



# Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at  
scottfraser, Lime Walk  
on Tuesday 21 April 2015 at 7.30 pm

Email – [HeadingtonPlan@gmail.com](mailto:HeadingtonPlan@gmail.com) Web - [HeadingtonPlan.org.uk/](http://HeadingtonPlan.org.uk/)  
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<b>Steering Committee present:</b> Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Secretary) Veronica Hurst VH Fiona Mckenzie FM (Treasurer) Mike Ratcliffe MR (Chair) Nicholas Rollin NR Cllr Roz Smith RS Ian Wilson IW		<b>Apologies:</b> John Nealon JN (Press/Communications Officer) Adam Symons AS (Project Manager) Cllr Ruth Wilkinson RW  <i>Cc Richard Bradley &amp; Charles Young</i>
<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 – Richard Bradley</b>		<b>Possible new groups</b>  <b>Planning Applications</b> <b>Community Engagement</b>
<b>1.</b>	<b>Membership &amp; apologies</b> As above.	<b>Action</b>
<b>2.</b>	<b>Minutes of last meeting – 13 March – and matters arising from last meeting and not on agenda</b> Minutes agreed.	
<b>3.</b>	<b>Draft Plan</b> We considered the presentation of the policies and projects which will be discussed with AS this week prior to the Forum Meeting next Monday 27 April. <b>General comments</b> on the first draft of the Draft Plan (for which AS was thanked) <ul style="list-style-type: none"> <li>• Too “texty” making it too onerous to read</li> <li>• Needs to be more concise</li> </ul>	MR/AS

	<ul style="list-style-type: none"> <li>• Needs more attention grabbing pictures/panels/boxes/colour/font changes</li> <li>• A separate (additional) fly sheet for each policy area, colour coded, would act as a more readable summary</li> <li>• The plan areas need to start with the policies and be referenced in appendices</li> <li>• An introduction page needs to explain the different colours and the significance of the boxes together with some jargon busting of technical terms</li> <li>• If this is too ambitious to design we should perhaps employ a professional designer</li> <li>• An overall short summary at the beginning might make it more understandable</li> <li>• The area map should be earlier in the document</li> <li>• Introduce in each section a What's Missing? box to encourage new ideas</li> <li>• All evidence base items should go in an appendix</li> <li>• All policies should be emboldened</li> </ul> <p><b>Specifics</b></p> <ul style="list-style-type: none"> <li>• The nub of the plan actually starts at page 13, so pages 1 to 12 need to go later in the document as part of the appendices</li> <li>• So the Vision needs to be spelt out near this new beginning</li> </ul> <p><b>Amenities and Green Spaces</b></p> <ul style="list-style-type: none"> <li>• Policies and projects should be given equal weight but differentiated into spatial and non-spatial. We could split the policies into two distinct elements within each PWG area. So for example, we could have a <b>P policy (Planning)</b> and a <b>C policy (Community)</b>. Translating this into policy codes might give us for the Amenity policies AMP1-5 and AMC 1-5. If we do it this way we would take out some of the Projects which are not so 'weighty' and which cannot be included in these C (Community) policy headings. This would give each PWG section two distinct flavours which can be colour coded as such. This will then include quite a few policies for the Headington community to get their teeth into, whilst not overloading with a long list of projects. This can be included as an Annex. We have to also be aware that more projects will come along over time.</li> <li>• Policies should support the Vision</li> </ul> <p><b>Housing</b></p> <ul style="list-style-type: none"> <li>• There ought to be a clause about housing density</li> <li>• Student accommodation should be addressed</li> <li>• We should point out that there is enough employment in Headington but not enough housing</li> <li>• Boxes could be introduced to cross-reference with businesses, transport etc.</li> </ul> <p><b>Business &amp; Retail</b></p> <ul style="list-style-type: none"> <li>• The policies were derived from focus group meetings with the businesses themselves</li> <li>• There is no comment about balance and diversity of shops – the community should be asked even though there was no consensus from the shopkeepers themselves</li> </ul>	<p>MR/AS</p> <p>PC</p> <p>JN</p> <p>NR/FM</p>
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	<ul style="list-style-type: none"> <li>• A recognition of the different modes of shopping should be mentioned – more frequent shopping and online shopping</li> <li>• There is no mention of the balance of A1/A2/A3 classification</li> <li>• Should there be encouragement for empty shops to be let out on a temporary basis?</li> </ul> <p><b>Character &amp; Identity</b> To follow</p> <p><b>Education</b> As previously outlined at an earlier meeting but with the addition of the difficulty of overlap of facilities with areas outside our area plan. Could add a “Challenge Box” about students and density</p> <p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• All description needs to go in the appendix</li> <li>• The list of transport issues on pages 25 to 27 need to be brought to the beginning of the section and be sorted into subjects and importance</li> </ul>	RB  MR  CY
4.	<p><b>Plan consideration</b></p> <ol style="list-style-type: none"> <li>1. The Forum meeting will be divided into project tables as in a previous workshop and delegates will be able to move around each project The proposed projects and policies will be specified for discussion The Challenge Box idea (above) will be used for each project</li> <li>2. The leaflet – this will be made available for distributing at the Festival and other venues</li> <li>3. Online consultation – needs a back button, and a bullet point précis at the beginning of the survey</li> <li>4. The proposed subject matters for the 6 Saturdays will be put to the PWGs for their approval. Ideas for engaging the public with something interactive needs to be thought about</li> </ol>	ALL  AS  AS  PWGs
5.	<p><b>Project Management Support</b></p> <ol style="list-style-type: none"> <li>1. Paying £200 per Saturday for use of The Hub – approved</li> <li>2. Headington Festival Stall – format to be discussed</li> <li>3. The Character Assessments could go on the web, in library and other venues, rather than be added to the draft plan</li> <li>4. PWGs to be consulted on Saturday subject days – and add in a presence at Farmers’ Markets as well as Friends of Old Headington Open Gardens day 21 June (particularly for Green Spaces and CANDI)</li> <li>5. MR will ask Brookes to provide refreshments</li> <li>6. Proposed displays approved</li> </ol>	AS ALL JN etc  PWGs  MR AS
6.	<p><b>AOB</b></p> <p>Finance FM advised that funds would cover expenses particularly once the £7,470 Locality Grant is received</p>	
7.	<p><b>Date of next meeting</b></p> <p>Doodle poll issued for w/c 18 May</p>	LG
	<p><b>Close of meeting</b></p>	

9.	9.45pm	
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Liz Grosvenor 23 April 2015