



# Headington

neighbourhood  
plan

**DRAFT** Minutes of the **Steering Committee** Meeting held at  
scottfraser, Lime Walk  
on Wednesday 17 June 2015 at 7.30 pm

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

<p><b>Steering Committee present:</b> Adam Symons AS (Project Manager) Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Secretary) Fiona Mckenzie FM (Treasurer) John Nealon JN (Press/Communications Officer) Mike Ratcliffe MR (Chair) Nicholas Rollin NR Cllr Roz Smith RS Ian Wilson IW</p>	<p><b>Apologies:</b> Veronica Hurst VH Cllr Ruth Wilkinson RW</p> <p><i>Cc Richard Bradley &amp; Charles Young</i></p>	
<p><b>Policy Working Groups - existing</b> <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 – vacant</b></p>	<p><b>Possible new groups</b></p> <p><b>Planning Applications</b> <b>Community Engagement</b></p>	
<p><b>1.</b></p>	<p><b>Membership &amp; apologies</b> As above. RB is standing down as chair of CANDI as he has taken on other commitments.</p>	<p><b>Action</b></p>
<p><b>2.</b></p>	<p><b>Minutes of last meeting – 20 May – and matters arising from last meeting and not on agenda</b> Minutes agreed with the addition of the word “local” to make “designated as <b>local</b> green space” in 5. AOB second bullet point.</p>	

<p><b>3.</b></p>	<p><b>Project Manager’s Report</b></p> <p>A bid for Locality money has been submitted and includes 40 hours of consultancy time allocated to a Principal Planning Officer to review the viability and wording of the draft plan. MR will check to see when we can expect the funds.</p> <p>As reported in the last Minutes, AS has met with the City Council to discuss the possible requirements for SEA (Strategic Environmental Assessment). Some of the policies may need to be reviewed and re-phrased in order to meet Plan requirements. Green Spaces, Character &amp; Identity and Housing all have potential issues regarding the allocation of sites which might trigger an SEA, but this could be circumvented by rewording. At the moment no specific allocations have been made, although suggestions for allocations have come from some Forum members.</p> <p>Any SEA would cause a delay in submitting the plan, but following the current 6 week consultation the SC will need to review the outcomes and decide whether to adopt new policies that would trigger one. Putting items on the Heritage Register or designating as a Community Asset would not trigger an SEA.</p> <p>Any suggested changes demanded by the Senior Planner, and any further input as a result of the consultations, will be submitted to the PWG chairs for consideration. If there is time it would be an idea for all PWGs to create a visualisation of their policies – what something would look like if the policies/projects were adopted.</p> <p><b>A doodle poll will go out to arrange a meeting of all PWG chairs and SC at the end of July.</b></p> <p>The timetable now looks like this:          Consultation at The Hub until 16 July          Collation of responses          Take advice (as above)          Submit draft plan to City          Arrange a Forum Meeting (possibly September)</p>	<p>MR</p> <p>LG</p>
<p><b>4.</b></p>	<p><b>Consultation</b></p> <p>So far the two Saturdays have attracted only 20 visitors each, and so far there has been no online response.          We need to encourage more participation.</p> <ul style="list-style-type: none"> <li>• <b>We will send out an email to Forum Members and OX3 Residents’ Associations headed up “Have you been yet?” explaining where the Hub is, and asking them to circulate the message. This will also include a link to the CANDI assessments to encourage people to look at their own area assessment. It will include the flyer.</b></li> <li>• <b>AS will forward the “What Now for Headington” poster for putting on the Central Headington noticeboards – the</b></li> </ul>	<p>LG</p> <p>JN</p> <p>AS/JN</p>

	<p><b>noticeboards are replenished on Mondays.</b></p> <ul style="list-style-type: none"> <li>• Many of the SC have taken the small flyers for putting through doors in various parts of Headington to extend the consultation area. Please advise MR when this has been done and which roads have been leafleted,</li> <li>• We will put posters on the windows of The Hub to make the venue more visible, and possibly some contentious issues to catch the eye.</li> <li>• MR will submit some stories to the Oxford Mail and continue tweeting.</li> <li>• We will have a stall at the next Farmers' Market on 26 June.</li> <li>• RS will submit something for one of the Church Newsletters.</li> </ul> <p>It is unfortunate that most of the students are now away.</p> <p>At a <b>Headington Forward</b> meeting the institutions were encouraged to respond to the draft plan and circulate to their staff for comment. We are expecting comments on car parking.</p> <p>They are in favour of (and in some cases already participate in) the "buddy" system where a young professional lodges with a lonely elderly person in their home. This is a community project that the HNP could adopt.</p>	<p>ALL</p> <p>PWG</p> <p>MR</p> <p>PC</p> <p>RS</p>
5.	<p><b>AOB</b></p> <p>None.</p>	
6.	<p><b>Date of next meeting</b></p> <p>Doodle poll issued for various dates in July for joint PWG and SC meeting.</p>	<p>LG</p>
7.	<p><b>Close of meeting</b></p> <p>8.50 pm.</p>	

Liz Grosvenor 18 June 2015