



Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk
on Tuesday 14 October 2014 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)

<p>Steering Committee present:</p> <p>Mike Ratcliffe MR (Chair) Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Secretary) Veronica Hurst VH Fiona Mckenzie FM (Treasurer) John Nealon JN (Press/Communications Officer) Nicholas Rollin NR Ian Wilson IW</p>	<p>Apologies:</p> <p>Adam Symons AS (Project Manager) Cllr Roz Smith RS Cllr Ruth Wilkinson RW</p>
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1.	Membership & apologies	Action
	As above.	
2.	<p>Minutes of last meeting – 9 September – and matters arising from last meeting and not on agenda</p> <p>No matters arising and Minutes agreed.</p>	
3.	<p>AGM on 1 October</p> <ul style="list-style-type: none"> • Nothing was raised of material issue. • Requests for help on various projects were made. • Character & Identity Group are still seeking further volunteers for their surveys. • A couple of attendees showed an interest in joining the Steering Committee – MR will follow these up with a view to co-opting them on. 	MR
4.	<p>Issues and Options Consultation Leaflet</p> <ul style="list-style-type: none"> • At least 6,000 leaflets were distributed to all households in our area. • We feel that a 5% response rate will be acceptable. • To date there have been 175 freepost returns and 47 online responses. • The local press have not picked up on our advertising and we will re-Tweet and use the H & M Forum to publicise. • We will contact the local Councillors to get their press contacts and perhaps create a press story in conjunction with Summertown, and contact Radio Oxford for coverage before the consultation deadline. 	MR/JN MR/JN

	<ul style="list-style-type: none"> AS is doing the analysis together with JN and they will be producing mean and standard deviations, and cross-correlation of the 18 variables on the form. Interim results will be fed to the PWGs. The “What do you think?” section will be analysed and pertinent comments will be forwarded (possibly in hard copy) to the relevant groups in case the nuance of the comment is important. If possible, the results of the online survey will be posted in the password protected admin page of the website for the SC to view. <p>Community & Engagement Events</p> <p><u>Saturday 11 October</u> – very busy Windmill Autumn Fayre with interest shown in the area map and the survey. Visitors were encouraged to go online to complete the questionnaire – particularly if there was more than one potential respondent in each household where only one form was distributed. The online form can only be accessed once from one IP address.</p> <p><u>Saturday 18 October</u> – stall inside Waitrose by the car park entrance. We have new laminated A3 posters on our Issues, and will have the display boards with the Census data, and the leaflets we used at the Festival. Various SC members will be able to man the stall from 9am to 1.30pm</p> <p><u>Date to be arranged</u> – MR will liaise with AS regarding a visit to Cheney School.</p>	<p>AS/JN</p> <p>AS/JN</p> <p>JN/AS</p> <p>MR/AS</p> <p>MR/AS</p>
5.	<p>Policy Working Groups</p> <p>Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – Richard Bradley</p> <ul style="list-style-type: none"> Amenities & Green Spaces are in the process of building inventories of the area. Members of the group had different views on the provision of a central community centre. At a meeting with Angel Cristofoli (Community & Engagement at the City Council) in the afternoon, she suggested that there was a need to gather evidence of <u>need</u> not <u>want</u> in issues of this kind. She suggested liaising with OCVA to help engage with all communities and voluntary groups in our area. We will also arrange semi-formal meetings with adjacent groups (eg Northway, Marston, Risinghurst) by asking local Councillors in order to obviate potential future problems with our Plan. Housing are meeting with Brookes students on Friday 17 October for a Headington walkabout (as last year). We are hoping to link up specific PWGs with groups of students who are 3rd year Urban Planning Students doing a module on Neighbourhood planning. A divergence of opinion between Housing and Transport issues has already been identified (lack of affordable housing in Headington and the necessity to drive into our area for employment). The Transport Group (TG) would like to challenge the planners to allow changes from, for example, a 3 bed dwelling to at least that size to create more accommodation locally and obviate vehicle travel to work. TG feels that if we were able to build more flats this would help this problem. Character & Identity are meeting 15 October and working on the surveys required for the 20 areas identified in Headington. There are training sessions available for volunteers who will be noting the important characteristics of the areas, both positive and negative. This list will then inform any future planning applications. Robert Lloyd-Sweet (former Conservation Officer and now with English Heritage) is on board to help, and some funding should be available to help with this. Retail & Business – Neil Holdstock has been asked to help set up a meeting of businesses. Attention was drawn to the existence of a survey of the shopping 	<p>PC</p> <p>MR</p> <p>NR</p>

	<p>centre undertaken by Brookes in c.2000. NR will investigate.</p> <ul style="list-style-type: none"> • Education – Various City education schemes have collapsed and co-ordination is proving difficult. The secondary provision is acute (particularly in the light of Barton Park) and the School Improvement Plan would be ideal but is difficult to achieve. Co-ordination with the independent sector is deemed to be the best approach. There is also pressure on nursery provision and on after-school provision but this is patchy – the County has data on the provision available. • Transport – have been invited to attend the planning workshop being run by Adrian Roche on 29 October at the Town Hall at 6pm. A joint workshop for all PWGs is being planned to help the cross-cutting agendas of the groups in Mid November. 	
6.	<p>The project manager’s report was distributed prior to the meeting.</p> <p>A query was raised as to the progress of the “Linking policy groups with Oxford City Policy Officers”. Some groups may still need to seek such a link.</p>	AS
7.	<p>Student engagement</p> <p>See Housing above regarding the Brookes walkabout for c. 40 students being led by Sue Brownill. Their group interest preferences may not coincide with our PWGs. They hope to make their presentations before Christmas.</p>	
8.	<p>AOB</p> <p>The Headington & Marston Forum is being ably administered by Stephanie Jenkins who would like to pass on its administration to the Forum. It requires background monitoring for content and <i>bon fides</i> of personnel’s emails. We greatly appreciate her work in this area but feel that we cannot take it on as a discussion forum does not align with the purpose of the Plan we are developing.</p> <p>Institution liaison PC (on behalf of Headington Forward) has agreed to help MR with this consultation exercise. He also has someone else in mind who may be able to help.</p> <p>Banking – ‘The committee agreed to open a community bank account with the HSBC. Authorised signatories are to be any two of four listed: Fiona McKenzie, Elizabeth Grosvenor, Mike Ratcliffe & Patrick Coulter. Then they will require Minutes (refer to website) and a copy of our Constitution. We will ask Sarah (City) about the need for insurance.</p>	JN MR/PC MR/AS
9.	<p>The meeting closed at 9.20pm.</p>	
	<p>The next Steering Committee Meeting will be Tuesday November 11 at 7.30pm at <i>scottfraser</i>.</p> <p>A planning workshop being run by Adrian Roche on 29 October at the Town Hall at 6pm A joint workshop for all PWGs is being planned to help the cross-cutting agendas of the groups in mid-November – doodle poll to follow.</p>	LG

Liz Grosvenor 15 October 2014