



# Headington

neighbourhood  
plan

Minutes of the **Steering Committee** Meeting held at  
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk  
on Tuesday 11 November 2014 at 7.30 pm

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| <p><b>Steering Committee present:</b></p> <p>Mike Ratcliffe MR (Chair)<br/>Patrick Coulter PC (Vice Chair)<br/>Liz Grosvenor LG (Secretary)<br/>Fiona Mckenzie FM (Treasurer)<br/>John Nealon JN (Press/Communications Officer)<br/>Nicholas Rollin NR<br/>Cllr Ruth Wilkinson RW</p> | <p><b>Apologies:</b></p> <p>Veronica Hurst VH<br/>Adam Symons AS (Project Manager)<br/>Cllr Roz Smith RS<br/>Ian Wilson IW</p> |
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| 1. | <b>Membership &amp; apologies</b>  | <b>Action</b>                              |
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|    | As above.  |  |
| 2. | <p><b>Minutes of last meeting – 14 October – and matters arising from last meeting and not on agenda</b></p> <p>Minutes agreed.<br/>Matters arising:</p> <ul style="list-style-type: none"> <li>• MR is arranging a meeting with the new Oxford Mail reporter for our patch with a view to running a story about the options coming out of our consultation.</li> <li>• MR will also continue to try to make contact with a potential new member of the committee.</li> <li>• MR has approached all the local ward councillors to get details of local groups outside the plan area to have consultations with but is awaiting their response. RW will try to get details and then MR will make contact with them.</li> <li>• FM is awaiting a response from the bank to set up an appointment.</li> </ul> | <p>MR</p> <p>MR</p> <p>MR/RW</p> <p>FM</p> |
| 3. | <p><b>Issues and Options Consultation Leaflet</b></p> <p>There has been an excellent response to the consultation from the people of Headington. AS has analysed the numerical data, and evaluated the qualitative data.<br/>It is now being fine-tuned to reflect the overlapping issues across more than one policy group.</p>   | <p>AS</p>                                  |

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|    | <p>All PWGs will get to see the whole analysis, and then receive the relevant parts for their area of interest.</p> <p>The consultation has undergone a correlation exercise and the standard deviations have been calculated.</p> <p>The analysis has brought up anomalies like the requirement for more car parking, but the desire for less traffic.</p> <p>A Saturday workshop for the PWGs will, amongst other things, determine whether we have the right groups to deal with the options that have emerged.</p> <p>It was noted that while local traffic problems were highlighted by many respondents as an important issue they seldom explicitly blamed the institutions for these problems or other issues.</p> <p>We did find that half the issues raised are transport related.</p> <p><b>This consultation will be used as our evidence-base for the Plan<br/>As such the PWGs should only address what is in the consultation.</b></p> <p>Each PWG needs to make a response to the issues raised and then work out some actions to address them.</p> <p>There were six responses on our process methods and these must be analysed as a separate exercise.</p> <p>AS is writing a report on the methodology and highlighting the core issues. These will then be grouped according to subject. We would hope to distribute this in the next week or so in time for the workshop on 29 November. The workshop will then look at the contradictions and conflicts that have emerged.</p> <p>When we get to the stage of writing a draft plan we will seek the help of the City Council so that we phrase the policies in a form that can be readily implemented in law. In other words, the City will help us put the policies into “planning speak”.</p> <p>For example, the Transport Group has already produced a draft report – this now needs to be phrased into distinct policies in line with the above.</p> <p><b>In order to produce a plan it will be necessary to hive off the community projects for local action. The remaining core issues could be termed as relating to the “land issues” rather than social issues for the area. It was always understood that we would be producing such a hybrid plan.</b></p> <p>An example of the way the plan needs to be worded would be that we cannot criticise local education <i>per se</i> but in a plan we can say we would like to allocate more land and buildings to improve the educational experience.</p> <p>We do not want to progress the plan without determining the student numbers projection at Brookes as this would have an impact on the area. RW will ask Brookes.</p> <p>The Retail &amp; Business Group received some responses to their own questionnaire and these will need to be analysed and added to the consultation.</p> | <p>AS/MR</p> <p>AS</p> <p>AS</p> <p>RW</p> <p>NR/AS</p> |
| 4. | <p><b>Policy Group Reports.</b></p> <p><b>Policy Working Groups</b></p> <p><b>Business and Retail – FM &amp; NR</b></p> <p><b>Amenities &amp; Green Spaces – PC</b></p> <p><b>Education – MR</b></p> <p><b>Housing – JN</b></p>   |   |

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|    | <p><b>Transport</b> – Charles Young<br/> <b>Character &amp; Identity</b> – Richard Bradley</p> <p>Deferred until after the workshop.</p>  |                |
| 5. | <p><b>The project manager's report was distributed prior to the meeting.</b></p> <p>AS has done a huge amount of work in analysing this consultation and we are very grateful and appreciative of his professional expertise.</p> <p>He has also been assisted by JN who has worked out the correlations and standard deviation, and produced some succinct charts.</p> <p>The online consultation responses contained some extra demographic questions and we would like AS to analyse this element for us.</p>  | AS             |
| 6. | <p><b>Student engagement</b></p> <p>The students met up in Headington with our PWG chairs with a view to linking up with the specific policy groups.</p> <p>At the time the Retail and Business group did not have a link, but this has subsequently been achieved.</p> <p>Education did not have any takers.</p> <p>We will put some information on this link-up with Brookes <i>Onstream</i> and MR will set up a meeting with the Student Union manager.</p>   | RW/MR          |
| 7. | <p><b>PWG Workshop – Saturday 29 November at Brooks, Board Room 1 (old building Gipsy Lane) 10.00am to 1pm.</b></p> <p>At the workshop we will give:</p> <ul style="list-style-type: none"> <li>• a presentation of the data</li> <li>• the PWGs will give an update</li> <li>• we will discuss how to present policies in a draft plan</li> <li>• we will re-visit the Project Plan to ensure that we are up-to-date</li> </ul>  |                |
| 8. | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• RW will organise some invitations for HNP committee members to attend the Annual Mayor's Reception on 16 December from 6-8pm.</li> <li>• We will seek a meeting with the City to try to maximise the amount of CIL monies for community gain from ongoing infrastructure. This could work to mutual advantage by, say, obtaining funds to ensure that a developer's plans for housing with a percentage of social/key-worker housing could become viable. We will try to get a meeting with Bob Price.</li> <li>• We will ask Richard Bradley to set up another meeting of local Neighbourhood Plans to keep us all up-to-date.</li> </ul> | RW<br>MR<br>PC |
| 9. | <p>The meeting closed at 9.10pm.</p>  |                |
|    | <p>The next <b>Steering Committee</b> Meeting will be <b>Tuesday December 9</b> at 7.30pm at <i>scottfraser</i>.</p> <p>A <b>joint workshop for all PWGs</b> and their members – Saturday 29 November – see above.</p>  |                |

Liz Grosvenor 12 November 2014