

RADLEY PARISH PLAN STEERING COMMITTEE

Minutes of Meeting held on Monday, 20 September 2010 at 6.30 pm at 55 Foxborough Road

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

APOLOGIES: Mr Garry Cook, Mr Bob Earl, Mr Anton Nath

1. **Minutes of meeting held on the 16 August 2010:** The minutes were accepted as a true record.
2. **Next Meeting and Venue:** Monday, 1 November 2010, at 7.00 pm, at 55 Foxborough Road.
3. **Action Points from Notes:** NIL
4. **Finance - Claims for expenditure:** It was agreed that the following should be paid:
Miss Sally Raven - Photocopying £9.35/Postage £2.30 £11.65
5. **Questionnaire:** The draft questionnaire was considered in detail taking into account the comments received in relation to the front sheet, questions 74, 104 and 111, and the volunteer sheet. There was discussion on the length of the questionnaire and it was noted that other Parish Plan questionnaires had been that length. The difficulties of making it shorter were appreciated - it was considered that it needed to be a meaningful exercise which unfortunately would not be achieved with a shorter questionnaire.

ACTION:

- The amended questionnaire would be circulated to members in case any of the amendments were needed
 - One copy of the final draft questionnaire would be given to each member so that they could arrange for it to be piloted during the beginning of October. Some names were put forward.
 - Feedback from this exercise would be discussed at the next meeting on the 1 November.
6. **Website:** No further work had been undertaken on the blog but Kayla and Fiona indicated that the blog would be updated after this meeting.

- 7. Any Other Business:**
- 7.1 Radley Christmas Bazaar 2010 – 20 November 2010 from 1 to 4 pm:** This would be a good opportunity to launch the questionnaire.
ACTION: Sally would book a table at the Christmas Bazaar
- 7.2 South East Community Empowerment Award:** Members had not seen the email from Anton Nath.
ACTION: Sally would circulate the details to all members to see if an application should be made.
- 7.3 Future administration of Parish Plan:** It was noted that the advice from Anton Nath indicated that it is up to the whole village to be involved in deciding who should progress the plan after publication. Each group, committee, club or society should have responsibility for their own work or task. If new groups are formed then they also play a part. Some villages have retained their parish plan steering group to assist with the implementation where other villages have seen the Parish Council take on that role. Ultimately it is up to the Parish how it is progressed in Radley. However in his opinion, many hands make light work.