

Minutes of the Interim Steering Group Meeting of Headington Neighbourhood Forum held at

scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk on Tuesday 9 September 2014 at 7.30 pm

Email - HeadingtonPlan@gmail.com Web - http://headingtonplan.org.uk/ Facebook - HeadingtonPlan Twitter - @

Steering Group present:

Adam Symons AS (Project Manager), Mike Ratcliffe MR (Chair)

Patrick Coulter PC, Fiona Mckenzie FM, John Nealon JN, Christopher Taylor CT, Nicholas Rollin NR, Liz Grosvenor LG (Admin. Support)

Apologies: Veronica Hurst VH, Cllr Ruth Wilkinson RW, Ian Wilson IW

1.	Membership & apologies	Action
	s above.	
2.	Minutes of last meeting – 14 August – and matters arising from last meeting and not on agenda	
	We are expecting that the City Council will approve our designation as a Forum at their meeting this week.	
	We are setting up a working group to investigate the viability of having a Parish Council for Headington that we could recommend to the Forum in the future.	PC/LG
3.	Designation	
	 If we get designation this week we will have our AGM and Forum Meeting on 1 October at the Baptist Church Hall in Old High Street at 7.30pm. 	
	 The formal notice of the AGM is on our website, and we are seeking a speaker – hopefully the Head of Bus Services at the County. 	
	 In line with our Constitution we will elect officers to the official Steering Group and confirm the members who have already signed up to the Forum. 	
	The following have agreed to be nominated:	
	Mike Ratcliffe as Chair	
	Patrick Coulter as Vice Chair	
	Fiona Mckenzie as Treasurer	
	John Nealon as Communications Officer (website)	
	Liz Grosvenor as Secretary	MR
	These posts will be voted on at the meeting and MR will produce nomination forms.	
	At this stage, NR, VH and RW will be on the committee as members without portfolio.	
	CT is standing down from the Interim Committee and he was thanked for his work, particularly on the Constitution.	MR
	We will seek another Councillor to be on the Committee.	
	We will encourage the chairs of the Policy Working Groups to join the committee too.	

3.	Issues and Options Consultation Leaflet	
	The leaflet is now complete and the Freepost Registration has been received. The form is now with Royal Mail for their final approval.	
	 JM has mapped out the area for distribution to c.6,000 households and he has recruited 4 Residents' Associations to assist (Highfield, Gipsy Lane, Friends of Old Headington and St Annes's Road) CT will ask New Headington RA to assist. 	
	The online version is complete and ready for the launch.	
	 Headington Forward institutions are keen to assist and they will distribute via their intranets with a link to the online consultation. PC has the relevant email addresses for this. 	PC/JN
	 We plan for the official launch to the media of the consultation on 12 September with the distribution of the leaflet in mid-September. 	
	The Community Engagement Action Plan has been distributed and various personnel have been detailed to organise events to further this consultation.	
5.	Policy Working Groups	
	Business and Retail – FM & NR	
	Amenities & Green Spaces – PC	
	Education – MR	
	Housing – JN	
	Transport – Charles Young	
	Character & Identity – Richard Bradley	
	 The Groups are currently expanding on their 3 issues to put further information on the website. 	
	 The PWGs will need to work out a strategy for processing the incoming results from the consultation. 	
	All Groups are referred to the Action Plan to ensure that they are up to speed.	
6.	The project manager's report was distributed prior to the meeting.	
	It was deemed to be a good idea to convene a meeting with the <i>Headington Forward</i> institutions to keep them on board, particularly in view of some large projects they have in the pipeline, A meeting with Bob Price (leader City Council) will also be arranged	AS/MR
7.	Student engagement	
	We have been invited to work with Oxford Brookes students again, and will probably utilise them during our consultation phase.	
	MR will talk to this new cohort to bring them up-to-date with our progress.	MR
	We may link them in to our policy groups too.	
	MR, JN & PC are attending a seminar shortly on Community Engagement and the Neighbourhood Plan.	
8.	AOB	
	None. The meeting closed at 9.10pm.	
	The next meeting will be the AGM and Forum Meeting on 1 October at the Baptist	
	Church Hall, Old High Street at 7.30pm.	
	Apologies have been received from LG and CT.	
	The next Steering Group Meeting will be Tuesday October 14 at scottfraser.	