

## **RADLEY VILLAGE PLAN STEERING COMMITTEE**

**Notes of Meeting held on Tuesday, 21 July 2009 at 7.00 pm at Sports Pavilion, Gooseacre**

**PRESENT:** Ms Kayla Tomlinson (in the Chair)  
Mr David Buckle (until 8 pm)  
Mrs Pip Connor  
Cr Eric Davies  
Mr Bob Earl  
Cr Jenny Standen  
Mr Anton Nath, ORCC (for part)  
Miss Sally Raven

**APOLOGIES:** Mr David Anderson  
Mr Garry Cook  
Mr Nick Frearson  
Mrs Martha Young

1. **Meetings:** It was agreed that the Steering Committee would meet on the 3<sup>rd</sup> Monday of each month, commencing the 21 September 2009. If possible the meetings would be at the Church Room, but if this was not possible the Primary School would be approached. It was agreed the Minutes of the Steering Committee meetings would be given to the Parish Council.
2. **Notes of meeting held on the 30 June 2009:** The notes were accepted as a true record.
3. **Matters arising:**
  - 3.1 **Membership:** An approach had been made to the Primary School/Foundation Unit, Village Hall Management Committee and Youth Club to see whether they wished to be represented on the Steering Committee. An approach would be made to the Vicar to see if she would be able to represent the Church.
  - 3.2 **Publicity:** Bob Earl reported that he had spoken to Joyce Huddleston and details of the Steering Committee could go on the web. Sally Raven would draft a paper and circulate to members for comment.
  - 3.3 **Constitution:** The draft Constitution was discussed and some amendments were made. The agreed Constitution would be circulated to Members.
  - 3.4 **Procedure for Volunteers wishing to claim expenditure:** The draft procedure was discussed and some amendments were made. The agreed procedure would be circulated to members.
  - 3.5 **Management of Funds by Parish Council/Insurance Cover:** This would be discussed by the Parish Council later this week.

**3.6 Liaison with Central Government/Local Government:** Toby Warren, DC, wished to meet the Steering Committee and it was agreed he should be invited to the next meeting. It was noted that he had arranged the photocopying of Steps 3 and 4.

**3.7 Post-Its:** The information gathered at the two public meetings was circulated to members. It was thought that these had been given out at the first meeting with a copy of the original Village Plan.

**3.8 Useful Meetings:**

(a) Cuddesdon – Launch of its Parish Plan, 14 July 2009: Kayla Tomlinson, Eric Davies and Sally Raven had attended this meeting. This was a useful meeting showing what had been found out through consultation with a small community. It was similar to Radley in that it had a College (Theological) in its midst.

(b) Steventon – ORCC Meeting on Parish Plans, 20 July 2009: Kayla Tomlinson, Eric Davies and Jenny Standen had attended this meeting. Many ideas had come forward from this meeting such as:

Logo

Beer Mat

Celebrating Successes

Talk to people at bus stops, village shop, post office, pub

Suggestion boxes at village shop, post office, pub

Bags where people could put their ideas at other events

Arrange barbeques for young children

Village Walk with A4 map

Sources of census data

Whitchurch-on-Thames – useful Parish Plan

It was clear that there needed to be a lot of activities in the village involving all age groups before a questionnaire could be circulated either to households or to individuals (this would need to be decided). There needed to be a pilot questionnaire before the main one was circulated. In addition, there needed to be a different type of questionnaire for younger children (8-11). Thought needed to be given to the type of questions asked and how easy analysis would be.

**4. List of Members:** The list was corrected and circulated to members. It was noted that Nick Frearson was not in email communication and that communications needed to be delivered to him by hand or on the telephone.

## 5. Steps 3 and 4:

**5.1 Preparation of Action Plan:** To help formulate an Action Plan, members considered what village activities would be taking place over the next year, in the hope that these could be used to advertise the activities of the Steering Committee and the following activities were listed:

### 2009:

September/October: Public Meeting on Community Landscape Character Statement for Radley

Harvest Supper

October: Halloween

November/December: Christmas Bazaar

Primary School Christmas Bazaar

### 2010:

New Year:

Easter: Good Friday Walk

June: Village Fete

September/October: Investiture of Clerk to the Green Cloth

It was agreed that it would be useful to ascertain activities of village groups, church groups, primary school, Radley College, and youth club to see if this list could be extended and if the Steering Group could get involved to obtain views on the community for the Village Plan. Events for young people were considered important, with a Love It/Hate It Survey. This should be discussed with Chris Gasson. A list of village organisations would be prepared for the Committee.

The adoption of a logo was considered a useful step forward, and Eric Davies agreed to circulate some ideas on a competition for the younger people in the community.

**5.2 Post-Its – Comments at Public Meetings:** Sally Raven was asked to circulate the views collected through this survey. Members of the Steering Committee were asked to look at this and the comments received through the two public meetings.

**5.3 Timescale for Preparation of Plan:** This was deferred until the Action Plan was developed.

**5.4 Application for Grants:** A model application form was available on the CD, as well as a completed application form. This could be drafted once the Committee had an idea of the activities it wished to undertake leading up to the circulation of the questionnaire.

**6. Skill Audit:** Members were asked to consider what skills they had to offer and let Sally Raven have them by the 4 August 2009.