



Meeting held on 3 February at Gladstone Road Community Centre at 11.am

Present:

Richard Bradley	Treasurer HA
Patrick Coulter	Chair HA/Vice Chair HNF
Liz Grosvenor	Admin Support HA/HNF
Fiona McKenzie	Treasurer HNF
John Nealon	Press/Communications Officer HNF/HA
Mike Ratcliffe	Chair HNF
Ros Smith	Councillor on HA & HNF
Ruth Wilkinson	Councillor on HA and HNF

Apologies: Keith Frayn,

		Action
1.	<ul style="list-style-type: none"> Thanks were expressed to Nick Rollin and Ian Wilson for their contributions to the HNP, as they are both standing down. MR is moving jobs to Nottingham Trent University and will be standing down at the AGM. The duties of chair are now much reduced now the Plan is in place, but we will be seeking a replacement at the AGM. 	
2.	Minutes of last meeting held on 9 November were read and agreed.	
3.	<p>Aims</p> <p>This meeting was convened to discuss and prioritise the Plan projects so that they can be brought forward to the AGM.</p> <p>It is important to keep the Planning projects alive, and to get some of the community projects started.</p>	

	<p>The Form does not hold any funds but may have access to CIL monies when a project has been identified.</p> <p>Amongst the long list of projects in the Plan there are some items like enhancing the vitality of the shopping centre and towards this end there is a real possibility that a Business Association can be set up soon.</p> <p>We need a process for handling the list of projects.</p> <p>As decided at the last meeting HA will be undertaking an overseeing role, and any projects will be brought to the Forum for Approval before going to the HA Committee to organise the implementation.</p> <p>Progress has already been made at HA on 3 projects: Heritage Asset Register, Greening of Headington, and Listening Benches all of which have come from the Plan.</p> <ol style="list-style-type: none"> 1. PC, RB and RW will meet shortly to compose a list of planning policies and community projects and annotate these with the likely sources of funds (CIL or S106) and mark others that will not require funds but need to be pushed and monitored e.g. car parking charges. 2. There are some HA projects that have already started – as listed above. 3. New projects will come along during the time-span of the Plan. Already there is an Isolated in Headington initiative, and a wifi project in conjunction with Brookes. 4. We will encourage the setting up of a Business Association and bring the policies and projects to their attention. We will create a closer relationship with the Civic Society, particularly over planning issues, and PC will contact Tony Joyce. 	<p>PC/RB/RW</p> <p>PC</p>
<p>4.</p>	<p>Team to take projects forward</p> <p>Once the projects have been identified and prioritised we will utilise social media and the press, as well as emailing the Forum to advertise our aspirations. For example for the Greening project we could call out to all gardening clubs. Oxford Brookes students are already doing some plant research for this.</p> <p>There will be some finite “Task & Finish” projects, and some governance roles hitherto done by the steering committee and HA.</p> <p>PC will contact Tony Turton to see if he has the capacity to assist us.</p> <ul style="list-style-type: none"> • We need to find more ways of pulling in people for the short-term projects • We are considering employing a project manager and we will investigate the possibility of utilising CIL money to pay them. <p><i>We subsequently discovered that CIL monies cannot be used for this purpose.</i></p>	<p>PC</p> <p>RW</p>

5.	<p>Forum constitution</p> <p>The current 5 year HNF constitution ends 18 March 2018 and we have agreed some minor alterations for the new constitution to include the fact that the Plan has now been ratified, and that there will be at least one meeting of the Forum each year instead of three. This new constitution will be recommended to the Forum at the AGM.</p>	
6.	<p>Date of AGM</p> <p>Saturday 10 March 11 to 12.30 at Headington Community Centre, Gladstone Road.</p> <p>We need to organise publicity and 2 weeks advance notice of the AGM on social media and on noticeboards.</p>	JN
7.	<p>AOB</p> <p>Summertown are keen to keep in touch as the examination of their Plan is in progress, and they hope to go to a referendum later this year. As they wish to set up a community council we will liaise for our mutual benefit.</p>	
	The meeting closed at 12.25pm	

LG 3/2/18