

RADLEY VILLAGE PLAN STEERING COMMITTEE

Notes of Meeting held on Monday, 21 September 2009 at 7.00 pm at Radley Primary School

PRESENT: Ms Kayla Tomlinson (in the Chair)
Mr David Buckle
Mr Garry Cook
Cr Eric Davies
Cr Jenny Standen
Mrs Fiona Wilkes
Cr Ian Yorston
Miss Sally Raven

APOLOGIES: Mr David Anderson
Mr Bob Earl
Mr Nick Frearson

1. Notes of meeting held on the 21 July 2009: The notes were accepted as a true record.

2. Matters arising:

2.1 Membership: It was reported:

- Fiona Wilkes was introduced as a new member. It was noted that Pip Connor had stood down because of health problems.
- There was concern that David Anderson and Martha Young had not been able to attend the last three meetings, and members felt that if they were unable to attend the next meeting they would be too far behind to catch up with the discussions which were taking place. Regular attendance was necessary to participate in the activities required.
ACTION: Sally Raven would let them know the views of the Steering Group.
- Radley College: If David Anderson were unable to attend regularly, Ian Yorston was happy to represent both Radley College and Radley Parish Council.
ACTION: Ian Yorston would talk to David Anderson about this.
- Church: The Vicar wanted the Church to be represented as the Church was such an integral and important part of the village. She had agreed to come to the October meeting to determine if she could continue to be a member or if she would recommend someone else.
- Primary School: The Head teacher was willing to attend one meeting, but did not feel qualified to speak on behalf of parents and young people in the village. She was happy for the school to be a base for consultation and she

could offer meeting space during the day if that would be helpful, for example when parents were picking their children up they may spare some time to talk to committee members. The Steering Group felt it was essential that a permanent representative from the School was a member.

ACTION: Ian Yorston would speak to Mark Jewell or Tracey Fernandez.

- Youth Club: The Youth Club met on Monday evenings so it was not possible for Chris Gasson to come to the Steering Committee meetings.

2.2 Publicity: The Chairman reported the following from Joyce Huddleston regarding entries on the village website:

- An item has been posted in the News section on the home page based on the Radley News article. Members did not think this was “snappy” enough to engage attention.
- In the longer term, the Website Working Party were happy to add a dedicated page about the Steering Group and its work to the 'Our Village' section of the RV website, i.e. 'Village Plan' would be another entry in the top navigation bar of <http://www.radleyvillage.org.uk/ourvillage/ourvillage.html> alongside Tour of the Parish, Parish Map, etc.
- However, material was needed in electronic format from the Steering Committee before a page can be set up such as what a Village Plan is, what it is for, a summary of the process with information about how people can contribute - preferably including some links to external websites for further information, useful documents, etc, and a jpg of the logo when one is available. Relevant photographs would be useful to break up the text as the web is a visual medium.
- The Website Working Party needed some idea of the type of material likely to be forthcoming. In addition to the main page there is the option for linked secondary pages on different topics (e.g. a list of members of the Steering Group) and links from other areas of the website.
- The Steering Group would be responsible for supplying all content for this page to the member of the Website Working Party given responsibility for the page (probably Lynda Pasquire with assistance from Basil Crowley) who would structure it into a form suitable for the website and upload it. Lynda Pasquire or whoever would then maintain the page based on what further information you provide. For example we can in due course post a copy of your questionnaire and details of special events.
- Details of any events which the Steering Group organises should be sent to Joyce Huddleston for the Calendar (and potential feature on the home page).

ACTION: Ian Yorston would be the website organiser and would speak to Joyce Huddleston about the details of the Village Plan website entry.

- 2.3 Constitution:** The agreed Constitution was received by the members.
- 2.4 Liaison with Central Government/Local Government:** It was noted that Mr Toby Warren, Vale of White Horse District Council, would be attending the Steering Committee on the 16 November 2009.
- 2.5 List of Members:** An amended list of members had been given to all members.
- 3. Skills Audit:** Kayla Tomlinson read out the information she had received on the skills available amongst members. Members added to this at the meeting, and there were some gaps from members who were not at the meeting.
ACTION: Kayla Tomlinson would send an updated version to all members, asking for amendments or details from people who had not contributed to the list.
- 4. Logo:** Eric Davies read out a document he had prepared. The following amendments were made to the document:
- the competition would be held in two categories – Entrants aged 5-10 years and Entrants aged 11-16 years, and that two prizes would be awarded in each category – Winner and Highly Commended. In addition, an Overall Winner, whose logo would be used on Village Plan material, would be selected.
 - the details of the prizes would be as follows:

Winner (in each category): Art materials to the value of £20
Highly Commended (in each category): Art materials to the value of £15
Overall Winner: Logo is adopted for Village Plan material and art materials to the value of £15
 - The closing date would be Friday, 13 November 2009.

ACTION:

- Eric Davies would prepare the amended document.
- Sally Raven would send details to Radley News, the Website, Brownies, Guides, Youth Club, Primary School, Radley College, Friday Club, and the Radley Youth Football Club.
- Members would meet at 55 Foxborough Road at 3 pm on Sunday, 15 November 2009, to judge the entries, so that a decision on this could be made at the Steering Committee on the 16 November 2009.

5. Preparation of Action Plan:

5.1 The Steering Group considered what activities it could liaise with in the Parish:

- **Halloween:** As Halloween was the next big occasion.

ACTION: An approach would be made to the:

Brownies:	Sally Raven
Guides:	Sally Raven
Youth Club:	Jenny Standen
Friday Club:	Jenny Standen

to see if any special activities were being undertaken and to ascertain if there would be any objection to a short Love/Hate Survey being undertaken at the visit.

- **Meeting Primary School children and their parents:** The action suggested by the Head Teacher should be regarded as an event.

5.2 **Post-Its:** Members had received copies of the Post-Its collected at the two Public Meetings, and the summary of results of the Neighbourhood Action Group Parish Survey.

5.3 **Village Organisations:** In addition, the list of village organisations had been circulated. It was necessary to include the Friday Club and to amend the contact details for Radley News.

6. Finance:

6.1 **Claims for Expenditure:** There were two claims for expenditure (£11.70 and £9.00 for photocopying), and **IT WAS AGREED** that these should be paid.

6.2 **Preparation of application for grant:** **IT WAS AGREED** that this could not be prepared until after the Action Plan had been prepared and a budget worked out, but it was hoped this would be done within the next couple of meetings. At present the Parish Council had set aside a budget of £875, and was happy to meet any payments from this. However, the Parish Council expected the Steering Committee to apply for grants to cover the cost of its activities and the production of the Village Plan document.

6.3 **Procedure for Claiming Expenditure:** The agreed procedure was received by the members.

6.4 Management of Funds/Insurance Cover by Parish Council: It was reported that the Parish Council had agreed that it would hold the budget for the Steering Committee and all bills would be paid through the Parish Council. It was happy for the Steering Committee to be covered through the Parish Council's insurance, but would need to be informed of any special events so that it could notify the insurance company.

7. Date of Next Meeting: Monday, 19 October 2009, at 7 pm.

8. Notified Business:

8.1 Venue for Meetings: Members **AGREED** that the venue for the next meeting would be the Bowyer Arms. The Primary School was willing for the Steering Group to meet there, but there would be a charge of £10.00 an hour.

ACTION: Kayla Tomlinson would discuss the arrangements with Leigh Reed, Bowyer Arms.

8.2 ORCC Event: It was noted that members of the Steering Group had had an invitation from Anton Nath, Oxfordshire Rural Community Council (ORCC) to join an event in late February/early March 2010 to bring villages together with local council officers to discuss better working on Parish Plans. He was keen to find out the best time to hold this.

ACTION: Kayla Tomlinson would circulate the details received so that members could respond to her about the suitability of times.