

RADLEY PARISH PLAN STEERING COMMITTEE

Minutes of Meeting held on Monday, 24 May 2010 at 6.30 pm at 55 Foxborough Road

PRESENT: Ms Kayla Tomlinson (in the Chair)
Mr David Buckle
Mr Garry Cook
Dr Eric Davies
Mrs Inga Doherty
Mr Bob Earl
Mr Nick Frearson
Mrs Jenny Standen
Mrs Fiona Wilkes
Mr Ian Yorston
Miss Sally Raven

APOLOGIES: NIL

1. Minutes of meeting held on the 26 April 2010: The notes were accepted as a true record.

2. Next Meeting and Venue: Monday, 28 June 2010, at 6.30 pm, at 55 Foxborough Road.

3. Action Points from Notes:

Paragraph 3, Point 4:

- (i) Liaison with Kennington Parish Council: It was noted that Kennington Parish Council wanted the Parish Plan project to be led by the community, and this was being raised at the Annual Parish Meeting on the 26 May. However, even if a community group was not formed it should be possible for a representative from Kennington to work with the Radley Parish Plan Steering Committee on areas near Kennington.

4. Finance:

(a) To consider any claims for expenditure: NIL

(b) To consider application for funding:

1. Sponsorship:

It was noted that Mr John Curtis had sent a cheque for £150 to support the work of the Steering Committee.

Nothing had been heard from Tuckwells, and the Steering Committee decided not to pursue this any further.

It was noted that Radley College were still considering what help it could give with printing and were awaiting more details on the size of the questionnaire. The offer was likely to be that the cost of printing the questionnaire would be at cost. It did not relate to the final Report.

RWE Npower has offered the use of their photocopiers for the printing of the questionnaire and for producing the final Parish Plan provided the company logo could be displayed on all photocopied documents. The offer was discussed at length. It was noted that other Parish Plans did display logos of organisations giving support (such as ORCC). It would be beneficial to accept this offer provided that organisations such as the Radley Parish Council and Save Radley Lakes (although it was understood that Save Radley Lakes was in the process of becoming the Friends of Radley Lakes) could see no difficulty about this, and provided the logo was of a suitable size.

The Chairman had been approached by Wally Cox from Grass Roots to discuss the Steering Committee's application, and it was understood that this was going forward for further consideration.

The initial feedback from the grant panel members in relation to the application to the ORCC looked promising. The Steering Committee had been advised to speak to the County Council representative, Kathrin Luddecke. Anton Nath had indicated that she was the Steering Committee's first point of contact for the County Council and would act as our champion inside as well as introducing the Committee to key officers. This was especially important as she would be invaluable to the Committee during the draft questionnaire stage.

ACTION:

- The Chairman would write to Mr John Curtis to thank him for his generous donation.
- The RWE Npower offer would be discussed with the Parish Council and Save Radley Lakes members when this report was presented to them.
- Sally Raven would obtain a copy of the logo and circulate it to members.
- The Chairman and Secretary would discuss the approach to Kathrin Luddecke regarding the ORCC application.

5. **Questionnaire Working Group:** Eric Davies gave a detailed report on the first meeting of the Working Group, and indicated that it was meeting again on the 26 May 2010. He outlined the themes that would determine the questions to be included in the questionnaire, and the Working Group was asked to consider a number of additions. However, the Steering Committee felt that the questionnaire should not be longer than six pages. The Working Group had also considered the following points:

- There would be one questionnaire per household with a grid for several responses. It would allow for responses from 7-10 year olds, 11-16 year olds, and over that age.

- There would be a paper copy only and no facility for electronic responses
- It was hoped that the Radley Guides would distribute the centre of the village but delivery would need to be arranged to other areas of the Parish. Distribution at Radley College would only be to resident families, not pupils.
- Collection was most important, and volunteers would be needed take ownership of specific areas of between 20/30 houses. An appeal would be put in Radley News for volunteers. Members of the Steering Committee volunteered to help with both the distribution and the collection. Boxes for responses would be put at the Village Shop, the Post Office and the Pebble Hill Mobile Home Park.
- The questionnaire would be piloted on 5-10 households before being prepared for final distribution.
- The suggested target date for questionnaires to be ready for distribution by was the end of the school summer holidays, ie beginning of September, and for them to be delivered over a one week period and collected by the end of that month, so that the responses could be analysed over October.
- The analysis would be by data input, and Anton Nath would be asked to advise on suitable software. Volunteers would be needed for this and again there would need to be an appeal for people with data input skills to assist with this.

6. Feedback on Activities to be arranged:

- (a) Farm Walk, Peachcroft Farm, 23 June 2010: The event was being publicised again in the June edition of Radley News. However, so far only four couples had expressed an interest.
ACTION: Members were asked to try to get more support for this activity to ensure its success.
- (b) Trailer Ride, 1 July 2010 – Nick Frearson: This would be advertised shortly – the visits would start at 6 pm and up to 35 people could be accommodated. Nick Frearson confirmed that the event was covered under his insurance.
- (c) Nature Walks – Thrupp Lake: The Friends of Radley Lakes had agreed to organise a Nature Walk.
ACTION: Kayla Tomlinson would obtain a date from Jo Cartmell.
- (d) Visit to Radley College: Ian Yorston agreed to lead a walk for up to 20 people around Radley College on Thursday, 8 July 2010, started at 7 pm.
- (e) Radley Village Fete, 19 June 2010: A table had been booked at the Village Fete, and a tent was being arranged via Radley College.

(f) Radley School Summer Fair, 26 June 2010: The Summer Fair was being held on the 26 June 2010. Jenny Standen and Sally Raven agreed to man the table for this event.

7. **Logo:** As there were difficulties over the use of the Stonhouse Family crest, Eric Davies had agreed to try to create a logo using the winning entries in the Logo competition. Sally Raven had ascertained that the outline of the Parish used on an OCC document could be used as the basis for the logo.

ACTION: Eric Davies would prepare a draft logo for consideration.

8. **Website:** Kayla Tomlinson and Fiona Wilkes outlined the work they had undertaken on the Blog. More information, including a picture of the Questionnaire Working Party “at work” would be inserted shortly. A number of steps had to be taken to reach the Blog, but it would be difficult to simplify this.

9. **Preparation of Report/Amendments to 1984 Report:** It was noted that some statements in the first draft, i.e. in particular those relating to the village hall and playing fields, were making a statement on future need. It was agreed that any information relating to future needs would be ascertained from the questionnaires, and the draft being prepared should be a description of the Parish. Other amendments were also noted.

Inga Doherty had supplied a detailed Population Profile of Radley which could be included as an appendix in the final report.

ACTION: Kayla Tomlinson, Jenny Standen and Sally Raven would continue the work on this document for further consideration at a later meeting.

Details of action taken on the 1984 report would be circulated to members.

10. **Any Other Business:** NIL