



Headington neighbourhood plan

FORUM ANNUAL GENERAL MEETING

DRAFT Report of the Forum Meeting held in the Executive Suite at Oxford Brookes
on Wednesday 26 October 2016 at 7.00pm

These draft minutes will not be confirmed until the next AGM

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

Steering Group present (SG) 6

Mike Ratcliffe (Chair) MR, Patrick Coulter PC (Vice Chair), Liz Grosvenor LG (Secretary), Fiona McKenzie FM, Cllr Roz Smith RS, Ruth Wilkinson RW

Forum members present: 5

Heather Armitage, Rosemary Belton, Dag Bergman, Diane Bergman, Richard Bradley

Interested parties present: 1

Maha Jacob

Apologies:

Adam Symons (Project Manager), John Nealon JN (Press & Communications), Paul Rogers, Hillary Rollin, Nicholas Rollin NR, Ian Wilson, Charles Young

Total: 12

1.	Introduction and Apologies	Action
2.	Aims of the meeting To carry out the official business of an AGM, and to take forward ideas for community projects as identified in the Plan	
3.	Minutes of last meetings The minutes of the last AGM/Forum meeting (2 October 2015) were agreed, and there were no matters arising.	

<p>The AGM</p>	
<p>Election of Steering Committee Officers and Members were re-elected unopposed as follows:</p> <p>Mike Ratcliffe (Chair) Patrick Coulter (Vice Chair) John Nealon (Press/Communications Officer) Fiona McKenzie (Treasurer) Liz Grosvenor (Secretary)</p> <p>And members of the committee: Nicholas Rollin Roz Smith Ruth Wilkinson Ian Wilson</p> <p>MR asked for more volunteers to join the Steering committee – there is scope to include 3 more people. We have meetings about every 6 weeks and will be embarking on focus meetings to further some projects before the Plan is ratified.</p>	
<p>The Forum Meeting</p>	
<p>The Chair explained that The Draft Plan has been submitted to the City Council, and gone to consultation (which ended on 7 October). Comments received have been digested by the Council and the Plan is now with the Examiner. We may be asked for clarification or we may have a written response. The timetable is somewhat open-ended but we hope to receive approval following agreement by the City Executive Board such that it can go to referendum to coincide with the May elections following the statutory Legal Notices.</p> <p>There will need to be substantive public advertising and dialogue in Headington to explain the Plan ahead of the referendum, and if it is passed we would expect implementation to be towards the second half of 2017.</p> <p>As it is currently an “emerging plan” it already carries weight towards any planning applications for Headington. The Planning Officer is obliged to take account of our Plan, but we may feel the need to set up a monitoring mechanism to check that it is being adhered to. We are setting up a new planning group, and the transport group is already in place.</p> <p>RW reminded us that she has CIL money available to further our community projects.</p> <p>The Plan will be passed on an absolute majority regardless of the turnout.</p> <p>As noted in the Plan, we plan to set up a successor body in order to implement the community projects. This could be set up as a Forum, by an existing organisation (such as Headington Action) or more likely by a Community or Parish council. Community councils are able to raise money via the City precept, and initial discussions have already taken place with the City to determine the mechanics of setting this up.</p> <p>Members (approximately 21) would be directly elected to this council, and as we will have the Plan in place there is no requirement for us to go to the residents of Headington for their approval, but the City Council will most likely want to survey residents for their views. Some ward boundaries and polling districts may need to be adjusted to coincide with our HNP approved area</p> <p>We have yet to determine whether we should wait for the result of the referendum before embarking on a “parish” consultation, but may decide to bring this up in explaining the plan</p>	

prior to the referendum	
<p>Finance</p> <p>The Income and expenditure was scrutinised at the meeting.</p> <p>Most of our expenditure is spent on our invaluable Project Manager – we have received grants each year and Headington Action has contributed £6,000 so far, with a further £6,000 available from the same source should it be required.</p> <p>We have a surplus of £6338 to carry into next year and will ascertain from the Project Manager if we have sufficient funds to do our referendum publicity, and to start our community projects. The Treasurer was thanked for her work.</p>	MR
<p>Community Projects and policies</p> <p>We wish to start implementing the community projects (not planning policies) and are seeking to set up some new groups to carry this work forward.</p> <p>We need to prioritise these aspirations on the basis of</p> <ul style="list-style-type: none"> Cost Value Ease of implementation Stakeholder involvement <p>The groups will probably want to grade their projects from very easy to implement, through medium difficulty, and up to large strategic policies.</p> <p>RW advised us that she has contact with someone who can put a substantial amount of money into a street scene/public realm project which she would be willing to be involved in.</p> <p>In the first instance, we will contact the Forum members (178) and interested parties (126) To get volunteers to join discussion groups aligned to our original policy working groups.</p> <p>These are:</p> <ul style="list-style-type: none"> Business & Retail; Amenities and Green Spaces Education Housing Transport Character & Identity Planning <p>At this stage, it is the organisation that is important rather than implementing and incurring costs, and the impact on stakeholders will be an important element to consider.</p> <p>We plan to hold a meeting/workshop in the new year to bring all these ideas together and to discuss which projects can be taken forward.</p>	<p>LG</p> <p>LG</p>
The meeting ended at 8.35pm	

Liz Grosvenor 27.10.2016

The Draft Plan is available on the HNF website <http://headingtonplan.org.uk/>