



Headington

neighbourhood
plan

Minutes of the **Steering Committee** Meeting held at
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk
on Tuesday 26 February 2015 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)

Steering Committee present:		Apologies:
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 Cllr Roz Smith RS Adam Symons AS (Project Manager)		Mike Ratcliffe MR (Chair) Cllr Ruth Wilkinson RW Ian Wilson IW
Policy Working Groups - existing		Possible new groups
Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – Richard Bradley		Planning Applications Community Engagement
1.	Membership & apologies As above. In the absence of MR, JN took the chair for this meeting.	Action
2.	Minutes of last meeting – 13 January – and matters arising from last meeting and not on agenda Minutes agreed. Matters arising: (including subsequent responses from MR)* <ul style="list-style-type: none"> PowerPoint presentation by the students is in a link to a dropbox. Steering Group, Richard & Charles will be given access to it. * 	MR

	<ul style="list-style-type: none"> • Extension of the grant period – to be checked. * • Parish Council SWOT analysis – work in progress. * • Meeting with councillors on Planning – to be arranged. * • There is new government legislation regarding CIL money meaning that there is less to distribute to the community from new developments. • A meeting will be arranged to discuss the potential role of a Parish Council for Headington. PC, LG & MR have signed up to this discussion. <p>Clarification of agenda item re DCLG meeting – Mick Duggan of DCLG is meeting Sue Brownill at Brookes and MR has been invited to attend.</p>	MR MR MR PC
3.	<p>Business Review</p> <p>NR & FM carried out a survey of local businesses and had a follow-up meeting. There were a variety of responses, but the problems of parking were uppermost, followed closely by high rents.</p> <p>The report will follow shortly on the website.</p>	NR/JN
4.	<p>Plan preparation</p> <p>AS had already distributed a template of the way the draft plan will look. A lot of the work has been done, and the next step is for the policies to come forward from the PWGs so that they can be streamlined into a draft plan.</p> <p>The CANDI group have a lot of assessments to do and it was decided that the original dates envisaged for the draft plan are not now achievable.</p> <p>RW queried the exclusion of the JR & Hospital sites in CANDI and this will be relayed to them.</p> <p>It was decided, therefore, that:</p> <ol style="list-style-type: none"> 1. The PWGs will produce their policies by the end of March 2. During April the draft plan will be emailed to the Forum and will include a low res. pdf of the proposed policies with a reference to the website to read the supporting text. The Forum will be asked to approve (or comment) on these draft policies. They will be warned approx. one week before that this questionnaire will be coming. This consultation will simultaneously be assessed by the City Council. 3. The results of the Forum consultation will be available in May. 4. Further consultation will be organised by renting some empty shop premises to create a drop-in centre to discuss the plan. Suitable premises will be discussed at the next Agenda group meeting by MR, PC, AS, JN & LG. 5. Press coverage will be required – also for Agenda group meeting. 6. We will have a large stall at the Headington Festival 30 & 31 May and this will act as another consultation point. 7. The consultation launch may take place at The Hub. 8. The consultation needs to take 6 weeks which will bring us to mid-July. 	AS VH PWGs LG/JN MR MR PC
5.	<p>Finance</p> <p>FM queried the requirement of a reporting procedure on expenditure. As Headington Action is funding most of this then the report will be submitted to them.</p>	FM

6.	<p>Policy Groups</p> <p>The Transport Group have a meeting next week to discuss LPT4 and its effect on Headington.</p> <p>The Housing Group will be doing a consultation by email between its members.</p> <p>No other reports.</p>	
7.	<p>Project Management Support</p> <p>AS will be pulling together the policy submissions to go in to the draft plan.</p>	AS
8.	<p>Contact with other groups</p> <p>The requirement of a Strategic Environment Assessment is still to be determined.</p> <p>A meeting with the City in March is planned to agree the formal scoping.</p> <p>Summertown NP have made contact with us and would like to set up a meeting to discuss shared issues.</p>	AS AS JN
9.	<p>AOB</p> <p>The need for a Vice Chair of the Forum (as opposed to the SC) was discussed to relieve the pressure on the Chair.</p> <p><i>Subsequent interrogation of the Constitution reveals that the Vice Chair is VC of both the SC and the Forum.</i></p>	ALL
10.	<p>Date of Next meeting</p> <p>A doodle poll has been sent out for a date between 11 and 19 March.</p>	LG
11.	<p>The meeting ended at 8.55pm</p>	

Liz Grosvenor 27 February 2015