

**DRAFT MINUTES of EYNESHAM FUTURES STEERING GROUP MEETING.
7.30 PM TUESDAY 19th MAY, 2015. BARTHOLOMEW ROOM, EYNESHAM**

Present: Richard Andrews, Jane Baldwin, Sue Chapman, Richard Higgins, Posy Parrinder (Chair), Angie Titchen,

Apologies: Les Day, Christine Dowling, John Dowling, Mike Nightingale, Jane Thompson, Eleanor Chance, Steve Parrinder, George Smith, Dennis Stukenbroeker, **Charles Mathew**

It was noted that one or two people who had just joined the group were absent and that the agenda mistakenly says "Thursday 19th". Posy agreed to e-mail members in case some were expecting the meeting to be on Thursday.

1. DECLARATIONS OF ANY PERSONAL CONFLICTS OF INTEREST: None.

2. PUBLIC PARTICIPATION: none

3. MINUTES OF THE MEETINGS OF 28th April: were agreed as an accurate record.

4. MATTERS ARISING (where not covered elsewhere in the agenda) including correspondence:

5 Request for additional task group participation – replies received so far from Rotary and Probus. Richard Higgins reported that the Transport Group (which overlaps with the under-represented Business Group) had met informally to confirm their participation; Richard A agreed to join the Business Group as he works on the Southern Industrial Estate which is already the focus of some attention for re-development. Sue Johnson has indicated a willingness to help with the Health Group. Richard Andrews has been added to IT group. **Richard H agreed to be Acting Lead on the Transport and Infrastructure TG.**

5. LOGO DESIGN: a number of sketches from Lorna Marrison were presented. The initial ideas were well received and It was agreed that the logo needed to be kept simple and that an e-mail discussion would continue beyond this meeting so that a wider consensus could be achieved and more complete designs presented at the next meeting.

6. MINUTES and MINUTE-TAKING: the Chair suggested that we should look for a permanent minute-taker. While this was not rejected outright, it was considered important that we get the right format, focussed primarily on recording decisions and actions and not on recording the discussions verbatim. It was agreed that a list of those who felt able to record minutes be drawn up and a rota prepared. Meanwhile, Jane Baldwin agreed to take notes at the next meeting

7. COMMUNITY ENGAGEMENT GROUP (CEG) report: Angie summarised the work completed so far. A summary of the recent CEG meeting is attached together with an updated list of responsibilities for this group. Collation of the ideas collected at the launch continues. Raw data is currently stored in the Eynsham Futures Dropbox folder – anyone wishing to access this data needs to get a 'link' via e-mail from Angie. When the data is processed to a manageable size it will be put onto the EFSG web-site.

8. COMMUNITY DAY (June 6th) and CARNIVAL (July 4th) EVENTS: CEG has planned for a presence at both events. Angie is booking a table for the Community Event where, it was agreed, EFSG would like to share resources with the parish Council. Jane and Richard will then be able to cover the event for both groups as both groups are short of people for that day and there is obvious overlap. *(EPC have now agreed to this)* Angie is sending round a request for additional help to members for the Carnival day where a table in the Tent will be kindly provided free of charge by the organisers. Angie requested that she be authorised to order a number of table and floor stands for use at such events. This was agreed; the individual items come within the £50 limit that the Chair can authorise and total less than £80.

9. BARTHOLOMEW SCHOOL – REPORT ON MEETING WITH HEADTEACHER'S P.A.: George Smith and Posy had met with Beth Bedford and Bev Green at Bartholomew School. Posy reported that discussion mainly revolved round the

School Council and it is suggested that the 'leisure' needs of the village could fit with the annual environment project that the School Council organises, starting in Nov. 2015. This looks a good opportunity to engage with two age-groups under-represented so far. Posy and George will follow up.

10. PRIMARY SCHOOL: Jane reported an encouraging response from the Primary School and will continue to work with them; this is another excellent opportunity to make contact with a group (parents) who we need to work with to ensure our evidence base is representative of the village

It was also noted in passing that the Eynsham Library offered valuable display space to attract further contacts. Sue will make the initial contact there.

11. AOB

- Richard A requested permission to spend £270 on an annual subscription to SmartSurvey; the expenditure needs to be agreed by EPC at the next meeting.
- Richard requested that the project plan – now available though Dropbox – should be on the agenda for the next and all subsequent meeting as we may be at risk of missing project dates.
- A detailed e-mail had been received from John Dowling, too late for some present to have read it. It was agreed that Posy would answer any points that she could, directly to John.

12. NEXT MEETING: Tuesday, June 16th, 7.30 in the Bartholomew Room.

Richard Andrews

May 26th, 2015