



# Headington neighbourhood plan

**DRAFT** Minutes of the **Steering Committee** Meeting held at  
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk  
on Tuesday 9 December 2014 at 7.30 pm

Email – [HeadingtonPlan@gmail.com](mailto:HeadingtonPlan@gmail.com) Web - [HeadingtonPlan.org.uk/](http://HeadingtonPlan.org.uk/)  
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<p><b>Steering Committee present:</b></p> <p>Mike Ratcliffe MR (Chair) Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Secretary) Veronica Hurst VH Fiona Mckenzie FM (Treasurer) Nicholas Rollin NR Cllr Ruth Wilkinson RW</p>	<p><b>Apologies:</b></p> <p>John Nealon JN (Press/Communications Officer) Adam Symons AS (Project Manager) Cllr Roz Smith RS Ian Wilson IW</p>
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1.	<b>Membership &amp; apologies</b>	<b>Action</b>
	As above.	
2.	<p><b>Minutes of last meeting – 11 November – and matters arising from last meeting and not on agenda</b></p> <p>Minutes agreed. Matters arising: None.</p>	
3.	<p><b>Issues and Options Consultation Outcomes</b></p> <p>AS has produced a draft report. The next step will be to publish it – it will ultimately form an appendix to the actual Plan.</p> <p>The conclusions will be worked up into an Executive Summary and will explain the processes in getting from the 18 issues to the draft stage.</p> <p>The results captured a broad view of how Headington people feel about the area.</p> <p>There is scope for getting more feedback from students, and also employees.</p> <p>A recent Headington Forward (HF) meeting (of representatives of local institutions) raised the spectre of traffic issues in getting staff and students to their destinations.</p> <p>Our meeting thought that the introduction of more flexible working hours would ease congestion at peak times.</p> <p>The members of HF have decided to arrange a joint meeting with the County to discuss traffic issues. They would also like to address the problem of unaffordable housing.</p> <p>The consultation raised the symptoms of traffic congestion, for example, in the employment centres in Headington but did not blame the institutions themselves.</p>	

<p>4.</p>	<p><b>Next Stages in Plan Presentation</b></p> <p><b>Policy Working Groups</b>  <b>Business and Retail – FM &amp; NR</b>  <b>Amenities &amp; Green Spaces – PC</b>  <b>Education – MR</b>  <b>Housing – JN</b>  <b>Transport – Charles Young</b>  <b>Character &amp; Identity – Richard Bradley</b></p> <p>A Saturday workshop brought together the groups who have cross-cutting issues to address (eg retail and traffic). A summary of this workshop by AS had been previously circulated. At some stage a decision will need to be taken as to whether we need to present conflicting policies or whether we come up with a compromise.</p> <p>The groups now need to come up with policies – they are at different stages partly because some need more evidence base material (eg CANDI character assessment project).</p> <p>In some cases there will be projects that could be undertaken rather than developing planning policies. <b>PWGs need to start from the project and see if a policy is required.</b> (Eg designation of green spaces could be various, but only some may need a policy that an outside body would need to act upon).</p> <p>Any projects requiring funding need to be added to the CIL list for when funds become available.</p> <p>The project time-line is now being reviewed.</p> <p>All issues that emerged will be addressed and an audit trail will show the response and action it generated. An audit trail template will be created to harness these points.</p> <p>There were a handful of comments complaining about the consultation process. These will be analysed and addressed.</p> <p>A new area of Community engagement will need to be set up in the light of comments from the consultation that did not fit into existing groups.</p>	<p>MR/AS</p> <p>AS</p> <p>AS</p> <p>MR</p>
<p>5.</p>	<p><b>Student Engagement</b></p> <p>MR distributed a summary of the student presentations which were very well received. Their presentations will be distributed in due course and forwarded to the PWGs.</p> <p>They had looked at other neighbourhood plans around the country, and did not just look at the symptoms of problems (eg traffic) but looked at the causes.</p> <p>Here are some of the points they raised:</p> <p><b>Transport:</b> create an inner ring-road to ease traffic and move the bus stops from central Headington to aid pedestrians and cyclists.</p> <p><b>Affordable housing:</b> identified land on hospital sites that could be used for affordable housing.</p> <p><b>Housing:</b> they evaluated the diminishing stock of family houses and suggested the adoption of a housing co-op.</p> <p><b>Retail:</b> identified the conflicting issues of parking and retail variety together with the need for an evening economy.</p> <p><b>Green spaces:</b> suggested greater tree-planting, increase in allotments and particularly a community herb growing project aimed at sheltered housing.</p> <p><b>Character &amp; Identity:</b> they used the existing character assessment tools for surveys in Demesne Furze and Gipsy Lane and suggested a series of amendments to the forms used, and stressed the need for more photographic evidence. They found another cross cutting issue on parking and character, together with a lack of focal point on the Gipsy Lane estate – a deliberate sameness.</p>	

6.	<p><b>Finances</b></p> <p>These minutes are required by the bank to open a bank account. We are opening the account at Barclays in Headington and the three signatories are submitting their personal details and these will be lodged at the bank.</p> <p>The signatories are : Michael Ratcliffe (Chairman) Fiona McKenzie (Treasurer) Elizabeth Grosvenor (Secretary)</p> <p>Any two to sign.</p> <p>The name of the account will be Headington Neighbourhood Forum. The Forum was officially designated on 10 September 2014.</p> <p>Funds currently being held by Headington Action will eventually be transferred in to the account, with an initial sum of £1,000. The remaining funds initially supplied by Headington Action and a DCLG grant will be calculated and the remainder will be transferred to Barclays in due course. The remuneration for the Project manager will continue to be paid out of the HA account.</p>	PC
7.	<p><b>Policy Working Groups reports</b></p> <p><b>Business and Retail – FM &amp; NR</b> <b>Amenities &amp; Green Spaces – PC</b> <b>Education – MR</b> <b>Housing – JN</b> <b>Transport – Charles Young</b> <b>Character &amp; Identity – Richard Bradley</b></p> <ul style="list-style-type: none"> <li>• Deferred.</li> </ul>	
8.	<p><b>Project Management Report</b></p> <ul style="list-style-type: none"> <li>• This had been previously circulated. No further action required.</li> </ul>	
9.	<p><b>AOB</b></p> <p>We will consider the requirement for something along the lines of the Oxford Design Panel which is scrutinising planning applications in the city.</p>	
10.	<p>The meeting closed at 9.40pm.</p>	
	<p>The next <b>Steering Committee</b> Meeting will be <b>Tuesday 13 January</b> at 7.30pm at <i>scottfraser</i>. <b>Forum will be arranged for 10 February at Brookes (subject to confirmation).</b></p>	

Liz Grosvenor 10 December 2014