

## **RADLEY PARISH PLAN STEERING COMMITTEE**

### **Minutes of Meeting held on Monday, 1 March 2010, at 7 pm at 55 Foxborough Road**

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

**APOLOGIES:** Mr Bob Earl

- 1. Minutes of meeting held on the 18 January 2010:** The notes were accepted as a true record.
- 2. Action Points from Notes:**

**Paragraph 2, Point 4:** It was noted that a meeting had not yet been held to prepare a draft questionnaire. It was considered essential to ensure the funding was in place to allow the Steering Committee to undertake the required work, and then things could move forward. The following points were made in relation to the questionnaire:

- Electronic and paper based questionnaires should be available. If questionnaires were completed electronically there are systems which would allow for the data to be analysed automatically. Inga Doherty indicated that she might be able to help with the analysis of the questionnaire. It was queried whether the Snap questionnaire system under the South Oxfordshire DC would be available to the Parish Plan Steering Committee in view of the joint working arrangements of both SODC and the VWHDC.
- The questionnaire should have columns to allow for up to four responses.
- An estimate of £201.54 plus VAT for photocopying 2000 copies of four pages had been obtained from Parchments. It was queried whether Radley College would be able to undertake the photocopying as sponsorship of the project.

**ACTION:** Ian Yorston agreed to look into this and have a word with the Bursar.

- A high return rate was needed, and hand delivery and hand collection was essential to achieve this. The Parish should be divided into small areas and when questionnaires were delivered the householders should be told

who would collect them and when. Volunteers would be needed for this type of delivery and collection.

- The Parish Plan Steering Committee should liaise with Kennington to see if there was any work which could be done jointly.

### 3. Finance:

- (a) To consider any claims for expenditure: The only claim was £5.40 for photocopying
- (b) To consider application for funding:

1. **Sponsorship:** Nick Frearson reported that he had spoken to the Power Station, Tuckwells and Mr John Curtis, and all were willing to consider an application for funding.

**ACTION:** Letters would be sent out by the Chairman.

2. **Applications for Funding:** The applications for funding to the ORCC and Grass Roots were considered in detail. The following points were made:

- ORCC was likely to be able to give a grant of £500-£1000.
- Grass Roots were sympathetic to grants for Parish Plan work but required the Parish Plan Committees to work independently and have their own bank accounts and cheque signatories. Sally Raven would find out if it was possible to obtain funding if the finance was held by the Parish Council.
- The grant applications would need to be for new spend, and anything already done would need to come out of the funding allocated by the Parish Council.
- Any support which was given “in kind” would need to be added into the applications.

**ACTION:** Sally Raven would look into funding possibilities.

### 4. Feedback on Activities to be Arranged:

- (a) Farm Walk, Peachcroft Farm: Bill Homewood already arranged farm visits for children from the Primary School, and he thought the intention was to arrange farm walks for adults. This was **AGREED** by the Steering Committee, and the 23 June 2010 was selected as a possible date. Bill Homewood carried insurance for this sort of activity but there would be a nominal cost to cover immediate costs. This would be advertised to see if an idea of numbers emerged.
- (b) Trailer Ride – Nick Frearson’s Farm: It was hoped that this could take place in early July and 30/40 people could be accommodated. For safety reasons it might be necessary to put an age limit on the people who came, and the age limit would need to be decided.
- (c) Nature Walks – Thrupp Lake/Radley Bigwood: No information had been received from Dr Crowley.

- (d) Visit to Radley College: This should be possible, and some dates needed to be obtained.
- 5. **Logo:** Ian Yorston outlined some ideas for a logo, but no firm decisions were made.
- 6. **Website:** Kayla Tomlinson and Fiona Wilkes would attend a workshop with Ian Yorston at 4 pm on 4 March 2010.
- 7. **Preparation of Report/Amendments to 1984 Report:** Sally Raven reported that she was still dealing with this but the first draft based on the 1984 report would be available for the next meeting.
- 8. **Next Meeting and Venue**

There was discussion on suitable dates but it was difficult to get a date in the week/month which suited everyone. **IT WAS AGREED** that the next meeting would be held on Monday, 26 April 2010, at 6.30 pm at 55 Foxborough Road.

9. **ANY OTHER BUSINESS**

**ACTION**

- (a) Report for Radley News: Kayla Tomlinson and Sally Raven would agree a report for the April edition of Radley News giving information on the proposed visits.