



Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at
scottfraser, Lime Walk
on Tuesday 13 April 2016 at 7.30 pm

Email – HeadingtonPlan@gmail.com Web - HeadingtonPlan.org.uk/
Facebook – [HeadingtonPlan](https://www.facebook.com/HeadingtonPlan) Twitter - [@HeadingtonPlan](https://twitter.com/HeadingtonPlan)

Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Admin. Support) John Nealon JN (Press/Communications Officer) Nicholas Rollin NR Cllr Roz Smith RS		Apologies: Fiona Mckenzie FM (Treasurer) Mike Ratcliffe MR (Chair) Adam Symons AS (Project Manager) Cllr Ruth Wilkinson RW Ian Wilson IW
Policy Working Groups - existing Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – vacant		Possible new groups Planning Applications Community Engagement
1.	Apologies – As above.	Action
2.	Minutes from last steering committee meeting of 8 March were approved and are now on the website. Matters arising: The County Council decision date on Access to Headington is 28 April and CY will be speaking on behalf of the Transport Group.	LG/JN
3.	Draft Neighbourhood Plan The draft plan is to go before the City Executive Board on 19 May. Following consultation with the City Council all housing policies are designated as community projects rather than planning policies as they contravened Housing Policy in their previous form. We have reworded our introduction on Page 30 to reflect this change, but have left the item on key worker housing on Page 14. NR has agreed to proof read the whole document and advise AS of any typos or incorrect grammar.	NR

4.	<p>We have planned to get a graphic designer to improve the layout etc. but will ask the City at what stage in the process we may be allowed to change the draft.</p> <p>Having reviewed the draft again the committee were happy to sign it off so that it can now be submitted to the City Council. It was suggested that it be submitted by MR as Chair of the Forum and include a reference to the proposed redesign of the layout in advance of the referendum</p> <p>Design Work</p> <p>JN, PC, RW and LG visited Hunts Graphic Designers in Kidlington with a view to getting a professional finish to our Plan.</p> <p>At the time of writing we had not received a quotation for this work.</p> <p>In the meantime JN has been doing some re-design work in Microsoft Publisher and we have decided to re-convene as a small working group to work up the designs ourselves – this should take about one month to come up with a finished design.</p> <p>In the light of ideas we received from Hunts we are going to need some more photos of Headington to include people and we will ask Peter West to help us with this. Permissions will be required from any persons appearing in photos.</p> <p>We are minded to keep the jigsaw logo as this has been on our correspondence for some time – it was suggested that we add a small logo to each page of the Plan next to the footer.</p>	<p>PC/MR</p> <p>MR</p> <p>JN/PC/ RW/LG</p> <p>PC</p> <p>JN</p>
5.	<p>Programme</p> <p>The Chair will be asked to generate some publicity via the press and social media around the time of the Cabinet meeting on 19 May.</p> <p>For the City Council led consultation we will organise::</p> <p>A stall at the Festival in June with copies of the draft</p> <p>A stall at the farmers' Market during June</p> <p>Approaching the referendum we will organise a major publicity campaign to ensure that there is a good turnout :to include:</p> <p>Distribution of posters advertising the referendum (being prepared by Adam), to be sent to schools, shops, doctor's surgeries, Residents' Associations, Waitrose, Co-op, Brookes (via the Student Union) Brookes staff newsletter. <i>Headington Forward</i> personnel, Library, Freshers' Fair (if not too expensive) – this will be around September</p> <p>JN and RW have previously agreed to organise the publicity.</p> <p>We will keep the Forum in touch with all developments and may have a Forum meeting just before the referendum.</p> <p>The Chair will be asked to prepare and circulate a newsletter via our database to advise all the Forum and the interested parties about the timetable up to and including the referendum. This will include a plea for help in manning the Farmers' Market stalls.</p>	<p>MR</p> <p>ALL</p> <p>ALL</p> <p>AS</p> <p>JN/RW</p> <p>JN/RW</p> <p>MR/LG</p>

6.	<p>Successor Working Groups</p> <p>An exploratory meeting has already taken place with PC, RW, LG, Richard Bradley, and Keith Frayn and JN has since joined the group. We are:</p> <ul style="list-style-type: none"> • setting up a meeting with the City Council officers to discuss the process including carrying out a governance review • reviewing the financial benefits of a local council • considering adding an extra question to the Plan referendum about succession (if this is permissible) – but we understand that once a Plan is in place it is not necessary to seek local permission to set up a Parish/Community Council • investigating the boundary and ward issues • PC has already been in touch with the Association of Local Councils for advice • PC is arranging a visit to a local parish council of a similar size, starting with Kidlington, and a group of us are hoping to attend • The Successor Group will plan to meet during June to further this 	<p>RW</p> <p>RW</p> <p>RW</p> <p>RW</p> <p>PC</p> <p>PC</p>
7.	<p>Project Management Support</p> <p>The PM has collated all the amendments over the last few months into the draft plan we have now signed off.</p> <p>He has also created a framework for carrying out an appraisal for sustainability which will be carried out while the City Council carries out the draft Plan consultation in May/June.</p>	
8.	<p>AOB</p> <p>FM has advised us of the funds remaining in our account. There are still some funds available from Headington Action. We do not think that, at this stage, there will be any further funds available from elsewhere.</p>	
9.	<p>Date of next meeting</p> <p>A Doodle poll has been generated for the next meeting in May.</p>	<p>LG</p>
10.	<p>The meeting closed at 8.45pm</p>	

LG 14.4.16