



Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at
scottfraser, Lime Walk
on Wednesday 18 January 2017 at 7.00 pm

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<p>Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Admin. Support Maha Jacob Fiona Mckenzie FM (Treasurer) John Nealon JN (Press/Communications Officer) Mike Ratcliffe MR (Chair) Nicholas Rollin NR Cllr Ruth Wilkinson RW Ian Wilson IW</p>	<p>Apologies: Cllr Roz Smith RS Adam Symons AS (Project Manager)</p>	
<p>Policy Working Groups - existing Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – vacant</p>	<p>Possible new groups Planning Applications Community Engagement</p>	
<p>1.</p>	<p>Apologies – As above.</p> <ul style="list-style-type: none"> • The Chair paid a tribute to Veronica Hurst who has sadly died. She was a member of the steering committee and enthused as all. She will be greatly missed. • Maha Jacob has been co-opted onto the steering committee and was introduced and welcomed. • The Chair then made a declaration of interest concerning his new position of Interim Head of Student Administration at the University of Oxford, but it was agreed that this would not impinge on his duties as Chair of the HNP. 	<p>Action</p>

2.	<p>Minutes from last steering committee meeting of 6 September were approved and are now on the website. Matters arising: none.</p>	LG/JN
3.	<p>Draft Neighbourhood Plan</p> <p>The Examiner’s Report (John Slater Planning Ltd) has been received together with an annotated version of the Plan from the City Council. The City has made the amendments suggested by the Examiner, and would be entitled to submit it to the Executive Board without our further input as they now officially own the Plan.</p> <p>The Chair and Vice Chair have, however, had a meeting with the City to discuss the alterations to ensure that we are happy with the changes. We are not in a position to dispute the Examiner’s findings but we are generally happy with his amendments.</p> <p>The amended Plan needs to be available by the end of January so that it is in time to be submitted to the Executive Board at their meeting on 9th March and then in time, provided it is approved, to go to referendum to coincide with the local elections in May.</p> <p>As there is insufficient time to go to the Forum for approval before the end of January we will make a recommendation to them at a Forum Meeting to be arranged in February. Should the Forum make any objections then they will be noted and relayed to the Council.</p> <p>The Examiner congratulated us on a very good plan and policies. The amended Plan will not be published yet, but will be referenced for access with the papers that will go out to Forum members only in February.</p> <p>The key issues that we discussed were as follows:</p> <p>Green Spaces</p> <p>GSP1</p> <p>We should in all cases site the actual title of legislative documents rather than “the Oxford City Local Plan”</p> <p>The examiner also required us to change the wording “welcomed” to “approved”.</p> <p>GSP2</p> <p>We are required to delete references to 15% and therefore delete all of section 2.</p> <p>Following representation from University College we need to add that access to green space must be provided within “or immediately adjacent to”</p> <p>GSP3</p> <p>Draw attention to “species of ecological value as defined by Policy CS12 of the Oxford Core strategy”</p> <p>GSP4</p> <p>This will be deleted as the examiner felt that this would not achieve what we intended. We will move the sentiment to the next section.</p> <p>GSP5 (now 4)</p> <p>We will explain “green setting” and explain “urban village” better.</p>	LG

	<p>AMP1 We will add that alternative facilities will be provided “at a location equally or more accessible” rather than specifying “within the HNPA”</p> <p>Character & Identity The City Council felt that the explanatory historical reference was not appropriate in a Plan and this will be deleted.</p> <p>CIP1 This will be reworded to say “respond to local character of the area”, rather than “requiring a character statement”</p> <p>CIP2 We need to provide a View Cone map</p> <p>CIP4 Reworded regarding the Oxford Heritage Register as there are currently no such buildings to relate to but may be in the future</p> <p>EDP1 Removal of reference to the 2015 General Permitted Development Order.</p> <p>Housing Deletion of reference to existing Housing Policy HP3.</p> <p>HGC3 This will be reworded to remove the implied criticism of the planning department.</p> <p>TRP1 Differentiation of commuter parking and patient parking will be made, and the further explanation will be removed.</p> <p>TRP2 The shared care comment is not lawful and the policy will be deleted. The concept will be added to TRC1 chart.</p> <p>TRP3 (now 2) The concept of “connectedness” will be rephrased.</p> <p>TRP4 (now 3) The requirement for travel plans are not feasible for small developments – a design and access statement will be more appropriate. The travel habits paragraph will be reworded accordingly.</p> <p>TRP6 (now 5) This is now only about cycling – walking has been deleted although the Examiner did not amend the following paragraph. The reference to routes is to be deleted because it is covered in connectedness.</p> <p>MR and PC were thanked for their exhaustive work in reviewing the Plan with the City Council. We are now in a position to recommend the amended Plan to the Forum.</p> <p>The next steps: The city council makes the changes to the Plan following the meeting with MR & PC. The deadline is 31 January. The document goes to the Legal department and the Chief Executive</p>	<p>MR/LG</p>
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	<p>A covering paper by MR, reference to the Examiners report, and a link to the Plan will be sent to the Forum members by email</p> <p>The Plan will be put to the Forum meeting in February for approval</p> <p>One week before the CEB meeting the Plan can go live</p> <p>A text only version will be submitted to CEB</p> <p>Pictures will be inserted after this meeting (text cannot be changed)</p> <p>The list of Community Policies will be discussed at the Forum Meeting with a view to prioritising them.</p> <p>A meeting will be set up (preferably Wednesday 8 February 7.30pm at Headington Baptist Church.</p>	LG
4.	<p>Funding</p> <p>We need to return c. £3K of the last Locality grant as we will be unable to use it before 31 March.</p> <p>We will then apply for another grant to pay for referendum expenses, admin, printing etc.</p> <p>We will not require any further funding from Headington Action, and may be able to return c.£1K from the £6K already received from them.</p>	
5.	<p>Successor Working Groups</p> <p>We have had a preliminary meeting with the City council and they have made a note of our intentions.</p> <p>We are making contact with local parish councils, and will talk to the Thame Parish Clerk together with making contact with the national body.</p> <p>We will ask the Forum at our meeting for their comments.</p>	
6.	<p>Project Management Support</p> <p>A report on his recent activities towards the development of the Plan had been circulated.</p>	
7.	<p>AOB</p> <p>A Planning User Group meeting is taking place on May 17 and someone from HNP will be invited to speak.</p>	
8.	<p>Date of next meeting</p> <p>8 February Forum meeting at Headington Baptist Church 7.30pm</p> <p>22 March next Steering Committee meeting</p>	
9.	<p>The meeting closed at 9.00pm</p>	

LG 19/1