



Headington neighbourhood plan

DRAFT Minutes of the **Steering Committee** Meeting held at
37 Bickerton Road
on Thursday 9 November at 7.00 pm

Email – HeadingtonPlan@gmail.com Web - HeadingtonPlan.org.uk/
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<p>Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Admin. Support) John Nealon JN (Press/Communications Officer) Mike Ratcliffe MR (Chair) Cllr Roz Smith RS Cllr Ruth Wilkinson RW</p>	<p>Apologies: Maha Jacob Fiona Mckenzie FM (Treasurer) Ian Wilson IW</p>	
<p>1.</p>	<p>Apologies – As above.</p>	<p>Action</p>
<p>2.</p>	<p>New working arrangements and Role of SC Following a meeting held in September between Headington Action (HA) and Steering Group representatives, to discuss joint working arrangements, we are now in a position to start making the policies happen. We see the role of the SC as co-ordinating the work of the groups carrying out the projects – these will, in the main, be carried out via HA. The Forum remains as a statutory body and consultee until such time as we evolve into a Community Council. The Forum needs to be kept engaged and they are the statutory body entitled to receive CIL money. We need to hold a Forum meeting twice a year and for the first one we need to present a priority list of project actions for their approval</p> <p>Personnel matters: Ideally we would like to recruit a project manager to keep the momentum going and chase the projects. JN has agreed to extend his Communication duties to HA MR attends the HA Exec meetings A new chair is required for the Planning Group and needs to be a representative on HA</p>	<p>PC</p>

	<p>We will make contact with Charles Young on Transport as a rep on HA We see the future structure like this:</p> <pre> graph TD Forum[FORUM] <--> SC[STEERING COMMITTEE] SC --> HAExec[HA EXECUTIVE] HAExec --> HACommittee[HA COMMITTEE includes PLANNING TRANSPORT] HACommittee --> Projects[PROJECTS] </pre>	
3.	<p>Prioritisation and Implementation of the NP Projects We will set up a brainstorming meeting to prioritise the projects.</p>	MR
4.	<p>Governance review and Interim Governance arrangements The governance review has been triggered and we need to know what to do now to promote the idea of a community council and how to handle CIL money. We may need to create a FAQ to cover all potential queries and will set up a meeting to determine publicity/press releases etc. We will set up a meeting with Anita Bradley the new Head of Law and Governance. We will set up another meeting with the City Council to discuss the next steps, the handling of CIL monies (requirements from us, restrictions, thresholds for spending, possible expiration of monies, and any unspent CIL monies when the community council is formed) and the likelihood of being able to coincide with the local elections.</p>	MR MR MR
5.	<p>Amendment of Constitution This will expire in March 2018 - minimal amendments are required JN will circulate current constitution for comment.</p>	JN
6.	<p>Role of Headington Planning Group and Transport Group HPG and HTG were set up to support the HNP planning policies – how can it now fulfil this role? The Planning Group needs to monitor all local planning applications and anticipate obvious local activity. RW currently disseminates these and will continue. The current chair is standing down. MR will sign up to the Planning Application alerts as we are statutory consultees under the HNP RS will make contact with Charles Young (Transport Group) to keep the group appraised of transport issues particularly A2H, but also monitoring infrastructure in the light of HNP priorities.</p>	RW MR RS
7.	<p>AGM We are enquiring about holding a Forum/AGM in February at the Community Centre in Gladstone Road.</p>	LG
	The meeting closed at 8.45pm	

LG 10/11