

# HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Group Meeting held at  
Oxford Brookes University, Room BR1  
on Wednesday 7 August at 7.00 pm

Email - [HeadingtonPlan@gmail.com](mailto:HeadingtonPlan@gmail.com) Web - <http://headingtonplan.org.uk/>  
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## Steering Group present:

Jeni Burnell JB, Patrick Coulter PC, Veronica Hurst VH, Fiona Mckenzie FM, John Nealon JN, Tracy Panther TP, Mike Ratcliffe (Chair) MR, Nicholas Rollin NR, Christopher Taylor CT, Cllr Ruth Wilkinson RW, Liz Grosvenor LG (Admin. Support)

**Guest:** Susan Brown (City Councillor Churchill Ward)

**Apologies:** Ian Wilson

1.	<b>Welcome to new members and guests</b>	<b>Action</b>
	JB was welcomed to the Interim Steering Group (ISG) and she introduced herself, as did NR attending his first meeting.	
2.	<b>Election of permanent Chair</b> There were four nominations for the position of Chair – all for one person. TP formally nominated <b>Mike Ratcliffe</b> , seconded by RW and this was unanimously endorsed by the meeting. MR is duly elected as Chair of the ISG which he accepted.	
3.	<b>Minutes of last meeting and matters arising</b> <ul style="list-style-type: none"> <li>• 3. RW has arranged a meeting with David Whittingham, Student Union Manager, and the SU Vice President at Brookes to discuss liaison with students to be street reps for local consultation exercise. The meeting is on 13 August from 1 to 2pm and she will go with JN and possibly TP.</li> <li>• Oxford City Council have sent out a letter to all landlords and they have included an item introducing the Headington Neighbourhood Plan.</li> <li>•</li> </ul>	RW/JM/TP
4.	<b>Area Map</b> Issues have been raised by the newly formed Friends of <b>South Park</b> who want to extract the park from our current plan on the basis that it belongs within the East Area Forum and is part of St Clement's Ward. We will get City officer advice on this, bearing in mind that it is an uninhabited area and will not have a polling district impact. We want to ensure that <b>Headington Hill Park</b> remains in our area, but because it forms part of the Brookes area we feel that this is probably safe from being claimed by anyone else. A meeting has been arranged on 6 September at 10am, with Michael Crofton-Briggs (Head of Planning at the City) to discuss the map	RW  RW

	<p><b>Spring Lane</b> is currently on our map but belongs to Risinghurst &amp; Sandhills Parish Council. This will be discussed further at a Parish Council meeting and we await the outcome.</p> <p>The <b>Lakes</b> area – currently excluded - there are 1294 on the electoral roll which would substantially add to our current numbers. We need to consult to see if residents “use” Headington, and an option may be to have the Lakes and Headley Way as “consultation areas” rather than being included on our map.</p> <p>Cllr Susan Brown intimated that depending on the final area plan she may join the steering group</p>							
5.	<p><b>Constitution</b></p> <p>Comments from Richard Bradley have been absorbed, together with those from VH.</p> <p>Further amendments discussed and implemented:</p> <p>2. Headington <b>Neighbourhood</b> to be used throughout</p> <p>3b reworded to “disbursed to a Headington based charitable organisation, eg. Headington Action...”</p> <p>4g We will endeavour to elect a Vice Chair to cover this – see 6e</p> <p>5c. Change the word “businesses” to “individuals and organisations with a stake in the Headington Neighbourhood”</p> <p>5f. we will revert to the legal requirement of 21 individuals, and the “one representative of each local residents’ association” will be moved to 5d and worded to make it less restrictive by inviting residents’ associations to contribute.</p> <p>6e. Add Vice Chair</p> <p>The amended constitution will be circulated in due course by CT.</p> <p>RW will discuss the resulting Constitution with Michael Morgan (Legal &amp; Democratic at the City) before being submitted for approval by the council.</p> <p>We will convene an AGM to confirm the constitution and the area map in due course. The AGM will also confirm the Steering Committee. Members of the larger Forum, and all councillors in the area, will be asked to officially sign up to the aims and objectives of the plan and this has to go to the City for official acceptance.</p>	<p>CT/VH/IW</p> <p>RW</p>						
6.	<p><b>Working Groups</b></p> <p>We need to work towards the following:</p> <p>Each group will need to produce a Work of Reference and will work towards the issue of a Paper for consultation and referendum and work to a deadline.</p> <table border="1" data-bbox="240 1794 1257 1989"> <thead> <tr> <th data-bbox="240 1794 628 1839">Group</th> <th data-bbox="628 1794 1257 1839">Comment</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1839 628 1944">Transport</td> <td data-bbox="628 1839 1257 1944">Eventually incorporate the Headington Transport Group – includes cycling, pedestrians &amp; buses</td> </tr> <tr> <td data-bbox="240 1944 628 1989">Planning</td> <td data-bbox="628 1944 1257 1989">Obtain planning expertise</td> </tr> </tbody> </table>	Group	Comment	Transport	Eventually incorporate the Headington Transport Group – includes cycling, pedestrians & buses	Planning	Obtain planning expertise	<p>PC</p>
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	<p>Communications &amp; Consultation</p> <p>JN, IW, TP, LG</p> <p>Determine methodology (in hand)</p> <p>Consult/incorporate Community (churches, schools, elderly, youth, environmental groups)</p>	PC
	<p>Institutions</p> <p>Await outcome of Headington Forward meeting – otherwise contact those participants direct (hospitals, universities, councillors) include retailers, estate agents, etc.</p>	
	<p>Roles will need to be filled at the AGM</p> <p>They will include publicity officer, treasurer, project plan progress chaser and other roles may emerge later on.</p>	
7.	<p><b>Institutional links and employer liaison</b></p> <p>See above regarding Headington Forward. MR will draft a letter to be sent out ahead of any prospective meetings to give them some background and aid discussion.</p>	MR
8.	<p><b>Development of Project Plan and Timeline</b></p> <p>It would be useful to contact other areas to obviate reinventing the wheel with regard to process in preparing a plan.</p> <p>We believe that the next steps need to be:</p> <ul style="list-style-type: none"> <li>• Set up a Saturday morning meeting to brainstorm organisation and issues, identify what working groups are needed and carry out a mapping exercise to show linkage between these and existing groups with relevant expertise including Headington Forward – <i>subsequently fixed for 28 September</i></li> <li>• Meeting with City Council to discuss/approve the area plan, constitution, and Forum formalisation.</li> <li>• Forum meeting (October/November) with a County Council transport person to speak</li> <li>• Formal consultation by the City</li> <li>• AGM (January) to agree Steering Group, gain further volunteers and fill specific roles</li> </ul>	<p>ALL</p> <p><i>Doodle poll/done</i></p> <p>RW</p> <p>Doodle poll</p> <p>Doodle poll</p>
9.	<b>Next Forum Meeting – see above</b>	
10.	<p><b>AOB –</b> The idea for students to do work projects will be held in abeyance until we are in a position to know what is required.</p> <p>TP will contact Georgia Butina-Watson at Brookes for advice in due course.</p> <p>JB will explore the possibility of Masters students at the Centre for Development and Emergency Practice (CENDEP, Brookes) to help carry out aspects of the community engagement process when the time arises.</p>	
11.	<p><b>Date of next ISG Meeting</b></p> <p>It has been suggested that we retain a specific date two-monthly – result of this to be advised in due course.</p>	LG