



Headington

neighbourhood
plan

Minutes of the **Steering Committee** Meeting held at
scottfraser, Lime Walk
on Monday 29 September 2015 at 7.30 pm

Email – HeadingtonPlan@gmail.com Web - HeadingtonPlan.org.uk/
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Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Secretary) Veronica Hurst VH Fiona Mckenzie FM (Treasurer) Nicholas Rollin NR Cllr Ruth Wilkinson RW		Apologies: Adam Symons AS (Project Manager) John Nealon JN (Press/Communications Officer) Mike Ratcliffe MR (Chair) Cllr Roz Smith RS Ian Wilson IW <i>Cc Charles Young</i>
Policy Working Groups - existing Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – VH		Possible new groups Planning Applications Community Engagement
1.	Apologies As above	Action
2.	Minutes from last steering committee meeting were approved.	LG/JN

2.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Response to the Access to Headington County Council consultation has been made • The amended draft will go on the web at least a week before the Forum/AGM meeting being scheduled for end of September to give forum members a chance to digest. <i>It was subsequently discovered, on the advice of the Project Manager, that the draft cannot go on the web as planned until we have gone through the Steering Committee and then the Forum.</i> **See further procedural notes at the end of the Minutes. 	
3.	<p>AGM at 7pm</p> <ul style="list-style-type: none"> • An email reminding Forum members (175) and interested parties (121) about the AGM/Forum meeting will be sent out on Wednesday. <i>Done.</i> • NR will be at the gate on the London Road to direct people to the Green Room. • The official business of the AGM will be dealt with first. • The Minutes of the last AGM (1 Oct) (on the website as draft) will be presented for approval by the Forum. • The Chair will give a report. • The Treasurer will give a report. • Nominations will be invited from the floor to add to the ones already signed up at the Steering committee. 	
4.	<p>Forum meeting at 7.30pm</p> <ul style="list-style-type: none"> • The draft minutes of the last Forum meeting (27 April) have been on the web since early May and the Forum will be asked to approve them. • The amended draft plan as mentioned above has not been published on the website. It is not yet complete and has some amendments as a result of the Hub consultation still to be added. • A further policy/policies on Retail is required which may take the form of supporting the City Council's current review of retail classification. We must take on board the local concerns about the future shape of the shopping centre. Nick and Fiona will develop some wording with assistance from Ruth. • Some minor additions from Green Spaces/Amenity PWG (Patrick) and perhaps C&I. (Veronica). • The PWG chairs will be asked to give a 5 minute (maximum) talk about the changes that have been made to their group's work and will take questions from the floor as required. All comments from consultees to be anonymous. • The PWG chairs will be emailed on Wednesday to advise them of the arrangements. <i>Done.</i> • The Forum will be asked to approve the changes that have been made so far. If approval is given then a further draft will be produced and will go on the website and will go out as an attachment via email to the Forum members. • The chair will then explain the next stages which will involve further 	<p>NR/FM RW PC VH</p> <p>LG</p>

	<p>consultations in the form of open meetings and possibly an online questionnaire. Further consultations according to the <i>Town & Country Planning, England – The Neighbourhood Planning (General) Regulations 2012</i> – Regulation 3 specifies that the NF needs to consult with various bodies (eg Environment Agency, local voluntary bodies, and bodies representing business and different religious groups, etc.)</p> <ul style="list-style-type: none"> • The aim is to prepare the Forum for the final draft which will be circulated next week if possible. The Forum members need say two weeks to read and respond to the draft. We will then need to process any comments and finalise the draft. • We should ask the meeting for delegated authority to continue without further reference to the Forum unless there are significant changes. • The chair will also advise the Forum about the institutional responses we have had to the draft plan. • AS will be asked to provide one copy of each character assessment if possible. <i>Not applicable as Adam unable to come.</i> 	
5.	<p>AOB</p> <p>We have been asked if the neighbourhood plan can be quoted in current planning applications. We have decided that as long as it is described as a draft plan at this stage then that is acceptable.</p>	
6.	<p>Schedule of meetings</p> <p>Forum/AGM meeting in Green Room, Headington Hill Hall Friday 2 October at 7pm.</p>	
7.	<p>Close of meeting</p> <p>9.20 pm.</p>	

Liz Grosvenor 30 Sept 2015

** Further procedural notes:

- In the statutory guidance, the formal ‘pre-submission consultation’ is actually the consultation that the NF carries out prior to submitting its plan to the Local Planning Authority - i.e. the consultation we have just carried out.
- The next pre-submission consultation is the consultation that the City Council will do with their statutory stakeholders in relation to the Strategic Environmental Assessment once we have submitted a draft Plan to them.
- The timetable will need to be extended by a month based on submitting a draft to the City Council at the end of October when (hopefully) Forum members have read and approved. As a consequence, the referendum is likely to be in September (rather than June) next year. Following the pre submission consultation we have the opportunity to negotiate with the City – for example if they consider that an SEA may be required.