

# STADHAMPTON - PARISH PLAN

To produce a plan incorporating the wishes and aspirations of all residents for the development of the Stadhampton Parish for the next 20 years

## Meeting Reference meeting 6

<b>Date</b>	<b>6-Aug-12</b>	<b>Copies To</b>
<b>Present</b>	<b>Sharon Bowerman (SB) Roger Cutts (RC) Tim Huddleston (TH) Ken King (KK) Liz Eales (LE) David Peel</b>	<b>Anton Nath</b>
<b>Apologies</b>	<b>Colin Keyser Julie Keyser (JK)</b>	

## MINUTES

Roger Cutts acted as chairman for this meeting and welcomed everyone.

The minutes of the previous meeting were accepted as a true record.

Progress on actions; (related to pertinent meeting)

List of Stakeholders with addresses, Action 5.1, with addresses is still required.

This was developed later in the meeting with members agreeing to approach the contacts with respect to the Autumn event.

The Parish Magazine article, Action 5.3, will be added to and submitted together with a piece about the Autumn Event.

Quotes have been obtained from the two local printers, Action 5.4, these were emailed out to the members. Colour Plus had done the work before for the Chalgrove plan and so had experience of format and layout which they could do for us.

Action 5.5, the contact point for SODC is Anne Richardson. Both ORCC and SODC would like to review any final questionnaires. This will be a prerequisite to obtain a grant, if one is available.

Liz to continue to research Maps availability

Tim to research us of the plotter

Ken to ask Carol from Chalgrove to come to the next meeting and tell us about their CLP experience.

All to come up with ideas for a picture / background and motto for our plan.

Ken and Sharon will use the Bletchley Park coach trip to ask some questions of the captive audience.

### **Autumn Event**

Much discussion

Probably 2 to 3 days using the Marquee – on the green in front of the church? Could also have satellite events in the church, the Crown and the school.

How big is the Marquee?

The plan is to hold the event in October, and the weekend of the 12, 13 & 14 is favourite at the moment.

An interim planning meeting is to be held in the Crown on Monday 20th Aug.  
It will be a clubs and societies fair.

We need to contact the stakeholders to get their support.

- Liz - Parish Coucil  
Community Building Project.  
River Thame Conservation Group Sally Rowlands
- Ken - Striders & Stragglers  
Community Hall Committee  
British Legion  
Fireworks Sue White  
School / PTA Business Administrator
- Sharon- WI  
200 club  
Book Club  
Football & Cricket Kevin
- Dave Angling Richard Cantwell
- Roger Church Anne Tothill

Item	Description	Action
3.2	The constitution when accepted would be revisited in three months time.	
3.4c	It may be possible to co-opt some of the schoolchildren onto the committee.	
4.1a	A stakeholder list of groups, businesses, individuals and other interested parties is required – At present Women’s Institute British Legion We should place a piece in the Parish Magazine calling for contact with these interested groups so that these may be consulted and included in the plan. We could also put out a request to try to obtain a copy of the original village welcome pack which was produced some fifteen years ago.	
4.5	Items for the next meeting – How to carry out the consultation What community groups How to involve young people How to present the plan – multimedia .	
5.1	<b>Stakeholders</b> Sharon had some local research in Chiselhampton. A number of clubs / groups had been identified:	RC

WI, 200 Club, British Legion, Angling, School, Church, River Thame Conservation Project, Parish Council, Book Club, PCC, PTA, Fireworks Committee, Community Hall Committee, Community Building Project

The kind of events people might be interested in attending included: Wine and Cheese, Coffee Morning, Open Meeting, Local Gathering / Party. Evenings was selected as the most popular time for a meeting. There would be some interest in attending a 'Clubs Fayre'. Most people agreed that they have an interest in the villages and their needs, but few agreed that they would actively like to get involved. The results of this brief survey will be kept on file by the Secretary.

Sharon also identified a few more email addresses to pass on to Ken King.

Roger will pass these on.

**Completed**

- 5.2** It was suggested that the person who takes bookings for the Community Hall could be another source for identifying stakeholders. Julie agreed to contact Sarah Massey on this. **JK**
- 5.3 Parish Magazine Article**  
Julie has drafted a longer article for the magazine. This was reviewed by the committee and agreed subject to a few minor corrections. Julie to revise and send to the magazine editor by August 15<sup>th</sup>. **JK**
- 5.4 Finance**  
Ken has obtained an estimate for printing of publicity material, questionnaires and the final report. This amounted to £1305 excl VAT from Uni-Mail. The committee would like another quotation for identical work form Colourplus of Chalgrove **KK**  
Quotes received and emailed to committee members  
**Completed**
- 5.5** Liz to check with SODC concerning what help they can provide with this – both administrative and financial. **LE**  
**Completed**
- 5.6 Network Event**  
All members of the committee have been invited to a Community Led Planning Networking Event at Cassington Village Hall on Monday 23<sup>rd</sup> July at 7:30 pm.  
So far Liz, Tim and Ken have already signed up. Others are encouraged to do so either by phoning 01865 883488 or sending an email to [aimee.evans@oxonrcc.org.uk](mailto:aimee.evans@oxonrcc.org.uk) **KK**  
The committee would like to ask Ken to coordinate the transport arrangements for this meeting  
**Completed**
- 5.7 Review of Plan**  
A draft contents list for the Final Community Led Planning Document has been drawn up by Ken King. This was reviewed and generally agreed to be along the right lines. **KK**

It was suggested that it would be beneficial to align in with the SODC Core Strategy Document as other community planning groups have done. The committee requests Ken to look into this.

- 5.8** Over the next quarter we are working on 'Consult with Village Groups'  
One suggestion for this is to organise an event in late Summer or early Autumn. This could be on the Village Green and require the use of the parish marquee for which a cost of £100 should be budgeted. Ken to include this sum in future budgeting. **KK**
- 5.9** The subject of 'Autumn Eventr' to be added as an agenda item for the next meeting. **TH**  
**Completed**
- 6.1** Continue to research availability of maps **LE**
- 6.2** Research use of plotter **TH**
- 6.3** Ask Carol from Chalgrove to come to the next meeting and tell us about their CLP experience **KK**
- 6.4** Come up with ideas for a picture / background and motto for our plan **All**
- 6.5** Ken and Sharon will use the Bletchley Park coach trip to ask som questions of the captive audience **KK SB**
- 6.6** Attend Autumn Event Planning Meeting to be held in the Crown on Monday 20th Aug, and various associated tasks **All** as before described

**The next meeting will be the Autumn Event Planning Meeting Monday 20th Aug at 7.30pm in the Crown.**

**The next CLP meeting will be Monday 3 Sep at 7.30pm in the Crown.**

<b>Chairman</b>	<b>Colin Keyser</b>
<b>Secretary</b>	<b>Tim Huddleston</b>
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