

## **RADLEY PARISH PLAN STEERING COMMITTEE**

**Notes of Meeting held on Monday, 16 November 2009 at 7.00 pm at the Bowyer Arms**

**PRESENT:** Ms Kayla Tomlinson (in the Chair)  
Mr David Buckle  
Mr Garry Cook  
Mr Eric Davies  
Mr Bob Earl  
Mrs Jenny Standen  
Mrs Fiona Wilkes  
Mrs Martha Young  
Miss Sally Raven  
Mr Toby Warren, DC

**APOLOGIES:** Mr Nick Frearson  
The Rev Pam McKellen  
Mr Ian Yorston  
Mr Anton Nath

**1. Notes of meeting held on the 19 October 2009:** The notes were accepted as a true record.

**2. Action Points from Notes:**

**2.1 Membership:**

Radley Church: It was noted that Pam McKellen and Martha Young would represent Radley Church, although it was noted that Pam McKellen would have difficulty attending meetings.

Primary School: The School Governors had been pressed for a representative, but no names had been forthcoming.

**2.2 Publicity:** Garry Cook reported that he had prepared a report on the Logo Competition for the Abingdon Herald. It was not known whether anything had been published.

**2.3 Skills Audit:** Kayla Tomlinson indicated that she had not amended the list, and still required information from Martha Young, Nick Frearson and Pam McKellen.

**2.4 Project Plan:** The amended version had been circulated to members.

**2.5 Radley Village Issues from Post-Its and the Radley Village People/Communities:** An amended list had been sent to members.

**3. District Council Involvement**

Toby Warren, Vale of White Horse DC, introduced himself to the Committee and indicated that he was responsible for community and economic development at the Vale of White Horse DC. He outlined the role he played in the preparation of Parish Plans, stressing the importance of being consulted at all stages of the plan's development and particularly the draft plan. He

indicated the value of looking at plans which had been produced, and gave the Committee copies of The Vale Community Strategy 2008-2016.

There was concern expressed about the value of a plan and the notice that would be taken of it. An example quoted was the request for Lower Radley to become a Conservation Area – this was requested in the 1980s and the District Council had still not looked at this. Mr Warren indicated that Parish Plans were an indication of the aspirations of the various Parishes and in effect were their Strategic Plans, which could cover up to 15 years. They were very important to the DC and the OCC, especially during the preparation of Strategic Plans. They would also be taken into account during South-East Planning. The DC did have a dilemma when plans included matters where it was not possible to give immediate help, but these matters should still be included.

Mr Warren was thanked for attending, and he stayed for the remainder of the meeting.

#### **4. Title of Committee**

The Committee noted the Parish Council's request to rename itself the Radley Parish Plan Steering Committee and, after some discussion, this was agreed.

#### **5. Logo Competition**

It was reported that there was disappointment that only two entries were received. However, these were good entries and it was suggested that a joint prize should be awarded to Emily Stoye, aged 6, and Daisy Stoye, aged 10. There was a need to amalgamate the two logos and this would be discussed with the prize winners.

**ACTION:** The prize winners should be given vouchers from Price Stationers, Abingdon, for £30 each (£20.00 for winning the category and £10 for overall winner).

#### **6. Progress Report on Information Gathering**

Most village organisations had agreed to participate in the Love/Hate questionnaire, and responses were being received. In addition, a table had been booked at the Christmas Bazaar at the Village Hall on Saturday, 21 November 2009. David Buckle, Eric Davies, Bob Earl, Jenny Standen and Kayla Tomlinson agreed to man the table at various times between 1 pm and 4 pm. It was not known if a table would be available at the School Christmas Bazaar on Friday, 4 December 2009 from 5.30 to 7.30 pm, and this would be followed up with the head teacher.

The possibility of obtaining some display boards was discussed. The Radley History Club would be asked if it would be possible to borrow the ones the Club had from time to time for a small donation. In addition, Fiona Wilkes agreed to look into the cost of purchasing some display boards, although this should be a last resort because of the expense for a short term need.

**ACTION:** Eric Davies, Gary Cook and Fiona Wilkes would work on a professional display for future events.

## **7. Parish Plan Website Feedback**

The notes of the meetings were now on the website, together with the current agenda, and the Parish Plan page had been linked to various organisations for background information. Ian Yorston had reported that he had scanned the 1984 Village Plan, but it was not known whether this had been put on the web.

**ACTION:** Members would look at the Website and put forward suggestions for its improvements

## **8. QUESTIONNAIRES/WORK PLAN**

### **ACTION:**

- (a) Project Plan: Owing to commitments of the Chairman and other members during September and October, the Project Plan would need to be extended to December 2009.
- (b) Household Questionnaire: It was important to get as many views as possible before drawing up the questionnaire to go to all households, and a progress report would be given at the next meeting. To entice responses:
  - (i) The questionnaire could be put on the web as well as delivered manually.
  - (ii) A prize draw could be offered.
- (c) Delivery/Collection of Questionnaires:
  - (i) The Guides and the Youth Club should be approached to see if they would be willing to deliver questionnaires
  - (ii) Collection points could be village shop, post office, Bowyer Arms, mobile home sites.
- (d) Analysis System: A computer system for analysing the responses would need to be considered further.
- (e) Drafting of Report: Jenny Standen/Kayla Tomlinson would look at the 1984 Village Plan to see what parts should be included in the new Parish Plan., and how this should be expanded.

## **9. PARISH CONSERVATION PLAN PACK**

It was not clear how this would fit in to the work of the Radley Parish Plan Steering Group. It was anticipated that this would be done by Radley Parish Council, via its Conservation (Nature) Working Party and that there should be a cross reference in the Parish Plan about it.

## **10. FINANCE**

- (a) Claims for Expenditure: There were two claims for photocopying:
  - (i) Copycat Services: £108.00 plus VAT (£124.20)
  - (ii) Sally Raven: £20.35 plus VAT (£23.40)
- (b) Preparation of application for grant: Garry Cook and Kayla Tomlinson would meet to prepare an application for a grant towards the expenses of the Parish Plan.

**ACTION:** Members were asked to submit ideas by 30 November 2009, to Garry and Kayla to take into account during budget preparation. This would include things such as extra events, beer mats, incentive prizes, hire of halls.

**11. DATES OF NEXT MEETINGS:**

(a) Monday, 21 December 2009, at 7 pm, 1 St James Road

Some members were not happy about meeting at the Bowyer Arms because of the background noise, and thought would be given to future meeting places at the next meeting.

(b) Monday, 18 January 2010, venue to be fixed.

**12. ANY OTHER BUSINESS**

(a) Report for Radley News: Sally Raven and Kayla Tomlinson would prepare the report for Radley News.

(b) Younger Membership: Thought should be given to how to attract younger members especially as the Plan was seen as a Strategic Plan for the Parish covering up to fifteen years. Members from the Guides and Youth Club should be invited to come as observers so that they could see how the Committee worked and how they could participate.