

BLACKBIRD LEYS PARISH COUNCIL EVENTS COMMITTEE MINUTES

Minutes of the Council Meeting held on Tuesday, 12th January 2026, at 7.30 pm held at the Leys Leisure Centre

MEMBERS PRESENT: **Parish Councillors:** Melissa Latchman, Gill Taylor and Imade Edosomwan (ex-officio).

IN ATTENDANCE: **Parish Councillor:** David Newman (Chair of Neighbourhood Plan Working Group)

OFFICERS PRESENT: **Clerk to the Council:** Emma Kearney

APOLOGIES: The following apologies were received:
Parish Councillors: Natalie Webb (Chairman), Anthony Church and Hassan Sabriye.

Members of the Public: 0 member of the public

It was **RESOLVED** that Cllr Latchman would chair the meeting.

EV09/25 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

EV10/25 **MINUTES OF THE PREVIOUS MEETING**
It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on Tuesday 18th November 2025 as a true record.
It was **NOTED** there was no meeting in December due to the committee not being quorate.

EV11/25 **PUBLIC PARTICIPATION**
None

EV12/25 **EVENT COMMITTEE MEETING DATE**
It was **RESOLVED** by unanimous vote to recommend to Full Council:
- To move Events Committee meetings from the second Monday to third Tuesday
- To hold meetings on the third Tuesday of each month at 7.30pm
- Meeting structure: Planning Committee (7.00pm-7.30pm), Events Committee (7.30pm-8.15pm), Neighbourhood Plan Working Group (8.15pm-9.15pm)
Clerk to add to Full Council agenda for 27th January 2026.

EV13/25 **VENUE BOOKINGS**
1. Blackbird Leys Bowls Club:
- Date confirmed: Saturday 31st January 2026
- Times: 10.00am-4.30pm (setup from 10am, event 11am-4pm)
- Venue hire cost: £162.50 (6.5 hours at £25/hour)
- Kitchen hire: £50
Total Venue Hire: £212.50 (within the £250 budget)
It was **AGREED** that Cllr Taylor and Cllr Newman would meet with the Bowls Club Secretary on Wednesday 13th January at 11am to finalise booking and sign contract.

2. The Barn, Greater Leys:
- Preferred date: Saturday 21st February 2026
- Times: 10.00am-4.30pm
Clerk to contact Peabody to confirm booking for 21st February 2026

It was **RESOLVED** by unanimous vote to approve venue bookings for both events within the approved budget of £250 per event for venue hire.

EV14/25

CATERING ARRANGEMENTS

It was **RESOLVED** by unanimous vote to approve catering provision: - Tea, coffee, biscuits, fruit, and soft drinks/squash – To be provided through Bowls Club catering arrangements, within the budget (up to £500).

Clerk to liaise with Bowls Club regarding catering for 31st January event.

EV15/25

EVENT FORMAT AND RUNNING ORDER

Cllr Newman presented the proposed event format based on Neighbourhood Plan Working Group proposals:

Event Structure:

- Setup: 10.00am
- First session: 11.00am-1.00pm
- Lunch break: 1.00pm-2.00pm
- Second session: 2.00pm-4.00pm
- Takedown: 4.00pm-4.30pm

Activities and Layout:

It was **AGREED** to include:

1. Display materials:

- Information boards about Blackbird Leys and Neighbourhood Plan
- Historic photographs from different eras
- Neighbourhood Plan one-page explainer
- Example Neighbourhood Plans from other areas (Headington and Littlemore to be considered).

2. Discussion tables (four themed tables):

- **Table 1** - Mapping: Best and worst locations in the Leys, how to improve places (paper maps plus digital map on laptop)
- **Table 2** - Future vision: The Leys in 10 years - what could the neighbourhood be like in 10 years' time? (sheets for drawings and writing stories)
- **Table 3** - Fix an issue: Pick an issue affecting people around the table, spend 10-20 minutes working out what could be done about it in the neighbourhood (post it notes with arrows joining points)
- **Table 4** - Infrastructure: What new things should be built and what should be protected? (make lists with columns for what, how, who, when and cost, mark on a map).

3. Interactive elements:

- Collaborative questionnaires (to be approved at Neighbourhood Plan Working Group)
- Whiteboard sheets and maps
- Drawing and storytelling activities (particularly for children)
- Post-it notes and flip charts
- Suggestion box

It was **NOTED** that:

- Key themes to address include safety/security, housing, cost of living, green spaces, mental health, lighting, places to go for children and adults.
- Focus should be on solutions, not just problems
- Events will integrate Neighbourhood Plan awareness.
- Activities should encourage intergenerational participation.
- Materials needed: magic whiteboard roll (£24), flip chart paper (£27), tabletop flip chart pads x 2 (£28), post-it notes (£10), coloured dot stickers (£9), pencils (£6), roll of sticky labels (£4), A4 paper (approximately £7).

Total approximately £115

EV16/25

EVENT MATERIALS

It was **RESOLVED** to approve purchase of the following materials:

1. **Arts & Crafts Materials:** - Coloured pens to replace those borrowed from Neighbourhood Plan Working Group.
It was **AGREED** that the material previously used would be replaced.
Budget: approximately £20
2. **Display Materials:**
As **NOTED** in interactive elements (EV14/25 3)
3. **QR Codes for Digital Feedback:**
It was **NOTED** the QR code for digital feedback had been set up.
4. **Display Stands (3)** are available from Neighbourhood Plan Working Group - Cllr Newman has A4 paper available if required
5. **Historic Photographs:** It was **RESOLVED** by unanimous vote to approve purchase of historic photographs from Cllr Wadsworth for £72 for use in event displays and on tables as conversation prompts.

Total materials expenditure: £155 Display materials, £20 replacement pens and £72 photos = **£207** (within £250 budget per event).

Material to be ordered ASAP

EV17/25

PROMOTIONAL MATERIALS

1. Poster Design

It was **NOTED** that Cllr Webb has designed a poster featuring both events with Neighbourhood Plan and Parish Council logos, with the tagline "Designing a brighter future."

It was **AGREED** to

- Use current poster for Bowls Club event (31st January)
- Create separate poster for The Barn event once date confirmed
- Amend current poster to update any necessary details

Cllr Webb to complete

2. Printing and Distribution:

It was **RESOLVED** by unanimous vote to approve -

- Printing of 50 A3 posters through online printing service (approximately £21)
Cllr Newman to organise best option
- Distribution to approximately 20 locations including notice boards, shops, pharmacy, hairdressers, and community venues including The Barn

Cllr Edosomwan and Cllr Newman to distribute

- Over-printing of Neighbourhood Plan leaflets with event details on reverse
- **Budget allocation:**
£40 for Facebook and Instagram advertising (geo-targeted to local postcodes)

Cllr Webb to complete

It was **NOTED** that once posters are printed, they should be distributed immediately, particularly at venues that hold regular events.

- Cllr Taylor to coordinate poster distribution to Bowls Club and other venues
- Clerk to circulate amended poster for approval before printing.
- Cllr Webb to manage Facebook/Instagram advertising.

Total promotional expenditure: £61 per event (within £250 budget).

EV18/25

RISK ASSESSMENT

It was **NOTED** that the Clerk will prepare risk assessments for both events covering all activities. This will be added as an agenda item at the 27th January 2026 full council meeting for approval.

EV19/25

VOLUNTEER RECRUITMENT

It was **AGREED** that:

- Committee will rely primarily on Parish Councillors to staff events
- Focus on ensuring good councillor attendance at both events

EV20/25

ITEMS FOR THE NEXT AGENDA

- Debrief from 31st January 2026 event
- Final arrangements for The Barn event (21st February 2026)
- Easter event planning (Saturday 4th April 2026)

EV21/25

DATE OF NEXT MEETING

The next meeting of the Events Committee will be held on Tuesday 17th February 2026 at 7:30pm at The Leys Pools & Leisure Centre, subject to council approval.

SIGNED: _____

Councillor Latchman

The meeting closed at 20:31