



Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at
37 Bickerton Road
on Friday 13 March 2015 at 7.30 pm

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<p>Steering Committee present: Liz Grosvenor LG (Secretary) Veronica Hurst VH John Nealon JN (Press/Communications Officer) Mike Ratcliffe MR (Chair) Nicholas Rollin NR Adam Symons AS (Project Manager) Cllr Ruth Wilkinson RW Ian Wilson IW</p>	<p>Apologies: Patrick Coulter PC (Vice Chair) Fiona Mckenzie FM (Treasurer) Cllr Roz Smith RS</p>	
<p>Policy Working Groups - existing Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – Richard Bradley</p>	<p>Possible new groups Planning Applications Community Engagement</p>	
<p>1.</p>	<p>Membership & apologies As above.</p>	<p>Action</p>
<p>2.</p>	<p>Minutes of last meeting – 26 February – and matters arising from last meeting and not on agenda Minutes agreed. Matters arising:</p> <ul style="list-style-type: none"> • PowerPoint presentation by the students is in a link to a dropbox. Steering Group, Richard & Charles will be given access to it. • Contact names have been given to the CANDI group so that they can consider the JR site in their surveys. 	<p>MR</p>

<p>3.</p>	<p>Parish Council MR, PC & LG met for preliminary discussions about the formation of a Parish Council once the Plan has been approved. There is new government legislation making it easier to set up a Parish Council. It can be a parish, town, neighbourhood, village, community or city council – perhaps ours could be a neighbourhood council. A SWOT analysis will follow. There are issues to be addressed regarding our area designation and current ward boundaries. Once our Neighbourhood Plan is in place there will not be a requirement to hold a separate referendum on developing a council as long as the NP referendum attracts at least 7 ½ % of the vote. A good example of such a process is the community council (with parish status) in Queen’s Park, Paddington where 68% voted “yes”. The whole process is likely to take a year.</p>	<p>MR</p>
<p>4.</p>	<p>Plan preparation A revised project plan, in the light of inevitable delays, has been distributed. It is likely that the referendum will now be in April/May 2016 and could coincide with the local elections.</p> <ul style="list-style-type: none"> • The timescales for scrutiny by the City Council are not yet clear, but we will continue to prepare draft policies by the end of March. • w/c 13 April – the Forum will be emailed with details of the draft plan so that they can be scrutinised before the Forum Meeting. Exact date tbc. • The Forum Meeting will be held w/c 27 April – exact date tbc. • The launch of the draft plan will be at the end of May to coincide with the Headington Festival. • June – hire of shop premises to act as central venue for consultation. (see below) <p>Locality DCLG funding has been applied for. The breakdown of the bid has been circulated and amounts to just under £8K which is the maximum that can be applied for – this will cover all our perceived expenses until October. We have identified 3 empty shops – Morrisons, the Pawn Shop, and Johnsons Cleaners. We feel the latter would be the most suitable. We will ask David Blythman (scottfraser) if he knows who the owners are. The Hub (Neil Holdstock) will also be investigated.</p> <p>The PWG chairs will be reminded about the end of March deadline for their policy submissions on paper. A query was raised as to the absence of students at the time of this consultation. They will be consulted immediately after the Forum meeting with the consultation being put on the student websites. The draft plan will be on our website, and distributed around Headington</p>	<p>PWG_s</p> <p>LG/JN LG ALL</p> <p>NR/FM</p> <p>AS</p> <p>AS/NR/FM</p> <p>MR</p> <p>JN</p>

	<p>(consider the Library, shops, The Hub, scottfraser, Skipton B/S, Barclays, Lloyds). NR will give a list of the businesses to AS to get as many outlets as possible.</p> <p>We will also put posters on the noticeboards.</p> <p>We will produce an A5 flyer (inviting people to take part in the consultation) for distribution to all residents again. It will go online, and be given out at the Festival as part of the consultation, and go in the shops.</p> <p>A recent query brought up at the last Forum Meeting concerned the wider vision of the plan. Our vision and objectives were clearly stated in the Issues & Options leaflet and appear on our website. The overall objectives will feature in the draft plan.</p> <p>Infrastructure and planning issues will also be incorporated into the plan – this needs to be discussed by the committee.</p> <p>After the Forum Meeting AS will meet with Sarah Harrison at the Council. The PWGs will be asked to organise events to coincide with the 6 week consultation period – each group will have a specified week/weekend following on from the Festival – from 30 May to 13 July. This may include drop-in sessions at the shop.</p>	<p>NR/AS</p> <p>AS/LG AS/JN</p> <p>ALL</p> <p>AS MR</p>
<p>5.</p>	<p>Policy Groups</p> <p>Transport – The LTP4 is out for consultation with a deadline of 2 April. The council are not prepared to come out to speak to local groups, but may be prepared to visit us as a designated stakeholder and to address the Forum. The group will be asked to submit a response on behalf of Headington.</p> <p>FOH are responding too, and this will be fed into the HNP. Issues arising from the CANDI surveys will be incorporated.</p> <p>AS will seek a meeting with the Council before the publication of the LTP4 consultation results.</p>	<p>MR</p> <p>MR</p> <p>AS</p>
<p>6.</p>	<p>Project Management Support</p> <p>The report had been distributed.</p> <p>The nature of the CANDI surveys will not produce many actual policies, but their views will be taken into consideration by other groups (eg housing, transport, green spaces) and appear as appendices.</p>	
<p>7.</p>	<p>Communications & Contact with other groups</p> <p>JN has suggested we run polls on various subjects via our website. This will be advertised by twitter, neighbourhood forum blog, email etc.</p> <p>There will be 6 separate subjects aligned with the 6 subject groups and will include an open text response box.</p> <p>The precise set up will be discussed.</p> <p>Summertown NP has been fund-raising by asking for donations. We are not in favour of this approach.</p> <p>They wanted to look at our policies, and asked AS to explain the</p>	<p>AS/JN</p>

	<p>processes involved. We have said that they will be able to look at our draft plan when it is published.</p> <p>The reason for this request is to wonder whether choosing the same projects will have more weight with the Council in agreeing our plans. We feel that Summertown is too different for this to be effective.</p> <p>A meeting with Adrian Roache at the Council to consider the issues of affordable housing may be advantageous.</p> <p>MR has met with Masters students at Brookes who are interested in working with us – they are qualified planners. One student has shown an interest in using us as a case study. The discussion is ongoing.</p> <p>A meeting with Mick Duggan of DCLG and Sue Brownill is scheduled for 26 March. Parish Councils, amongst other subjects will be discussed.</p>	<p>AS/JN</p> <p>MR</p> <p>MR</p>
9.	AOB None	
10.	Date of Next meeting A doodle poll has been sent out for a date between 13 and 24 April for the next steering committee meeting. And a poll for the next Forum Meeting between 27 April & 1 May.	<p>LG</p> <p>LG</p>
11.	The meeting ended at 9.10pm	

Liz Grosvenor 15 March 2015