## HEADINGTON NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held at Oxford Brookes University Room BG01 on Wednesday 3 April at 7.00 pm

## **Steering Group present:**

Stuart Cooper, Veronica Hurst, Cllr Mark Lygo, John Nealon, Christopher Taylor, Zoë Traill, Cllr Ruth Wilkinson, Ian Wilson

Liz Grosvenor (Admin. Support)

## **Observers present:**

Adrian Bullock, Cicely Havely

1.	Election of Chair, Secretary and Treasurer	Action
	There being no nominations it was agreed that there would be a rotating <b>Chair</b> commencing with this meeting chaired by RW.	
	LG agreed to contribute <b>admin support</b> in the short term.  A <b>Treasurer</b> would be sought at a later date	
2.	Constitution	
	Constitutions from other areas will be scrutinised to create our own - a draft constitution will be circulated by email.	IW/VH/CT
	It is envisaged that future working groups will report back to the Steering Group which will set deadlines as appropriate.	
	The constitution will need to be completed by <b>Wednesday 17<sup>th</sup> April</b> and then circulated to the rest of the steering group before the next meeting on <b>Wednesday 24 April</b> .	
3.	Communication	
	<ul> <li>There will be a need to set up a website, and also to partake in social media eg Twitter. A Twitter account #HeadingtonPlan has since been set up by John Nealon with an interim logo.</li> </ul>	JL/ML
	Subsequent note from John	
	As far as I recall Mark and I agreed to think about developing the web site specification which would then be given to the web site designer. I mentioned at the SG that setting up a web site has three stages – specification by SG, design by specialist web designers, and maintenance by comms officer.	
	On-going discussions will be relayed to Stephanie Jenkins for the Headington.org.uk website and the Headington & Marston Forum	
	<ul> <li>Both SJ and Tony Turton will be approached for help in setting up a website – there is minimal cost – c. £5.98 for a domain name for 2 years</li> </ul>	RW
	We need a Communications Officer on the Steering Group	
	Consider asking Brookes students if they can help with web design	ALL

<ul> <li>a contact name will be sought</li> <li>And the Brookes Media Unit may be able to help</li> <li>Look at other websites for ideas for design</li> <li>JN &amp; ML agreed to look at an email list for steering group contact but have subsequently decided that it is easier for each member to</li> </ul>	
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but have subsequently decided that it is easier for each member to	
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create their own Group Contact in Address Book	ALL
4. Timetable	
A date to work to, to get publicity and consultation, is <b>the Headington</b>	
Festival on Sunday 2 June. We need a large poster and someone to	ALL
design it.	
The next SG meeting will also discuss a date for another Forum Meeting for the c.46 people who have shown an interest in the project	)î
5. Map of the Area	
A survey/consultation will need to be set up to determine the area to be	
designated for the Headington Plan	
Consider parish boundaries, ward boundaries, post code areas, church pa	rish
boundaries, school catchment areas, and a "common sense" approach as	
what constitutes "Headington".	
Produce 3 possible area plans by <b>17 April</b> to put out to consultation before	D)4/941
our next meeting on 24 April	RW/ML
It would seem likely that this map would include Headington & Quarry ward	<b>d</b> ,
all the hospitals, the Churchill ward (to include Little Oxford and Gipsy Land	Э,
the conservation areas (Quarry and Headington Hill), Brookes and also So	uth
Park as an important green space)	
Look at the Local Development Framework 2011 map too.	
The resulting map will be produced at the Festival for consultation and	
comment.	
Ultimately the map will need to be submitted to the City Council for approve	
also see <a href="https://www.oxford.gov.uk/neighbourhoodplanning">www.oxford.gov.uk/neighbourhoodplanning</a> for background reading.	
6. Publicity	
Apart from the website, Twitter etc. (see above) consider	
Headington Monthly	
Parish Magazines	
Oxford Mail	
Residents' Associations newsletters	
7. Branding/Logo	
Important to develop a recognisable logo	ALL
8. Other considerations	
Should we contact youth organisations, students and schools for a young	
persons' contribution to the Plan?	
9. Next Meeting	
This will be held on Wednesday 24 <sup>th</sup> April At 7pm – venue tba	
Chaired by Ian Wilson	