



# Headington

neighbourhood  
plan

Minutes of the **Steering Committee** Meeting held at  
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk  
on Tuesday 13 January 2015 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) Fiona Mckenzie FM (Treasurer) John Nealon JN (Press/Communications Officer) Nicholas Rollin NR</p>	<p><b>Apologies:</b></p> <p>Veronica Hurst VH Adam Symons AS (Project Manager) Cllr Roz Smith RS Cllr Ruth Wilkinson RW Ian Wilson IW</p>
<p><b>Policy Working Groups - existing</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>	<p><b>Possible new groups</b></p> <p><b>Planning Applications</b> <b>Community Engagement</b></p>

1.	<b>Membership &amp; apologies</b>	<b>Action</b>
2.	<p><b>Minutes of last meeting – 9 December – and matters arising from last meeting and not on agenda</b></p> <p>Minutes agreed. Matters arising: We are awaiting the video/papers of the Student Presentation at Brookes.</p>	MR
3.	<p><b>Finance</b></p> <p>Not all our grant money was spent by the deadline at the end of the year. AS will write a report to ask if we can extend the deadline. Future expenditure will include renting space in the centre for an open consultation and</p>	AS

	<p>having a stall at Headington Festival.</p> <p>We might have to pay out for an Environmental Impact Assessment.</p> <p>FM will liaise with RB to work out a budget for this year once funds have been sorted out with Headington Action.</p> <p>The paperwork for the Bank Account has been lodged and we await a cheque book.</p>	FM
4.	<p><b>CIL money</b></p> <p>We wish to ascertain from the City Council the mechanism for getting CIL money for the Plan.</p> <p>One of the largest tranches should come from the Old Road Campus site.</p> <p>We will liaise with Oxford Civic Society Neighbourhood Plan representative (Richard Bradley) to organise a joint approach to the city with the other local plans.</p>	MR/AS MR/RB
5.	<p><b>Character &amp; Identity – Assessment workshops</b></p> <p>One of two assessment workshops has already taken place. There are 19 areas to consider.</p> <p>Draft assessments are to be done by the end of February with a view to putting them out for public consultation in March – the actual mechanism for this to be discussed.</p>	
6.	<p><b>Parish Council</b></p> <p>We need to debate the pros and cons of setting up a Parish Council at some stage.</p> <p>Would the City Council want this?</p> <p>Could it succeed the Forum or should the latter continue as the monitoring body for the agreed Plan?</p> <p>We will do a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)</p> <p><i>The point of a Parish Council is that it allows “communities to take control of local assets, deliver local services and influence decision-making and priorities” (Rural Services Network – Stephen Williams 13/1/15). New legislation “will allow neighbourhood forums to trigger a community governance review for a new parish council without requiring them to submit a petition”.</i></p>	MR
7.	<p><b>Planning</b></p> <p>As mentioned in the last minutes, we will consider the requirement for something along the lines of the Oxford Design Panel which is scrutinising planning applications in the city.</p> <p>Large developments do not fit in to our existing PWGs – should we create a new group to look at large developments? A meeting of all local Councillors might be useful to discuss this.</p>	MR
8.	<p><b>Drainage</b></p> <p>There are problems of pollution emanating from the Churchill Hospital and affecting the Lye Valley and Boundary Brook.</p> <p>All new development in Headington puts a strain on the drainage system eg. Latimer Road where there will be c.200 new bathrooms in the flats.</p> <p>We would like to have a drainage/water system assessment done for Headington so that any new developments have to take account of their findings.</p> <p>Whilst talking to the City regarding a possible Strategic Environmental Assessment inclusion in our Plan we can ask about this too.</p>	AS/MR
9.	<p><b>Headington Forward</b></p>	

	<p>The common problem experienced by the institutions is the traffic which causes delays to staff getting to work and students getting to college.</p> <p>Hitherto the County have been talking to the individual institutions, but it was decided at the last HF meeting that we would organise a joint meeting of the institutions and the County to work out a possible joined up solution (like transport sharing).</p> <p>This meeting is on Monday 16 February – venue and time to be advised.</p> <p>We expect the move from Brookes Wheatley to Headington to be raised and will ask for a Community Engagement Strategy plan from Brookes to address the ensuing traffic implications. The transfer will amount to 2,500 students and 400 staff.</p> <p>We will need to assess how this is represented in the HNP.</p> <p>There will be some new buildings on the Headington campus and we need to find out what CIL monies might come our way from this development.</p> <p>There is also some new building planned on the Marston Road site for student accommodation and we will want to know how many students will be coming.</p>	
10.	<p><b>Forum Meeting – 10 February</b></p> <p>AS has been asked to produce a poster for the Central Headington Noticeboards. The format of the meeting will commence with an update from each PWG chair. (A pre meeting of PWG chairs during the week before is being arranged to discuss overlapping issues). We may disperse in to working groups if this is deemed to be a useful next step on the night.</p> <p>AS will set out the timescales of the plan.</p> <p>The Forum and interested parties will be emailed soon to advertise the Forum meeting and link it to the website.</p> <p>An agenda will be included in the email.</p>	<p>AS</p> <p>AS</p> <p>MR</p>
11.	<p><b>AOB</b></p> <p>The Community Engagement Group needs to meet again.</p>	AS
12.	The meeting closed at 9.20pm.	
13.	<p><b>Next Meetings</b></p> <p>The next <b>Steering Committee</b> Meeting tba  Pre Forum meeting w/c 2 February  <b>Forum 10 February at Brookes – Executive Suite JHB128 at 7.30pm</b></p>	

Liz Grosvenor 14 January 2015