

HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Confirmed Minutes of the Steering Committee Meeting held at Oxford Brookes University
Room Board Room 1
on Tuesday 7th May at 7.00 pm

Steering Committee present:

Veronica Hurst, Cllr Mark Lygo, John Nealon, Christopher Taylor (Chair), Cllr Ruth Wilkinson

Apologies:

Liz Grosvenor, Ian Wilson

		Action
1.	<p>Minutes of meeting held on 24 April Draft minutes were agreed for accuracy RW will take minutes/action points from this meeting Mark Lygo is standing down from the Interim Steering Group and will seek to find a replacement</p>	ML
2.	<p>Constitution In terms of nomenclature, the Interim Steering Group will propose that the Forum elects a “Steering Committee” under the terms of the Constitution. Small changes to the Constitution were agreed and CT will email the revised document to RW for circulation to the ISG LG will send out proposal for draft constitution with a map showing boundaries and an invitation to the meeting on 21st May to Headington Action, all Residents’ Associations and Forum members The final version will be displayed on the website and social media sites.</p>	CT LG JN
3.	<p>Map of the Area Officers at the City Council have not had sufficient time to produce the final map of the area but will do so shortly. The only change to the draft map is likely to be the removal of the Stansfeld Outdoor Centre as it lies within the Risinghurst and Sandhills Parish Council boundaries The community plan for the Marston area overlaps with part of the proposed Headington Neighbourhood Plan area. This needs to be checked out, but it is likely that this will not affect the ISG’s proposals to the Forum. Issues raised in the consultation process will be separated out into those which are land-based (include in Neighbourhood Plan) and those which are not (community plan). ML will liaise with City Officers over the following on 8th May:</p> <ul style="list-style-type: none"> • Ensure the map is revised to exclude the outdoor centre 	ML

	<ul style="list-style-type: none"> • Ensure the boundaries are suitable in terms of referendum polling stations • Ensure the boundary line is clear (preferably in thick black font) • Request an aerial map of the area • Request copies of both maps in colour suitable for display at the Forum presentation and at Headington Festival and in .jpg format for the website to be sent to JN and RW • Display map on website and give link on social media • Ensure LG has map to send out with invitation (see 2 above) 	JN RW
4.	<p>Agenda for Forum meeting Tuesday 21st May</p> <p>Venue has been booked. The meeting will be a briefing on progress to date. Items to be addressed will be:</p> <p>Proposals for constitution</p> <p>Proposals on map and boundaries (map for display, see 3 above)</p> <p>Ask for more ISG members</p> <p>Ask for assistance with Headington Festival stand</p> <p>Ask Mike Ratcliffe if he is available/willing to chair the meeting</p> <p>Promote on website with flyer (circulate to ISG)</p>	RW JN
5.	<p>Public consultation: Headington Festival 2nd June</p> <p>Need to check if stall booked, H Festival claim no booking received yet</p> <p>Children's logo/picture competition – Extended Schools Partnership alerted</p> <p>Sub-group to meet and plan activities, including task list for Forum members</p> <p>Ask Jill Cummings if she can help alert businesses/employers</p> <p>Fliers to be organised and printed – consider asking Forum member David Blythman for assistance</p> <p>It was agreed that we shall need a banner, and some wording to explain what a Neighbourhood Plan is all about</p>	ML VH, RW RW VH, RW VH, RW
6.	<p>Website and Social Media issues</p> <p>JN was thanked for the work he has done on creating a website, a FB site and a Twitter account</p> <p>The website now has photos (some contributed by Peter West) and an admin page. JN shared the password with ISG members</p> <p>It was agreed that no decisions would be made on Twitter logos and Neighbourhood Forum logos until after the public consultation event at the Headington Festival</p> <p>JN will post a link to the website from the social media sites when the proposals for the draft constitution and .jpg map are available</p>	JN
7.	<p>Liaison with other Neighbourhood Planning Groups</p> <p>This item is pended until our next meeting but is considered to be important</p>	
8.	<p>Next meeting</p> <p>To be held on 18 June (to be confirmed). ML to chair</p> <p>Book venue at Brookes.</p>	RW