



Headington neighbourhood plan

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 As above | Action |
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| 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 <ul style="list-style-type: none"> • 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 <i>Headington Monthly</i> 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. • We will get a quote for the leaflet from Brookes Print. • There are 6161 households on the 2011 Census and so we will get 7,000. The extras will go to the Library, shops etc. | MR PC JN LG/JN LG |
| 4. | Online Survey <ul style="list-style-type: none"> • 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 |

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| 8. | <p>Community Engagement – RW</p> <p>From the last minutes:</p> <p><i>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.</i></p> <ul style="list-style-type: none"> • 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. <p>A Measurement and Monitoring of Community Engagement Events Form had been circulated and this will be used accordingly.</p> <p>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.</p> | <p>PWGs</p> <p>MR</p> |
| 9. | <p>AOB</p> <p>The Tattenhall Neighbourhood Plan Challenge The Council have not yet come up with a response.</p> <p>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.</p> <p>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)</p> <p>Large Area Map AS will ask Sarah for one.</p> | <p>JN/AS</p> <p>MR/LG</p> <p>AS</p> |
| | <p>The meeting ended at 9.15. Next meeting 14 August same venue, same time.</p> | |

Liz Grosvenor 3 July 2014