



Headington neighbourhood plan

Minutes of the **Steering Committee** Meeting held at
scottfraser, Lime Walk
on Wednesday 22 March 2017 at 7.00 pm

Email – HeadingtonPlan@gmail.com Web - HeadingtonPlan.org.uk/
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<p>Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Admin. Support Maha Jacob John Nealon JN (Press/Communications Officer) Nicholas Rollin NR Cllr Ruth Wilkinson RW Ian Wilson IW</p>	<p>Apologies: Fiona Mckenzie FM (Treasurer) Mike Ratcliffe MR (Chair) 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>	<p>Action</p>
<p>2.</p>	<p>Minutes from last steering committee meeting of 18 January and Forum Minutes of 8 February were approved.</p> <p>Matters arising: 4. Forum Minutes: The survey to rank favourite community projects will be going out with the referendum publicity to Forum members and Interested parties.</p>	<p>LG/JN</p>
<p>3.</p>	<p>Neighbourhood Plan</p> <p>The City Executive Board has approved the plan to go forward for the referendum on 4 May 2017.</p>	

	<p>The Minute of the Board can be found here</p> <p>We are awaiting authorisation from Richard Wyatt in order to put the Plan on the website.</p> <p>JN has adjusted the colours within the plan to differentiate between planning policies and community projects. Having tried various combinations the policies are now in blue, and the projects in brown. The explanatory text is in black.</p>	
<p>4.</p>	<p>Project management support:</p> <p>Posters and leaflets</p> <p>Adam had already circulated his first drafts. The amendments we suggested were as follows:</p> <ul style="list-style-type: none"> • We want to abandon the leaflet version with the wording “since 2013 etc...” • This to be replaced by the poster version for use on one side of the leaflet. • The heading to say “Vote for Headington’s Future” • Make the HNP Logo bigger • Change picture to the main area of Headington Shops, or the shark. • Under the picture add a line under the date to say “Vote at your usual polling station” • Change the blue block at the bottom for the green in our logo – or similar. • Change the tick in the box for a cross (as in voting procedure) <p><u>Reverse side:</u></p> <ul style="list-style-type: none"> • Replace the top picture with the picture currently on page 12 of the plan – people looking at plans. • Remove all wording Our Vision and Objectives • Keep Our Key Policies • Remove reference to Baptist Hall and replace with 22 April at Waitrose, and 29 April at Headington Market • Change member@ email to info@ • Remove bottom picture • Change the blue blocks for the green in our logo – or similar. 	
<p>5.</p>	<p>Referendum Planning</p> <p>JN is investigating leaflet distribution – the contact he has needs a two week window for the actual distribution. We will make use of the electoral roll to identify people/properties.</p> <p>We are aware that postal votes go out 3 weeks before the referendum i.e. about 13 April.</p> <p>We have a quote of £331 for 800 x A5 posters in 4 colours.</p> <p>We will use the existing display boards.</p> <p>We will contact Oxford Bus Company (Phil Southall) to get publicity on</p>	

<p>buses, particularly Brookes bus. Also Martin Sutton at Stagecoach. LG to supply contacts of organisations/shops etc. We are aware that doctor's surgeries seem to have only medical related literature in their waiting rooms.</p>	<p>LG/AS</p>
<p>We will place another advert in Headington Monthly by the end of March to catch the April edition.</p>	<p>PC</p>
<p>PC will draft an initial email to go out to Forum members and Interested parties to start advertising the referendum.</p>	<p>PC/LG</p>
<p>We decided to ask Waitrose for space in their store to have a presence advertising the referendum on 22 April, and to have a stall on the market on 29 April SC members to be in attendance.</p>	<p>NR PC</p>
<p>We decided against booking the Baptist Church as we felt it was too far out of the centre for people to visit.</p>	
<p>Adam has listed considerations for developing the publicity up to the referendum.</p>	<p>AS/all</p>
<ul style="list-style-type: none"> • The leaflet will be based on the poster design with an amended reverse as described above. 	<p>JN</p>
<p>The poster will therefore match the front of the leaflet</p>	
<ul style="list-style-type: none"> • Distribution will commence c. 10 April (leaflets) and c. 17 April for posters 	
<ul style="list-style-type: none"> • JN will check display boards and rolled-up posters have been agreed. 	<p>JN PC</p>
<ul style="list-style-type: none"> • Stall to be booked for Saturday 29 April 	
<ul style="list-style-type: none"> • Posters to be distributed to Central Noticeboards, and Residents' Associations (by email), 	<p>LG AS</p>
<ul style="list-style-type: none"> • Distribution to Waitrose, Co-op, Sainsburys, Tesco, Iceland, pubs, schools, churches, parish halls, community centres, Oxford Brookes via SU, hospitals, Bury Knowle Library, The Hub 	<p>MR</p>
<ul style="list-style-type: none"> • Articles and letters (particularly in month before referendum) to the local press – Oxford Times/Mail 	<p>MR/JN</p>
<ul style="list-style-type: none"> • Tweets, Facebook, Headington & Marston Forum, HNP Website and Headington org. website (Stephanie) and Tony OX3 	<p>LG/PC PC</p>
<ul style="list-style-type: none"> • Emails messages to Forum and interested parties 	
<ul style="list-style-type: none"> • Further advert in Headington Monthly 	<p>PC/Maggie</p>
<ul style="list-style-type: none"> • Information for Brookes staff newsletter and students 	<p>RS</p>
<ul style="list-style-type: none"> • Information to free local newspapers 	<p>LG</p>
<ul style="list-style-type: none"> • Emails to Headington Forward personnel 	<p>PC</p>
<ul style="list-style-type: none"> • Information to Churches and attend Churches together meeting 	<p>RW/RS/PC</p>
<ul style="list-style-type: none"> • Political parties to be informed 	<p>Via Glynis</p>
<ul style="list-style-type: none"> • Governing bodies of schools via Lesley Williams, and Ruskin 	<p>LG</p>
<ul style="list-style-type: none"> • Student halls via Sue Holmes 	<p>LG</p>
<ul style="list-style-type: none"> • Older residents via Carolyn Gulliver 	<p>LG</p>
<ul style="list-style-type: none"> • HA committee members for distribution 	<p>LG</p>
<p>Timetable: Publicity email to be prepared by beginning of April this will include reference to the survey on community projects</p>	<p>PC/LG AS</p>

	<p>Leaflets finalised soon for distribution c. 10 April Emails to go out 1st week of April and mid-April (Postal votes go out c. 13 April) Posters to be distributed c. 17 April</p>	<p>LG AS/all</p>
6.	<p>Funding We have secured a further grant of £3,050. This will cover the production and printing of leaflets and posters, display board material, public meetings, project manager fees. This can be drawn down from 1 April.</p>	
7.	<p>Successor Working Groups A meeting has been held with OALC (Oxfordshire Association of Local Councils) in Wallingford to get guidance on the next steps. Notes from the meeting:</p> <ul style="list-style-type: none"> • OALC has one rep for each county who speaks to ministers on behalf of parish, community and town councils • The council pays a sub to the Association based on the numbers on the electoral roll – Headington is likely to be c.£3,000 pa. • OALC gives advice on training, employment and legal issues • A General Power of Competence is worth applying for but it needs a qualified clerk with a Certificate in Local Government administration, and 2/3 of the council must be directly elected • A mentoring scheme is available • Each council needs a S151 Finance officer but no qualifications are needed. • The general power of competence enables the council to have community bus services, to borrow up to half a million for capital public works, but it does not have to register for VAT • The city council determines the number of parish councils – there are a large number of vacancies in existing councils in the city <p>After the referendum (possibly July) we will contact Forum members with our plans.</p>	
8.	<p>AOB None</p>	
9.	<p>Date of next meeting None</p>	
10.	<p>The meeting closed at 8.35pm</p>	

LG 23/3