

HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Group Meeting held at
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk
on Tuesday 8 April 2014 at 7.00 pm

Email - HeadingtonPlan@gmail.com Web - <http://headingtonplan.org.uk/>
Facebook – [HeadingtonPlan](#) Twitter - [@HeadingtonPlan](#)

Steering Group present:

Patrick Coulter PC, Veronica Hurst VH, Fiona Mckenzie FM, John Nealon JN, Christopher Taylor CT, Cllr Ruth Wilkinson RW, Ian Wilson IW

Liz Grosvenor LG (Admin. Support)

Apologies: Mike Ratcliffe MR, Nicholas Rollin, Adam Symonds

1.	Membership	Action
	Jeni Burnell JB was not present at the meeting. PC officiated as Acting Chair in the absence of MR.	
2.	Minutes of last meeting (26 February) The Minutes were approved. These are now on the website.	
3.	Matters Arising from last meeting and not on Agenda <ul style="list-style-type: none"> • We are awaiting the slides from the student presentations to go on the website. • The notes of the Transport Group can now be found from a link on our website to their Dropbox https://www.dropbox.com/sh/v6ogqyj62e4cctz/A6OJTTrBVyR/transport%20data/Minutes 	MR
4.	Project Manager Headington Action has appointed a Project Manager (Adam Symons) on a 12 month contract with a possibility to extend this if required. He is an environment consultant, currently living in Devon but about to re-locate to Oxford. He has extensive experience of working in the public sector and local communities and has worked for industry, a local authority and as a freelance consultant on a range of public policy issues. He has recently been teaching MSc Planning students at Oxford Brookes. It will be Adam's task to chase and co-ordinate the groups in order to meet some tight deadlines and he is preparing a Project Plan to this end. There will be considerable two-way decision-making between him and the groups. MR is preparing an organisational chart to show the groups that are in place.	AS MR
5.	Planning Camp RW reported on her recent participation in the Locality Workshop which took place at St Hilda's College from 3 – 5 April. See Appendix I TO FOLLOW It covered planning Issues, localism etc., neighbourhood plans and community projects, and provided much useful advice/information on preparing a Neighbourhood Plan. They were advised that the objective of a NP was to improve the social, economic and environmental wellbeing of the area. It would appear that we would need to spend at least £20K on this project, and that when the Plan is complete that is not the end of the story. The implementation phase may continue for several years. She found it extremely informative and brought back lots of literature which will be	

	distributed in due course to the relevant policy and action groups. She will meet up with our new Project Manager to discuss the processes we need to consider. <i>She has already been in touch regarding grant applications.</i>	RW
6.	<p>Updates on Progress</p> <ul style="list-style-type: none"> • Application for neighbourhood status The application for the proposed Neighbourhood area has completed its 6 week consultation. We understand that there have been a total of nine comments and we expect a decision on 23 April at a meeting at the Town Hall at 5.30pm. We expect that the Forum will be approved in July. • Policy/Action Groups Patrick has agreed to work with MR on Terms of Reference for groups. <p>The Transport Group has had 14 meetings so far and PC and VH are in the group. They are short of participants and would welcome more people. Shopping Centre – NR has made a start on this. He is creating a comprehensive spreadsheet with a contact name, retail type etc. He is liaising with FM who is looking at lists of shopping centre and ascertaining how many people work in them.</p> <ul style="list-style-type: none"> • Jobs & Development FM is leading this. It is proving challenging to find data, but she is aiming to create a profile of employment in small, medium and large businesses. Iain Nicholson is a consultant working for the City Council and completed a report 4-5 years ago on whether a Centre Manager was needed to stimulate Headington. RW will give FM his contact details. It is understood that David Blythman of <i>scottfraser</i> has access to a database called <i>My High Street</i> that may be useful for this exercise. <p>Housing – JN and JB will contribute to this but we need a leader. At a recent Headington Action meeting Marie Vickers (Quarry) showed an interest in becoming involved.</p> <p>This is a major element of the plan and we need someone to run it.</p> <p>Amenities – PC will lead this <i>pro tem</i> until we find someone to help.</p> <p>Education – MR is leading this.</p> <p>Identity – mentioned in previous Minutes - overlaps with Shopping Centre.</p> <p>Environment – Low Carbon Headington are already on board and Robin Gill is chairing.</p> <p>We may consider re-naming some of these groups – Shopping into retail and business; amenities into green spaces (although amenities is more than green space).</p> <p>We also need to consider culture, recreation and heritage.</p> <p>Action Groups</p> <ul style="list-style-type: none"> • Community Engagement JB and RW have met to discuss ways of engaging with the public. They have some Community Plan literature with tool kits for consultation exercises, advice sheets, tips for booking events and facilities. They plan to visit the working groups to ascertain their targets, deadlines, processes and to ask them what statistics they are likely to require. They are to monitor the diaries of events in Headington in order to incorporate consultations eg Headington Festival and school events. The consultation group needs more human resources and money for tables, stands, promotions, etc. but It has been suggested that we link up with other groups eg Summertown to share equipment for community involvement events. They will also be contacting RAs for help on stalls. <p>They will ascertain local data – demographic groups, schools etc., and have been in contact with Mark Fransham (Social Research Officer at the City) for help with this. He has produced a very good report based on the last Census and the statistics will be most useful. They will also contact the Forum members for help and could ask the students to help us with creating tool kits.</p>	<p>MR/PC</p> <p>NR</p> <p>RW/FM</p> <p>ALL PC MR</p> <p>JB/RW</p>

	<ul style="list-style-type: none"> • Finance – FM has agreed to be our Treasurer and is liaising with Richard Bradley as Treasurer of Headington Action. <i>Subsequently Adam advised us he has registered HNF as a potential applicant to the Locality funds which are available for developing neighbourhood plans – HNF had decided to ask Localities for the money to be sent to HA to pay for Adam's remuneration as the purpose of the funding needs to be specified.</i> <i>RW advised that first off, HNF needs to submit an application to mycommunityrights.org.uk for a £7K grant.</i> <i>Also, David Rundle has authorised £640 of Headington Ward budget to go to HA to release for use by HNF for community engagement in neighbourhood planning.</i> We are also aware of at least two local Auditors. • Communication - MR/JN are addressing this. An Exec agenda group has been set up to keep on top of the workload with the intention of meeting fortnightly. Meeting dates so far are: 23 April, 7 May, 21 May, 5 June & 19 June. The group consists of PC, MR, JN, RW, AS, LG. • Headington Forward We are planning a workshop with institutions in June (possibly at Ruskin) to explore the ways we can work together in the furtherance of the Plan. • Funding See item under Finance above. We will investigate the Heritage Lottery Grant to enable a character assessment in the area – Robert Lloyd Sweet has intimated that he would be interested in carrying this out, and IW will liaise with FM. RW will ask the City Council for Rob's contact details, and will email Heritage Lottery Grant information to IW and PC • Website/communication First page is now a news webpage. We did not get a response from Brookes about using the logo they produced but we may use a variation of it anyway. Anything to be communicated should go to JN as should any views on the content of the website. MR will tweet too. • Student Project MR is liaising with Brookes on this. 	<p>FM</p> <p>MR/JN</p> <p>IW/FM</p> <p>JN MR</p> <p>MR</p>
7.	<p>Meeting with Exeter St James reps</p> <p>A recent talk by Exeter St James who produced one of the first plans in the country was well received. They had a number of non-contentious planning policies and also community type projects to improve existing facilities. They also achieved 90% support for their plan.</p>	
8.	<p>Forum Meeting on 29 April</p> <p>Forum: 29 April 7 – 9pm at St Andrew's School</p> <p>We should like to get Sue Brownill to come to a Forum meeting with a film of the student presentations. MR will arrange.</p> <p>We will introduce our new Project Manager to explain the plan, give Reports from policy groups, hopefully to include the Transport Group. RW will ask Mark Fransham if he is available to talk about his report for Headington based on the census statistics LG to ask Jude about Powerpoint facilities at St Andrew's School. Done. The agenda must be finalised asap.</p>	<p>MR</p> <p>RW</p> <p>LG MR</p>
9.	<p>AOB None</p>	
10.	<p>Date of next meeting and close</p> <p>LG will doodle-poll for monthly ISG meetings. Done</p>	<p>LG</p>