

RADLEY PARISH PLAN STEERING COMMITTEE

Notes of Special Meeting held on Monday, 16 February 2011 at 2.30 pm at 55 Foxborough Road

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

APOLOGIES: Mrs Inga Doherty
Mrs Fiona Wilkes

Kayla Tomlinson indicated that she had called the special meeting primarily to distribute the questionnaires for distribution, but also to discuss the financial position of the Steering Group.

1. Finance: It was noted that the grants received were:

(a) Grass Roots:	£2000
(b) ORCC:	£908
(c) John Curtis:	£150
(d) Parish Council balance:	£611.42

The Grass Roots grant had to be spent by the 31 March 2011.

It was noted that the Steering Committee had spent/allocated £1,353.66 to date.

It was proposed by Eric Davies, seconded by David Buckle and **AGREED** that the following payments should be made before the end of the financial year:

- Payments to Sally Raven should commence from April 2010, not June, which meant that there was an outstanding payment of £200 required. Although SR was employed by the Parish Council for those two months, it was appreciated that the Parish Plan work was over and above the hours allowed for PC duties.
- An additional £300 should be paid to Sally Raven for the work she had undertaken on the questionnaire over the last three months. Members appreciated that there had been additional meetings relating to the drafting of the questionnaire and SR had been the main link with Emma Morris, the DC officer setting up the questionnaire on SNAP, and the printers.
- £60 should be paid to Sally Raven to meet the cost of paper and ink for use of her printer.
- £5 should be paid to David Buckle to meet the cost of paper

- £20 should be paid to Kayla Tomlinson to meet the cost of refreshments at Parish Council meeting
- Mileage payments were outstanding to Sally Raven
- Payment of the £50 prize for completing the questionnaire would be needed before the end of March 2011.

Taking into account the payments already made and those agreed at this meeting, it was clear that the grant from Grass Roots would be totally used. However, the ORCC grant was available to meet the cost relating to publicity of the questionnaire and expenses incurred by the volunteers.

2. Questionnaire: The following points were made:

- a) Members had received suggested guidelines from Anton Nath. It was **AGREED** that there was no need for detailed guidance, but those distributing and collecting questionnaires should note that:
 - The questionnaire had been calibrated to allow households to put more than one tick against each question – particularly the Yes/No questions – to cover the fact that the questionnaire was being completed by a household and there might be varying views.
 - The questionnaire does not have to be completed in black ink – blue ink is suitable. Pencil should not be used, but experience showed that most people do not use pencil and Emma Morris was willing to enter manually any questionnaire completed in pencil.
 - Members should keep a note of those questionnaires distributed and collected, and details of anyone who refused to complete the questionnaire.
- b) Didcot Power Station had agreed that it would send a cheque to cover the cost of the printing, less VAT, to the Parish Council. The cheque had been sent off, and the Parish Council had already received the bill from Parchment, the firm used for the printing.
- c) The assistance given by Emma Morris was extremely helpful. She had liaised closely with Sally Raven and the printers to ensure the questionnaire met the needs of the SNAP software.
- d) The final distribution/collection list was discussed. It was noted that Chris Henderson had agreed to distribute and collect from Bigwood and to collect from Woodlands. In addition, Martha Young agreed to collect from Sugworth Crescent, and Nancy Homewood would be asked to distribute and collect from the three households at Peachcroft Farm. Radley College boys were delivering the questionnaires to Woodlands and Sugworth Crescent on Wednesday. It was agreed that the other questionnaires should not be distributed until after the recycling collection on Thursday.
- e) Notices would be displayed throughout the Parish – Parish Council notice boards, public notice board, notice board outside 12B Lower Radley, notice boards at Pebble Hill and Woodlands, Village Hall, Church Room, Shop, Post Office, pub, Radley College, website. If any notices were put on poles in the Parish, they **MUST** be taken down immediately after the

final date for completion of the questionnaire. Sally Raven would prepare draft and forward to Eric Davies.

- f) Sally Raven would try to obtain one of the DC election boxes. If this was not possible, an alternative box would be provided.
- g) The questionnaires were now available, and members had been given the number of questionnaires shown on the Distribution List. Spare copies were available from Sally Raven.
- h) Emma Morris had asked that the questionnaires come to her in batches throughout the collection period. Members should get completed questionnaires to 55 Foxborough Road as collected, and Sally Raven would be responsible for getting the questionnaires to Emma Morris.