

BLACKBIRD LEYS PARISH COUNCIL EVENTS COMMITTEE MINUTES

Minutes of the Council Meeting held on Tuesday, 17th February 2026, at 7.30 pm held at the Leys Leisure Centre

MEMBERS PRESENT: **Parish Councillors:** Natalie Webb (Chairman), Gill Taylor and Imade Edosomwan (ex-officio).

IN ATTENDANCE: **Parish Councillor:** David Newman (Chair of Neighbourhood Plan Working Group), Jenny Wells, Brian Lester and Dan Wadsworth.

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

APOLOGIES: The following apologies were received:
Parish Councillors: Melissa Latchman and Anthony Church.

Members of the Public: 0 member of the public

EV22/25 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

EV23/25 **MINUTES OF THE PREVIOUS MEETING**
It was **RESOLVED** by unanimous vote to accept the minutes for the Parish Council Meeting held on Tuesday 12th January 2026 as a true record.

EV24/25 **PUBLIC PARTICIPATION**
None

EV25/25 **COMMUNITY ENGAGEMENT EVENT – PREPARATION - MARCH 14TH 2026**
The committee reviewed arrangements for the community engagement event on Saturday 14th March 2026 at The Barn, Greater Leys.

It was **NOTED** that:

- Clerk has been in contact The Barn regarding venue booking
- Venue is available from 9am-12pm and 3pm-9pm (lunch event 12pm-3pm)
- Discounted community rate of £20 per hour offered
- Approximately 50 people attend the lunch event
- There will be 8 tables on one side of the barn for the lunch
- The other side and end walls will be available for display boards and materials
- The Barn has tea, coffee, cups, hot water, sugar, and biscuits available - only need to purchase milk.

It was **RESOLVED** by unanimous vote to approve the following arrangements:

1. Venue Hire

- Book venue from 9.30am to 5.30pm (to allow setup and takedown)
- Event times: 10am-12pm (morning session) and 3pm-5pm (afternoon session)
- Total hire cost: £100 (5 hours at £20/hour, excluding lunch period 12pm-3pm)
- Clerk to confirm booking with The Barn

2. Room Layout

- Four discussion tables.
- Display boards and wall displays
- Tea and coffee station using venue kitchen facilities

3. Activities

- Same format as January 31st event: information stations, discussion tables, interactive activities, map-based feedback.

4. Catering Arrangements

- Tea and coffee using venue facilities (purchase milk only)

- Optional: Councillors may attend the lunch event (12pm-3pm) for informal engagement

5. Data Protection

- It was **NOTED** that all survey responses must be collected in a brown envelope at the end of the event and returned to the Clerk as Data Processor.
- It was **NOTED** that Google Surveys will not be ready for this event due to data protection compliance work.
- Online surveys to be developed for future events.
- Cllr Newman kindly offered to provide training to Clerk on Google Workspace for future survey creation.

6. Risk Assessment:

- It was **RESOLVED** by unanimous vote to approve the risk assessment based on the January 31st event.
- Cllr Newman to send request to use a laptop with Parish Online at the event to the clerk.

7. Advertising:

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

- Cllr Webb to create new poster with updated date and venue details
- Cllr Webb to manage Facebook advertising as per January event
- Poster to be circulated for committee approval before printing
- Cllr Newman to print Neighbourhood Plan leaflets with event details on reverse
- Cllr Newman to arrange site visit to The Barn to check display space.

EV26/25

EASTER EVENT 2026 - PROPOSAL

- It was **RESOLVED** by unanimous vote to defer the Easter event due to time constraints and workload pressures.
- It was **RESOLVED** by unanimous vote to plan a summer family fun day event instead, provisionally scheduled for Saturday 23rd May 2026 at Blackbird Leys Bowls Club.

It was **NOTED** that proposed activities discussed included:

- Easter egg hunt (or treasure hunt for summer event)
- Face painting
- Colouring activities
- Age-grouped activities for different age ranges
- Use of Bowls Club field and indoor facilities

EV27/25

ITEMS FOR THE NEXT AGENDA

- Debrief from March 14th 2026 event
- Summer family fun day planning (23rd May 2026 provisional)
- Video on Neighbourhood Plan Working Group activities (for consideration)

EV28/25

DATE OF NEXT MEETING

The next meeting of the Events Committee will be held on Tuesday 17th March 2026 at 7:30pm at The Leys Pools & Leisure Centre.

SIGNED: _____
Councillor Webb

The meeting closed at 20:15