

Minutes of the Interim Steering Group Meeting held at scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk on Tuesday 2 July 2014 at 7.30 pm

Email - HeadingtonPlan@gmail.com Web - http://headingtonplan.org.uk/ Facebook - HeadingtonPlan Twitter - @HeadingtonPlan

Steering Group present:

Adam Symonds AS (Project Manager), Patrick Coulter PC, Fiona Mckenzie FM, John Nealon JN, Christopher Taylor CT, Mike Ratcliffe MR (Chair), Ian Wilson IW

Liz Grosvenor LG (Admin. Support)

Apologies: Veronica Hurst VH, Nicholas Rollin NR, Cllr Ruth Wilkinson RW

1.	Membership & apologies	Action
	As above	
2.	Minutes of last meeting – 11 June ISG – and matters arising from last meeting and not on agenda The Minutes were approved. These are now on the website. 3. The Application for Designation is open until 3 July. It was re-iterated that at least 27 days are needed before it can go to a CEB meeting. 4. Project Plan - A meeting with Sarah is scheduled for July to clarify dates.	AS
3.	Issues and Options Consultation Leaflet	
	 The issues and options consultation is programmed to run from late July to September A draft of the leaflet had already been circulated and was approved in principle. It will need to go through every door to raise our profile. We will aim our publicity at the Student Union, any local events, and use social media and the Oxford Mail. In order to get the maximum response over the summer period it was decided to start this as soon as possible and extend it to the end of September. We have contacted Headington Monthly and believe their distribution area to be 3,000 households, and await their response. We will analyse the gaps in the distribution and arrange a door-to-door delivery. — maybe Residents' Associations would be able to help. LG has offered her address for the Freepost leaflet. 	MR PC JN LG/JN
	We will get a quote for the leaflet from Brookes Print.	LG
	 There are 6161 households on the 2011 Census and so we will get 7,000. The extras will go to the Library, shops etc. 	
4.	Online Survey	
	 There will be an online pdf version of the leaflet aimed at institutions, businesses etc. and an online survey will be linked to this leaflet. 	JN

5. **Policy Groups** It will be necessary to get the key issues from the Policy Working Groups by the **PWGs** end of July to meet our deadlines. The Policy will need to have some supporting text – see the Final Output Form for PWGs. The implementation and actions come after the Plan. Reports: There are 6 Groups: 1. Business and Retail - FM & NR Their questionnaire has been sent out and they have been trying to set up a meeting with businesses – so far no response. They have asked Neil Holdstock and David Blythman to come on board, and will approach the Tesco Manager. 2. Amenities & Green Spaces - PC Currently building the rich picture. They have lost 3 members and are now down to 4. There are lots of documents to consult and they have requested hard copies to work from - we will contact Sarah for these. We will ask for DPDs and SPDs but AS these are not strategic and we do not have to adhere to them. Meetings with 2 stakeholder groups have been set up. 3. Education – MR Unfortunately The Headington Schools Partnership is about to disband – MR is investigating the consequences. He plans to meet with all the Head Teachers. 4. Housing - JN There have been 3 meetings to date and a meeting with Adrian Roache and Sarah Harrison. They are in the process of cutting down to their 3 main issues. The data analysis to divide up Headington is proving time-consuming and problematic - there are 48 output areas. They have 4 members on the team. Dee Sinclair will contribute as will FM. 5. **Transport** – Charles Young A report has been written with c. 30 issues in it. 6. **Character & Identity** – Richard Bradley No report. AS We will ask Adrian Roche if he can visit the PWGs as he has a good grasp of the requirements. 6. **Low Carbon Headington Role** AS visited them to explain the process of producing a plan. They wanted involvement and AS suggested that they kept a watching brief on a consultation basis with all the groups rather than making the policies themselves. LCH could be invited to PWGs for meetings or workshops to make use of their specific expertise. PWGs have been contacted to this effect. PWGs can also approach the Council about sustainability issues. 7. **Project Management Support.** All items on the report had been discussed.

8.	Community Engagement – RW	
	From the last minutes:	
	An inventory of facilities is being drawn up, and meetings with key groups (eg. churches, shops) will be organised to ascertain issues. So that other PWGs do not subsequently make contact with the same groups, any PWG making an approach will alert others to see if they wish questions to be asked on their behalf.	PWGs
	 It was suggested at the meeting that each PWG could lodge 2 simple questions each and then amalgamate these for any meeting with outside bodies - they would email each other with their questions. Or they could carve up meeting groups between them. JN has already emailed local RAs to ask if chairs could visit their events in either an active or passive capacity. 	FWGS
	A Measurement and Monitoring of Community Engagement Events Form had been circulated and this will be used accordingly.	
	The role of the Community Engagement Group was seen to be to do the communication rather than the PWGs. The Group has not been able to organise a meeting of all participants yet, but RW is doing a lot of work in the background. The Consultation leaflet will be the basis for communication with groups. MR will contact RW for the list to date of local events and meetings.	MR
9.	AOB The Tattenhall Neighbourhood Plan Challenge The Council have not yet come up with a response. Open Meetings	
	We need a common visual identity for use at the Forum and other events. JN will work on this. A list of Display Board materials had been produced and gives a basis for information we can display at meetings, together with relevant questions to elicit interest and stimulate discussion.	JN/AS
	The Forum Meeting 9 July We have a speaker (Rob Hetherington) who will start off the meeting. There will then be updates from PWGs, feedback from the designation will be sought beforehand, and business questionnaires will be discussed. An agenda for the Forum meeting is due to go out shortly to the c. 200 contacts. We will check the availability of IT equipment at the Baptist Church. (Done) Large Area Map	MR/LG
	AS will ask Sarah for one.	AS
	The meeting ended at 9.15. Next meeting 14 August same venue, same time.	
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Liz Grosvenor 3 July 2014