

## **Wheatley Play & Activity Day 2019**

### **Notes from initial planning meeting Thu 18 Oct 2018**

1. Attendees:

Martin Gillett – OPA

Michelle Legg – Wheatley Parish Council

Melanie Kinghan – Maple Tree &

Hayley Hayle – Maple Tree Centre

Sue Woodward – John Watson School

Malcolm Benson – Howe Trust/Fusion

Peter Ramsdale – Wheatley Rugby Club

Lorraine & Keira – Orchard Nursery

Doug Lamont – Wheatley Parish Council

Lizzie Tully – Wheatley Parish Council

Apologies: M Biggs, SOHA

2. Martin gave a brief overview of who OPA and how Play & Activity Days have developed in numbers across Oxfordshire.

3. Why Wheatley. Wheatley Parish Council are keen to support a Wheatley event, which OPA were also keen to support and deliver in the community.

4. The key aims and objectives will remain the same and an organic list of delivery partners had previously been shared

5. Date confirmed as Saturday 6<sup>th</sup> July, with original agreement of the event taking place at Wheatley/Holton Playing Fields. It was agreed that a quiet hour (10am-11am) would be incorporated at the start of the event, to support those with additional needs.

6. A proposed funding list had been drafted and with the presence of many people at the meeting proved that there is a lot of potential activities that could be delivered on the day.

7. Keen to stress that we will be catering for all ages of children including secondary school age. Were keen to involve 'youth leaders' in helping to deliver the event.

8. Wheatley Playing Field Trust and Wheatley Parish Council are keen to support the event and to provide facilities.

OPA will take out event insurance and complete generic risk assessments. All activity providers will be required to have their own insurance and to undertake their own risk assessments.

First aid provision has been supplied by a reliable company.

Toilets will be available in the pavilion, but there may be a need for accessible provision

Hot/cold food could be provided by charities or other community organisations to help raise funds.

Ice Cream van normally is available for the day.

9. Anyone with contact details for groups, names, providers or other interested parties should contact Martin.

10. Publicity will be created nearer the time, but please spread the word about the date, all channels of communication will be used.

11. Event confirmation will be sent to all providers a couple of weeks before the event. Another meeting is most likely to take place in December.