



ANNUAL GENERAL MEETING OF THE FORUM

AGENDA

Headington Community Centre
Gladstone Road, Headington OX3 8LL
on Saturday 10 March 2018 at 11.00 am

Email – info@HeadingtonPlan.org.uk Web - HeadingtonPlan.org.uk/
Facebook – [HeadingtonPlan](https://www.facebook.com/HeadingtonPlan) Twitter - [@HeadingtonPlan](https://twitter.com/HeadingtonPlan)

1. 11.00 Chair's Welcome and Apologies
To receive apologies from members unable to attend.
2. 11:05 Chair and Treasurer Reports
3. 11:15 Election of Officers and Steering Committee
Nominations welcome in advance or at the meeting
4. 11:20 Update Constitution
Amend the constitution to allow the Forum to continue for another 5 years or until a successor body appointed. The proposed revised constitution is attached - attachment 2. The existing constitution is available at <http://headingtonplan.org.uk/archive/reports/Constitution.pdf>
5. 11:25 Community Projects
Discuss and agree the priorities and plans for the future (see attachment 1)
6. 12:20 Chair's Summary and Close

HEADINGTON NEIGHBOURHOOD PLAN – PROJECT PRIORISITATION

Headington Neighbourhood Plan included a substantial number of community policies and projects.¹ These will be delivered by the Headington Neighbourhood Forum either directly or by working with partners/stakeholders. In order to manage the delivery of the projects they have been prioritised by the Steering Committee. The Forum is now invited to consider and approve this prioritisation so that the projects can be implemented.

Methodology

A panel of representatives of the Steering Committee assessed all the community projects. Projects which were broadly similar were combined under a single project heading and several new projects were added. The projects were then individually assessed using a range of key qualities. The assessments were then reviewed and a priority ranking (High, Medium, Low) ascribed to each project. The list of rankings was reviewed and confirmed by the full Steering Committee and is set out in Table 1 below. Details of the methodology and assessments are set out in Appendix A. The full list of projects and policies with reference numbers is in Appendix B.

Table 1 Proposed Project Priorities

HIGH PRIORITY	
Ref 18	Enhance access to sports, leisure and community facilities This involves working with the major institutions to improve public access to their on-site facilities.
20	Headington Business Association To facilitate the development of a business association for Headington so that business could work together to promote and enhance Headington as a place to do business.
22	Investigate the creation of a Community Council to provide continuity for the Headington Neighbourhood Forum The aim is to create a successor body to oversee the implementation of the Plan throughout the plan period.
39	Improve the visual impact of the cross roads area of central Headington The aim is to make this an area of high visual impact and thereby strengthen the identity of Headington and its shopping centre.
57	Greening Headington This combines the projects listed under community policy GSC1 with the exception of allotments and the Lye Brook surface water drain. The main focus is on improving biodiversity and extending wildlife corridors.
58	Hear in Headington This is a new project for the provision of talking benches or posts along the London Road and elsewhere where users can listen to recorded information about local history and character.
59	Headington Wi-Fi This is a new project for the creation of a public wifi zone covering central Headington.

¹ Headington Neighbourhood Plan pages 32 (Green Spaces); 33/34 (Business); 40 (Character and Identity); 41/43 (Housing); 48 (Transport); 49 (Future).

MEDIUM PRIORITY	
6	Increase the floristic biodiversity of Doris Field Trust Nature Reserve The nature reserve is an important viewing point for Oxford's historic buildings and increasing the biodiversity will add to the viewing experience.
26	Develop more walking trails around Headington These could be related to the important buildings and spaces identified in project 31 below
31	List important buildings and spaces List buildings and spaces which are treasured for heritage, ecological or community value to help preserve and promote them. Develop Headington's own blue plaque system based on these buildings and spaces.
33	Establish a location for displaying works of art and culture The centre of Headington could become a location for the display of works of art and culture on the themes of health and education thereby reflecting local institutional strengths. This could include a video, mural or photo montage of the key characteristics of Headington as identified in the character assessments
34	Facilitate the development of community cinema in Headington Encourage local residents associations and other groups to hold film shows by provision of equipment and facilities and through targeted promotion.
37	Provide public seating Provide public seating in key locations around Headington
54	School Transport Encourage parents to use alternatives to car transport on the school run. This would include monitoring and revising school travel plans.
60	Provide outdoor fitness facilities in Bury Knowle park Provide a range of outdoor fitness facilities adjacent to the children's play area in Bury Knowle park to encourage parents and others to exercise.
LOW PRIORITY	
1	Reinstate Ingle Close allotments These allotments are adjacent to Headington cemetery. They have become overgrown and as a consequence are no longer worked. Reinstatement would include clearance and the renewal of fencing and services. The allotments lie just beyond the boundary of the Neighbourhood Plan.
23	Reinstate the Area Committee Investigate the reinstatement of the North East Area Committee. This Committee was discontinued some years ago. The proposed new Community Council for Headington would be a more effective means for representing the views of the local community.
27	Cultivate land for community benefit Develop small areas of public land to grow vegetables and flowers for public consumption
35	Signage for facilities Provide signs to local businesses and facilities to improve Headington centre.
36	Unify Shop Facades Encourage shop owners to harmonise their shop facades to improve the appearance of the central shopping area.

HEADINGTON NEIGHBOURHOOD PLAN - PROJECT ASSESSMENT METHODOLOGY

Projects were assessed under the following headings, the detailed assessment sheets are on pages 2 and 3 below.

Type of Project

Research; Influence; Construction

Group in situ

Is there an existing group who will take ownership of the project: Yes/No

People resources

Number of people required to deliver the project: 1-2 Low 3-4 Medium 5+ High

Cost

Cost of delivering the project: < £500 Low; £500 - £1k Medium; >£1k High

Time

Time to deliver the project < 6 mths Low; 6-12 mths Medium; > 12mths High

Obstacles

Likelihood of institutional/regulatory obstacles to delivery: Low; Medium; High

Level of beneficial impact on the local community

Low; Medium; High

Extent to which it will deliver NPlan policies/objectives

Low; Medium: High

HEADINGTON NEIGHBOURHOOD PLAN COMMUNITY POLICIES & PROJECTS

Note: P = Policy; G = Greening Headington Project; Unmarked = Projects

GREEN SPACES			
1		Allotments	Reinstate Ingle Close allotments.
2	P	Lye Valley 1	Seek funding for on-going tree and scrub work in the Lye valley SSSI.
3	G	Lye Valley 2	Support the 'Vision for the Valley' to join the isolated populations in north and south fens.
4	P	Lye Valley 3	Encourage piping of surface water drain along Lye Brook to the junction with Boundary Brook to reduce erosion.
5	G	Limestone habitats	Support the project 'Bringing back limestone-loving wild flowers to Headington'.
6	G	Nature Reserves	Increasing the floristic biodiversity of the Doris Field Trust Nature Reserve.
7	G	Church Land	Encourage biodiversity in cemeteries, church and chapel graveyards , etc., with bee friendly mown grass areas and walls.
8	G	Public Spaces	Encourage biodiversity in parts or perimeters of parks, recreation grounds , etc., with bee-friendly mown grass areas and walls.
9	G	Warren Meadow	Enhance the biodiversity of Warren Meadow.
10	G	Bee Nests	Construction of Solitary Bee nest Walls with suitable nectar-rich planting.
11	G	Churchill Field	Increase biodiversity of Churchill field.
12	G	Wildlife corridors	Encourage the enlargement and joining together of wildlife corridors.
13	G	Footpaths	Encourage green linkage between green spaces for habitat and recreational purposes.
14	G	Windmill Road	Reinstate the green space at the junction of Windmill Road and Old Road.
15	G	Landlord-owned properties	Encourage landlords and tenants to plant pollinator-friendly low-maintenance shrubs, hedges and groundcover.
16	G	Private Gardens	Encourage water-infiltration areas and pollinator-friendly low-maintenance planting by owner-occupiers, landlords and tenants.
17	G	Wildflower Meadows	Promote extended wildflower hay meadow areas to Headington parks and

			recreation grounds.
AMENITY			
18		Accessibility to facilities	Encourage commercial, health and religious institutions to provide public access to sports, leisure and community facilities.
BUSINESS			
19	P	Changes to car parking charges	At off-peak times only, the car parks on St Leonard's Road and Old High Street should provide free parking for 30 minutes
20		Headington Business Association	Support the aspiration of members of the Headington retail and business community to create an association to act as a forum for business and retail issues.
21	P	Retail hierarchies and frontages	Revise City policies on retail hierarchies and shopping frontages in Headington District Centre.
CHARACTER AND IDENTITY			
22		Parish status	Investigate the creation of a parish or community council to provide continuity for the Neighbourhood Forum.
23		Area committee	Investigate the reinstatement of an area committee for north east Oxford.
24	P	Shark symbol	Promote the shark as a symbol of Headington.
25		Signage style	Introduce distinctive signage for Headington.
26		Trails	Develop more walking trails around Headington.
27		Cultivated land	Promote the use of small cultivable areas to grow vegetables/flowers for public consumption.
28		Leaflets	Leaflet(s) to promote area and its facilities.
29		Display of character	A video or a photo montage of characteristics of Headington to reinforce the character and identity of Headington.
30		Plaques	Develop Headington's own "blue plaque" system.
31		Community asset list	List buildings and spaces which are treasured for heritage, ecological or community value to help preserve and promote them.
32		Community Centre	Establish a more central Headington Community Centre.
33		Location for Themed art work	Establish a location for displaying works of art and culture, with themes of health and education (thus linking to our

			institutional strengths).
34		Cinema	Promote the development of a local cinema location to strengthen the identity of a place.
35		Signage to facilities	Signage to locations, businesses and facilities might help develop the central area (rather like the objectives of the Wayfinding system in central Oxford).
36		Shop façades	Develop a system of shop façades to help promote central Headington as a vibrant area.
37		Seating	Encourage the placement of more public seating in Headington.
38	G	Planting	Encourage planting schemes to make the area more attractive and welcoming.
39		Central Headington - visual impact	The cross roads Windmill Road, London Road, Old High Street define the centre of Headington. This could be made into a point of high visual impact.
HOUSING			
40	P	Key worker housing	Encourage Oxford City Council to develop key worker housing policies.
41		HMO Watch System	Develop a watch system for reporting suspected unlicensed HMOs.
42		Planning Watch System	Promote the use of the City Council's planning application watch system.
43	P	Community Land Trust	Encourage Oxford Community Land Trust to become active in Headington.
44		Empty and derelict properties	Identify empty or derelict dwellings or commercial properties which have been empty for more than six months for possible housing development.
TRANSPORT			
45	P	Car Sharing	Exempt car club sharing scheme vehicles from all car parking charges and provide dedicated parking places for them.
46	P	Cycle Lanes	Upgrade to mandatory where possible, and improve continuity, the clarity of signage, (especially when they meet bus-stops and side roads), and their maintenance and demarcation.
47	P	Active Transport	Encourage libraries, schools, GP practices, employers, developers and landlords to provide information on options for active transport, and on the health benefits of walking and cycling.
48	P	Speed Limits	Promote the introduction of a universal 20 mph speed limit throughout Headington.

49	P	Road Maintenance	Promote the timely and thorough road and pavement maintenance, particularly on through routes.
50	P	Pavements and Drainage	Promote the maintenance of pavements to ensure that they are even, level and unobstructed.
51	P	Bus Connections	Promote better orbital bus connectivity between Headington and other parts of Oxford.
52	P	Rapid Transit Buses	As and when new rapid transit buses are introduced, they should not add to the total amount of vehicle traffic along the London Road.
53	P	Congestion Charge	Full consideration should be given to the costs and benefits of a congestion charge for Oxford as a whole.
54		School Transport	Schools and parents to be encouraged to try alternatives to car transport on the 'school run'.
55	P	Employer Parking	Where employers provide parking, they should be encouraged to charge on a per-use basis, rather than through subscription fees payable whether or not the parking space is used.
56	G	Improving Air Quality	Support projects to reduce air pollution, specifically focusing on NOx and particulates.
NEW PROJECTS			
57		Greening Headington	A range of projects (marked G above) designed to increase biodiversity and extend green corridors
58		Hear in Headington	Provide talking benches along London Road and in Bury Knowle Park
59		Wifi Headington	Provide community wifi system in central Headington.
60		Outdoor fitness facilities	Provide community fitness facilities in Bury Knowle Park

Attachment 2

**THE CONSTITUTION of HEADINGTON
NEIGHBOURHOOD FORUM**

1. Headington Neighbourhood Forum (the Forum) was established in March 2013 by public meetings of residents of Headington for the purpose of promoting and improving the social, economic and environmental well-being of the Headington Neighbourhood through the development and implementation of a Neighbourhood Plan. It has no political allegiance and operates by consensus for the benefit of the majority of those who live and work in the area.

The Headington Neighbourhood Plan (the Plan) was formally made part of Oxford City's development plan in July 2017. In order to continue to implement and monitor the Plan the Forum is to be reestablished for further period.

2. Boundaries

For the purposes of this constitution the Headington Neighbourhood (the Neighbourhood) shall be taken to consist of the area delimited in black on the annexed map.

3. The Forum

a) The Forum shall exist for a further period of 5 years or until a successor body is approved by the Annual General Meeting (AGM). At the end of year 4 of the further period the AGM will give consideration to the Forum's continuation or dissolution.

b) The decision to dissolve the Forum at the end of a further 5 years from its reestablishment, or at a later date to be decided by the Forum, shall be taken by a two-thirds majority of those voting at the AGM of the Forum. Any funds remaining at the disposal of the Forum at that date shall be disbursed to a Headington-based charitable organisation, e.g. Headington Action, for the benefit of the community of the Headington Neighbourhood by the Steering Committee at its discretion, subject to any directions which the Committee may be given by the Forum.

4. Meetings of the Forum

a) The AGM (see b) below), and other Forum meetings held, give legitimacy to the Steering Committee of the Forum (as defined in 6 below) and to plans which they or Forum Task or Working Groups may develop.

b) In any calendar year there will be at least one meeting of the Forum. One meeting will be designated as the AGM.

c) All Forum meetings will be called with at least 15 working days' notice and will be open to members of the public. These will be advertised on the website, and via such other

means as the Steering Committee shall from time to time decide, e.g. social media, community notice boards, residents' associations, local employers and the Library.

- d)** The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Committee.
- e)** At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the Secretary will record the proceedings.
- f)** The quorum for meetings of the Forum shall be not less than half the minimum membership of the Forum, as specified in clause 5e below.
- g)** At meetings of the Forum the chairmanship shall be undertaken by the Chair of the Steering Committee, or, if the Chair is unavailable, by the Vice-Chair, or, if the Vice-Chair is unavailable, by another person nominated by the Steering Committee.

5. Membership of the Forum

- a)** Membership of the Forum is open to all residents of the Neighbourhood, as delimited in 2 above, all those working in the Neighbourhood and all elected local authority councillors whose ward or district includes or overlaps with the Neighbourhood. Individuals may become members at any Forum meeting or by contacting the Forum via its website or any Steering Committee member.
- b)** Members may be contacted by the Steering Committee from time to time to give feedback on ideas and proposals, or to be invited to participate in other activities related to the work of the Forum.
- c)** Local residents' associations and similar groups will be invited by the Steering Committee to nominate one representative each to the Forum. The Steering Committee shall designate which associations or groups fall under the terms of this clause.
- d)** The Forum may liaise with the larger employers in the Headington Neighbourhood via those larger employers' designated representative(s).
- e)** Membership of the Forum shall at all times be a minimum of 21 individuals, to include at least one local councillor, as specified in clause 5a above.

6. Forum Steering Committee

- a)** The Steering Committee (SC) exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Neighbourhood. It will prioritise, schedule and publicise the work of the Forum via an elected Press/Communications officer (or officers). The SC may be authorised by the Forum to take executive action on specific matters, previously specified by a meeting of the Forum. Any such action shall be reported to the next meeting of the Forum.

- b)** The SC consists of members of the Forum elected at the AGM, as specified in clause 6e below.
- c)** People with specialist skills may be co-opted onto the SC, and the SC may set up Task or Working Groups of Forum members for specific projects or tasks. Such co-opted persons may not vote on the SC.
- d)** The SC will liaise with relevant bodies such as the universities and hospitals in Headington, businesses, schools, places of worship, residents' associations and other local organisations, and with the local authorities and elected representatives as specified in 5a) above.
- e)** SC members to be elected at the AGM, are: Chair, Vice-Chair, Treasurer, Secretary, and Press/Communications officer(s), plus up to 8 other members of the Forum.
If there are vacancies on the SC, the SC has the power to invite up to three Forum members to join the SC. These additional members must seek election at the next AGM if they are to continue as members of the SC.
- f)** SC decision-making may be by consensus or by simple majority after a vote – the Chair will have the casting vote.
- g)** The SC has the power to hold votes of no confidence in any officer or member of the SC by simple vote. Any vacancy resulting from such a vote shall be filled by appointment by the SC. Any person thus appointed must seek election at the next AGM if they are to continue as an officer or member of the SC.
- h)** Only members of the Forum may stand for the SC (and they shall be nominated and seconded by a member of the Forum).
- i)** The quorum for meetings of the SC shall be not less than 5 persons, including 2 of the officers specified in clause e) above.