

HEADINGTON NEIGHBOURHOOD PLAN FORUM MEETING

Report of the Forum Meeting held at Oxford Brookes University Room G116
on Tuesday 21 May 2013

Interim Steering Group present ISG)

Veronica Hurst, John Nealon, Christopher Taylor, Zoë Traill, Cllr Ruth Wilkinson, Ian Wilson
Mike Ratcliffe (Guest Chair) Liz Grosvenor (Admin. Support)
Rachel Williams (Planning Support Officer, City Council)

Apologies:

Cllr Mark Lygo

Forum members present:

Heather Armitage, Rosemary Belton, Richard Bradley, Jan Clark, Patrick Coulter, Frank & Jill Cummings,
Nicholas Fell, Jill James, Stephanie Jenkins, Fiona Mckenzie, Cllr David Rundle

Forum members apologies:

Nicholas Rollin

Interested parties present:

Sue Brownill, Jill Haas, Bill Heine, Mary Hope, Stephanie Jenkins, Tony Joyce, Daniel Leveson, Glynis
Phillips, Cllr Roz Smith, Andrea Siret, Marie Vickers

Interested parties apologies:

Sheila Allcock, Kim Griffiths, Simon Hunt, Sarah & Innes King, James Malcomson, Audrey Mullender,
Maggie Thorne, Tony & Julia Turton, Mark Walker, Peter West, So Yuen,

1.	Apologies for Absence	Action
	See above	
2.	Setting the Scene	
	In the absence of Mark, who was held up at a meeting, Ruth opened proceedings with a summary of the story so far and the progress made to date. Please see Appendix 1 for her presentation notes.	
3.	The Constitution	
	Ian outlined the processes that the Group have been through to produce the draft constitution. The Constitution is one of three integral parts of A Neighbourhood Plan <ul style="list-style-type: none"> • The Forum • The Constitution • The Area it represents We based our 'Draft' Constitution on Exeter St. James; the reasons for this were <ul style="list-style-type: none"> • The Demographic • The Health Authority Sites • The diversity of the populous and incoming workers to the area 	

	<ul style="list-style-type: none"> • Diversity of businesses in the area <p>The principle behind The Constitution is twofold.</p> <ol style="list-style-type: none"> 1. It is part of the legal requirements to initiate a recognised Neighbourhood Plan. 2. We wish to outline our vision for the future of the designated area. <p>We hope to influence both, City and County Council plans for the area by legitimacy and affect any outlining and future issues.</p> <p><u>The Constitution is still at the Draft stage and amendments and changes can still be made via any of these methods</u></p> <p>http://www.headingtonplan.org.uk email - HeadingtonPlan@gmail.com or info@HeadingtonPlan.org.uk Twitter - @HeadingtonPlan Facebook – HeadingtonPlan</p> <p><u>Questions from the floor</u></p> <p>Q. Who ratifies the final constitution? A. It has to be finally ratified by the Forum; the Steering Group is just a “steer” towards the final document. This Forum needs to have a minimum of 21 members.</p> <p>Q. Can the Steering Group be given some terms of reference towards this task? A. The Steering Group is carrying out the initial work to get it started.</p> <p>Q. Have we left out any points that Exeter St. James’ constitution included (seeing as their plan has already been approved)? A. There were certain elements of the Exeter plan that did not seem to fit with Headington, however our plan needs to be amended to include institutions and workers as well as residents and residents’ groups.</p> <p>Q. The text makes no mention of what would constitute a quorum in meetings held – this could affect the ISG, AGM and general meetings. A. We will look at this</p> <p>Q. Isn’t recruitment of Forum members only at an AGM too restrictive? A. We will look at this.</p> <p>Q. Shouldn’t the Forum have representative landowners? Q. Should the Constitution include winding-up and dispersal of funds procedures? Q. Can areas have different constitutions – should the City demand consistency? A. Our Planning Support Officer from the City Council, Rachel Williams, will investigate these issues for us, but believes that we are entitled to create our own delegated powers.</p>	<p>ALL</p> <p>ISG</p> <p>Rachel W</p>
<p>4.</p>	<p>Map of the Area</p> <p>See Appendix 2 for the points raised in the presentation by Ruth.</p> <p>The map is still evolving as various issues come to light – for example:</p> <ul style="list-style-type: none"> • The boundary needs to be redrawn in the Harberton Mead, area to exclude Moody, Prichard and Peacock Roads 	

- Crotch Crescent, Hadow Road and Lynn Close, even nos. of Headley Way, and part of Marston Road (all in polling district XC) at the request of the Electoral Officer, need to be included.

The resulting map looks very like the new Headington & Quarry county division.

- Everyone in the area will need to be consulted and with a population of over 18,000 (see appendix) this is a huge challenge.
- Residents' Associations, Street reps, workers in businesses and institutions will need to be contacted. This will be aided considerably by our presence on our website, twitter and facebook, but not all residents have access to the web.
- Feedback from the Festival will be vital.
- It was suggested that we might need one wide area neighbourhood plan, and several smaller community-led plans (to deal with non-land-based issues)

There are effectively 3 types of plan;

1. A Neighbourhood Plan that can dictate land development and building
2. A Neighbourhood Plan that **cannot** dictate land development and building because it is already subject to City Council determination in existing legislation
3. A Community Plan which has less power and is more of a wish list.

Other points raised about the map:

- John Garne Way being split by the boundary could create a problem regarding University administration
- The boundary along Boundary Brook raises an issue of "owning" half of the brook – both banks should be in the area
- The whole of the Lye Valley (including the Churchill) needs to be included because of the effect of the water catchment area.
- It was thought that the boundary divided the allotments behind the playground on the corner of Girdlestone Road and The Slade, but they are in fact totally within our area map

Q. Do we have to follow ward boundaries – can we not fight the Council over this?

Q. Should we not have a strategic approach to this eg traffic issues, students being moved out of residential streets into purpose-built accommodation? We should not look at land use, but at character assessments to determine the smaller areas of Headington

Q. Isn't this map covering too large an area – it is probably unworkable and is not a neighbourhood.

A. A default could be to use city council ward boundaries eg. Headington ward for one of them. But these boundaries change over time and so do polling districts.

Q. Should Girdlestone Road be in the Headington area rather than Wood Farm? *In fact this road is actually in Churchill ward.*

A. The survey of householders will hopefully result in what people feel as to which area they belong to.

	<ul style="list-style-type: none"> Perhaps the map should begin large and if necessary be reduced in the light of what people identify as being where they belong. We need to take account of contiguous areas as we will both be affected. We are the first area east of the city to undertake this exercise, and areas next door may have views and conflicting pressures. We may need to challenge old parish boundaries which are not fully respected 	
5.	<p>The Role of Headington Institutions in the Neighbourhood Plan</p> <p>Patrick Coulter pointed out that the institutions in Headington are a big investment in the area and it is crucial that they are included in the discussions towards the plan. He explained that <i>Headington Forward</i> is a group of institutions (NHS, universities etc) local organisations and councillors who meet four to five times a year to exchange ideas and share details of plans. He feels that the NP should embrace HF as they are an integral part of the Headington infrastructure.</p> <p>Q. How much clout would the smaller institutions and groups have in this exercise?</p> <p>A. They will have a voice on the Forum and could be represented on the ISG.</p> <p>We are legally required to include institutions in the Forum, and it will also inform perceptions on both sides. It is also in their interests to talk to us as they would be affected by a NP.</p> <p>It was pointed out from Andrea Siret (Oxford Brookes) that had there been a plan in place at the time of the reorganisation of the Gipsy Lane Site much time would have been saved by sorting out the early concerns thus obviating a new consultation and modifications.</p> <p>The big institutions and the ancillary services that feed them are a very important part of Headington. This is a reciprocal process – the institutions need input from us too</p> <ul style="list-style-type: none"> The NH Foundation Trust consists of local trustees Employees of the large institutions are an important part of Headington All the schools need input too We need to encourage the small businesses to come on board. <p>We need to set up a liaison route between the institutions and the Forum Perhaps a member of the SG could attend the next HF meeting to explore.</p>	ISG/PC
6.	<p>Requests for more Steering Group Members</p> <p>Christopher Taylor pointed out that we need 10 to 12 people on the Interim Steering Group and so we need 4 to 6 more.</p> <p>Prior to this meeting Nicholas Rollin had volunteered and he has been added to the Group.</p> <p>The attendees were encouraged to volunteer and we now have two additions, Nicholas Fell and Fiona Mckenzie.</p> <p>Volunteers can specify what aspect of the plan preparation they would like to be involved with eg liaison with institutions, or join on a temporary basis to do a short-term task.</p> <p>If anyone else would like to join then contact us via</p>	ALL

	<p>email - HeadingtonPlan@gmail.com or info@HeadingtonPlan.org.uk Twitter - @HeadingtonPlan Facebook – HeadingtonPlan</p> <p>The Interim Steering Group was thanked from the floor for all the work that has been done so far.</p> <p>Q. Can we set up a network such that the Forum and local Resident Groups can liaise? A. A meeting of CCoHRA (Coordinating Committee of Headington Residents' Associations) will be arranged, to connect with the Forum and to discuss how to contribute – a linking mechanism is essential. Of the 19 associations in the group about 4 are out of the area, but they may well wish to contribute to an adjoining plan which may affect them.</p> <p>Q. What happens in areas where there are no Residents' Associations? A. Street reps will be the only way of canvassing such areas</p>	TJ
7.	<p>Headington Festival – 2 June</p> <p>Veronica Hurst explained that this event is the first opportunity to introduce the Plan to a wider audience.</p> <p>A competition for schools has been launched and will continue at the festival. It is already underway and competition entries are being taken in at <i>scottfraser</i> estate agents on London Road.</p> <p>A draft flyer has been produced for distribution at the Festival which will invite visitors to make comments and suggestions towards the Plan.</p> <p>Requests were made for small tables, chairs, gazebo, table cover, pens, highlighters, sweets, 2 buckets etc. and most of these items were promised by various attendees. A request was made to have all the items in place by 12.30 on the day.</p> <p>Pictures of the day and competition entries will go on our website.</p>	ALL
8.	<p>Next Steps</p> <ol style="list-style-type: none"> 1. ISG takes feedback from Forum & Festival on the proposed constitution and maps and makes amendments accordingly. 2. Forum meeting elects its Steering Committee including Officers – it must contain at least 21 representative members 3. Application to City Council for Headington to become a designated area 4. Establish working groups, including Communications, and the local Transport group 	<p>ISG</p> <p>ALL</p>
9.	<p>AOB</p> <ul style="list-style-type: none"> • The Friends of Bury Knowle Park urged the Forum to oppose a planning application for the development of the council depot at the 	

	<p>corner of the park which entails vehicular access through the park and disturbance to the sensory garden. It was suggested that referenece to the petition should go on the Headington website.</p> <ul style="list-style-type: none"> Request was made for any comments and suggestions regarding the website to be advised via the usual channels: email - HeadingtonPlan@gmail.com or info@HeadingtonPlan.org.uk Twitter - @HeadingtonPlan Facebook – HeadingtonPlan 	
9.	<p>Next Meeting This will be held in September – details to follow later in the year.</p>	

Appendices 1 & 2

APPENDIX 1

Setting the Scene

The public meeting organised by HA voted strongly in favour of producing a Neighbourhood Plan

An interim steering group of volunteers was set up at the Neighbourhood Forum's meeting, and various issues were raised that might be included in the plan

Process

What are the first steps in registering a **neighbourhood area**?

We need to supply to the City:

- Name of the applicant
- Name of the relevant body
- Address of the relevant body
- A map which identifies the area in the application
- A statement explaining why the area is considered appropriate to be designated as a neighbourhood area
- A statement that the organisation or body making the application is a relevant body for the purposes of the Town and Country Planning 1990 Act (Section 61G)

The City then publishes the information, informs local residents', businesses' and amenity groups, posts up notices on noticeboards, and invites comments.

The decision is made by the City's Executive Board. They will take into account these criteria:

- Size of the area (not too small)
- Should be contiguous with existing electoral boundaries
- Are the ward councillors supportive?
- Is there support from a cross-section of groups and not just one organisation?
- Is the statement explaining why the area is appropriate acceptable?

What are the first steps in registering a designated **neighbourhood forum**?

We need to supply to the City:

- Name of the proposed neighbourhood forum
- Names of other key members of the Neighbourhood Forum
- Copy of the written constitution of the proposed neighbourhood forum
- Name of the Neighbourhood Area and a map which identifies it
- A statement explaining how the proposed neighbourhood forum meets the conditions contained in the T&CP 1990 Act section 61F(5)

The process is similar to the one described above

CEB criteria for deciding whether to designate a Neighbourhood Forum:

- Is a neighbourhood area already designated?

- Is the application by a Qualifying Body as defined by national regulation?
- Does the proposed Forum have at least 21 named individuals?
- Does the Body include one named City Councillor?
- Does the make-up of the Body include residents, employers and businesses in the area, and is support demonstrated from a cross-section of these local groups?
- Is any other neighbourhood Forum designated for that area in whole or in part?

More details are available in the City Council's Guidance note on Neighbourhood Planning

SEE

<http://www.oxford.gov.uk/Library/Documents/Planning/Neighbourhood%20Planning%20Guidance.pdf>

What the Interim Steering Group has done so far

- Held 3 meetings (at Brookes because Brookes lets us have rooms free for community use)
- Set up working groups on constitution, maps, website/social media (bought a website domain) and on a public consultation exercise at the Headington Festival (see draft flyer)
- Held meetings with some City officers including planning policy and social statistician), established links with Rachel Williams (our Planning Policy link officer), Luke Nipen who will set up and monitor the City's contract with OCVA and ORCC for advice and guidance on public consultation and funding sources
- Compiled a database of people who attended the first public meeting, wrote to us and expressed interest, and those who came to the last Forum meeting

What the ISG hasn't done so far

- Elect a Chair (rolling Chair at present, this is not ideal)
-

Workload for ISG

- Survey of householders
- Set up Communications link with Residents' Associations, small businesses, major employes, schools etc
- Contribute to the setting up of a city council monitored contract with OCVA and ORCC to provide advice on funding and community engagement

Appendix 2

Criteria for proposed boundaries of the Headington Neighbourhood Area

Remit from the Headington Neighbourhood Forum meeting

- Must include university sites to maximise planning gain
- Must include hospital sites to maximise planning gain
- Must include green and open spaces to maximise benefit to the community
- Must not overlap with any regeneration area or Parish Council area

- Cannot comprise OX3 postcoded area as too extensive
- Must have boundaries that make sense to people

Criteria for proposed boundaries of the Headington Neighbourhood Area

Remit from the meeting with Oxford City Council officers

- **Comply with ward / polling district boundaries**
- **Fit in with Super Output Areas (statistics)**
- **We checked which areas are likely to be developed in the medium-term future**

Issues to consider

Size of the area (from 2011 Census, more figures soon)

- 18,150 usual residents, of whom 2,560 live in communal establishments
- 18,530 employees

(some of those who work in the area also live in the area)

Making it workable will need

- An effective network of residents' associations and volunteers across the area
- An effective means of communicating with those who work in the area (establish comms links with employers)
- A really good communications network (website, FB, Twitter links already set up)