accepted by the Committee.
 - (b) **Update on budget 2011/2012:** The funding available was noted. The Secretary would continue to be paid from the remainder of the Parish Council funding and the donation from Mr John Curtis. Expenses would be paid from the ORCC grant, as would the launch of the Parish Plan. It was likely that about 100 copies of the report would be needed as copies would need to be given to sponsors, Parish Councillors, Committee Members. It would be necessary to ascertain how much RWE Npower were willing to contribute towards printing the final report once the size of this was known.

- (c) **To consider claims for expenses:**
- **Expenses:** It was agreed to pay the following expenses:
Mileage £31.20
Photocopying: £10.70
Postage: £2.66
 - Payment to winner of Prize Draw: The address of the winner was 27 Ferny Close. The name would be ascertained so that a cheque for £50 could be paid at the next Parish Council Meeting. Sally was thanked for preparing and folding the raffle tickets.
 - To consider booking table at Village Fete on 18 June 2011: It was agreed that this was not necessary.
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4. **Report to Grass Roots:** It was agreed that the report would be prepared by the Chairman and Secretary.

5. **Preparation of Report:**

- (a) **Results from questionnaire:** The Committee discussed the statistics produced and discussed the following:
- The varying age groups were discussed (Questions 1 and 2)
 - 44% of the population had lived in the Parish for more than 20 years (Question 4)
 - The Post Office should be given the statistics relating to its service (Question 8)
 - Village Hall (Questions 10-14)
 - Green Belt (Question 15)
 - Recycling (Question 17)
 - Village Appearance (Question 18)
 - Library Services (Questions 49 and 50)

It was clear that the Parish Council would need to be informed of many aspects raised by the responses.

- (b) **Action for preparation of report:** It was agreed that Kayla Tomlinson, Garry Cook and Sally Raven, with input from Eric Davies, would form a small “writing” committee to prepare a draft for consideration by the Committee.
- (c) **Timetable for preparation of report:** It was anticipated that the report would be ready by the end of September/early October, with the first draft out by the end of July.
- (d) **Arrangements for launch of final report:** It was anticipated that this would be at the Village Hall, possibly with refreshments. The details would be considered at the next meeting.
6. **Next Meeting and Venue:** A date would be fixed once the draft report had been prepared.
7. **Website/Blog:** A final message would be put on the Blog, thanking the community for participating and asking them to look out for notices about the launch of the Parish Plan.