

RADLEY PARISH PLAN STEERING COMMITTEE

Notes of Meeting held on Monday, 18 January 2010 at 6.30 pm at the Village Hall

PRESENT: Ms Kayla Tomlinson (in the Chair)
Mr David Buckle
Mr Eric Davies
Mr Nick Frearson
Mrs Jenny Standen
Mrs Fiona Wilkes
Miss Sally Raven

APOLOGIES: Mr Garry Cook
Mrs Inga Doherty
Mr Bob Earl

- 1. Notes of meeting held on the 21 December 2009:** The notes were accepted as a true record with the addition of the following action:

Note 2.8: Once the work on updating the 1984 Village Plan was completed, it would come back to the Steering Committee as an agenda item.

- 2. Action Points from Notes:**

2.1 Membership: The Head Teacher and the Vicar had been informed that they would not remain on the membership list. It was noted that the Head Teacher was going on maternity leave on the 22 February 2010 and would be covered by a part-time Head Teacher who also would not have the time to attend.

2.6 Display Boards: The Radley History Club would be willing to make its display boards available to the Steering Committee.

2.8 1984 Village Plan: It was noted that Jenny Standen, Kayla Tomlinson and Sally Raven had met on two occasions to look at the changes needed to the 1984 Village Plan, and a further meeting was planned. It was hoped that the draft amended version of this plan would be available for the next meeting.

- 4. Questionnaire:** Eric Davies, Bob Earl, Fiona Wilkes and Ian Yorston had still to meet to prepare the draft questionnaire.

- 3. FUTURE MEETINGS**

The next meeting would be held on Monday, 1 March 2010, at 55 Foxborough Road. Future meeting dates and venues would be fixed at each meeting to try to get maximum attendance.

- 4. FEEDBACK ON ACTIVITIES TO BE ARRANGED**

David Buckle reported that he had had helpful responses from both Bill Homewood and Basil Crowley regarding a farm visit and a nature walk

respectively. Bill Homewood had indicated that the most suitable time to host a Farm Visit would be mid to late June, mid to late afternoon in the middle of the week. He had suggested 16 or 23 June 2010. It would be necessary to link with the Primary School regarding this visit. Basil Crowley had been sympathetic to the idea but had not yet made any suggestions.

Nick Frearson also offered a farm visit with a trailer, although it would be necessary to limit numbers as the trailer would only hold 30/40 people. The visit would be more suitable for adults, although it could be extended to children over 10 years. It was queried whether the WI/History Club could arrange catering, such as a barbeque.

It was not known whether Ian Yorston had managed to follow up a visit to Radley College.

ACTION:

- (a) More thought would be given to the details of the farm visits and the nature walk, and Sally Raven would follow up with Bill Homewood and Basil Crowley. The question of insurance would need to be clarified.
- (b) The question of a visit to Radley College would be followed up with Ian Yorston. It was queried whether the boys could act as guides.

5. LOGO

This could not be discussed as Ian Yorston was not at the meeting.

ACTION:

- (a) Sally Raven would ascertain whether Ian Yorston would be able to prepare a logo.

6. WEBSITE

This could not be discussed as Ian Yorston was not at the meeting, and the Training Session planned for 14 January 2010 had been postponed.

ACTION:

- (a) Sally Raven would ascertain whether Ian Yorston could do more work on the website and whether the Training Session could be rearranged.

7. FINANCE

- (a) **Claims for Expenditure:** A claim from Sally Raven for £17.93 for the following expenses was **AGREED:**

Hire of Table for Christmas Bazaar, Village Hall:	£8.00
Photocopying:	£2.00
Material for Display:	£5.00
A4 Pad:	£2.93

(b) Draft Budget:

Eric Davies went through the draft budget which had been circulated to members. This amounted to approximately £5,000, which included:

- Venue hire
- LOGO Competition
- Mini Survey
- Main Survey
- Consultation Event
- Secretariat
- Expenses of Working Group Members
- Cost of printing the final version of the Parish Plan
- Cost of events, such as Radley Christmas Bazaar, Radley Farm Visits, Radley Nature Walk, Radley College Walk, and a Historical Radley Photographs Exhibition
- Parish Plan Beer Mats
- Volunteers Input

The following points were discussed:

ACTION:

- (a) Insurance: The position regarding insurance cover for the various events would need to be clarified. Sally Raven would follow this up.
- (b) Questionnaire: It was thought that this would fit an A3 sheet, and an estimate for printing 2000 copies would be obtained from Copycat and Parchment.
- (c) Distribution of Questionnaire: It was hoped that Radley Guides would help with the distribution, particularly in the village, at the same time as the Parish Council flyer on the Garden Competition. Sally Raven would contact Wendy Faulkner.
- (d) Publicity: It might be helpful to pay for an advertisement in Radley News to get a prominent place in the newsletter.
- (e) It was suggested that Radio Oxford should be asked to publicise the work being undertaken, and Kayla Tomlinson would speak to Bill Heine.
- (f) Collection of Questionnaire: Boxes could be put in Village Shop/Post Office/Mobile Home Sites, but timing crucial as would need to avoid the date for the General Election.
- (g) Analysis of Questionnaire: Sally Raven would ask Anton Nath for advice.
- (h) Grants/Sponsorship: It was suggested that the following be approached for grants/sponsorship:
 - ORCC: Sally Raven would ask Anton Nath the position in relation to grants.
 - Bowyer Arms – Beer Mats/Prize of Meal for completing questionnaire: Eric Davies and Kayla Tomlinson would follow this up.
 - Curtis/Tuckwells/RWEnPower: Nick Frearson would follow up the question of sponsorship with these organisations.
 - Radley College: Sally Raven would approach the Bursar to see if they would be able to give any help, ie with preparation and printing of final report.

8. ANY OTHER BUSINESS

ACTION

- (a) Report for Radley News: Kayla Tomlinson and Sally Raven would agree a report for the February edition of Radley News.

After the meeting, Members visited the Radley Youth Club to meet those attending and look at the many varied activities being undertaken. Chris Gasson was thanked for arranging this.