

HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Group Meeting held at Oxford Brookes University Room
BR1
on Wednesday 9 October 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, Mike Ratcliffe (Chair) MR,
Nicholas Rollin NR, Christopher Taylor CT, Cllr Ruth Wilkinson RW,
Liz Grosvenor LG (Admin. Support)

Apologies: none

1.	Welcome to new members and guests	Action
	The Interim Steering Group was advised that Tracy Panther has resigned from the Group owing to pressure of work.	
2.	Minutes of last meeting and matters arising	
	The Minutes were approved after clarification of the terminology used in the description of our group, and the removal at this stage of the term “committee”.	
3.	Area Map	
	<p>Meetings took place over the summer with the Head of Planning at the City Council, Michael Crofton-Briggs, to discuss the area map.</p> <p>Main points to emerge:</p> <ul style="list-style-type: none"> • Northway & The Lakes are <u>outside</u> the area • Crotch Crescent is <u>outside</u> the area • Polling districts will not restrict the roads that are included/excluded • Milham Ford School – on-going query, awaiting a response • William Street belongs to Marston and is in that ward • South Park is a city resource and is <u>not</u> included in our map • Warneford Meadow and the Hospital is subject to an on-going dialogue • The other side of Boundary Brook is now <u>included</u> • The whole of the Lye Valley SSI is now <u>included</u> • Churchill Hospital is <u>included</u> • The boundary currently goes along the middle of Old Road – this is subject to feedback from the residents concerned • The Stansfeld Centre is <u>excluded</u> • The boundary across Jack Straws Lane will be investigated further • Adjacent areas will be consulted on the plan but will not have a vote • Specific areas of Headington (eg Old Headington) who have Conservation Area status will form their own community plan under 	RW

	<p>the umbrella of the Headington Plan</p> <ul style="list-style-type: none"> An Application for Designation of the Headington Neighbourhood Area will be submitted in due course. The contact address for this formal document will be designated as that of the Chair. This will be submitted at some stage after the Forum Meeting (17 October 2013) 	
4.	<p>Constitution</p> <p>The Constitution has been amended in the light of discussions with Michael Morgan (MM), Legal Department at the City Council.</p> <p>Some points to emerge:</p> <ul style="list-style-type: none"> There is to be no distinction between full members and associate members – all members of the Forum are equal members Individuals can be members of the Forum but not Corporations Individuals working for a particular organisation will not represent that organisation The Forum members will need to declare where they work if they do not live in the area The amended Constitution will be updated and submitted to MM again for further checking 	
5.	<p>Development of Project Plan & Timeline</p> <p>Consultation with the Council will take about 6 weeks, and then the Plan has to go to the City Executive Board.</p> <p>The Forum will be the start of the process and a follow-on from the recent Saturday workshop where the strengths and weaknesses of Headington were discussed.</p> <p>There are some obvious issues:</p> <p>Transport – we already have a Headington Transport Group who are gaining evidence and consulting on local issues</p> <p>Housing – issues and opportunities need to be addressed and liaison with city housing and charities will be included. Councillors will be a useful conduit to bring in all the areas where there may be housing problems.</p> <ul style="list-style-type: none"> It may be useful to make contact with residents' groups and community associations for their help in identifying local issues and certainly when we get to the consultation stage. There may be some councillor money available for this. It was suggested that we could provide information packs for them to discuss issues, although it was appreciated that some groups in our area are formed to address one issue and do not act as a community group as such. It would be useful to plot the groups on a map to see if there is an under-represented area – (LG will see if this is possible) it is important that the Forum represents the demographic mix, and a line of communication needs to be established to include them. A link person from these groups would be a useful addition to the ultimate steering group. An analysis of the current Forum signees will be plotted on a map to check on the representation. An analysis of the ownership of retail outlets in Headington would be useful We will eventually need to set up a communication channel to the local press and the BBC, and a representative of the <i>Oxford Mail</i> will 	<p>RW</p> <p>ALL</p> <p>LG</p> <p>LG</p> <p>Students?</p>

	<p>be invited to the Forum meeting</p> <ul style="list-style-type: none"> • Another sub group will need to undertake marketing and advertising, and we will make contact with Nick Alnett of <i>Headington Monthly</i> to start the ball rolling by introducing the Plan, and then submitting subsequent information or requests • A dialogue with Oxford Brookes students has already taken place and they will be kept in the loop. Contact with Ruskin and Oxford University departments in Headington will also be made. • With the lack of a business association the problem of a connection will need to be addressed. <p>The Forum meeting therefore has a starting point by looking at:</p> <ul style="list-style-type: none"> • Transport • Shopping Centre • Environment (Includes already formed low carbon groups) • Housing • Education • Amenities <p>After the Forum we will go to the Press with our activities to keep the whole process in the public eye</p>	<p>PC</p> <p>MR</p>
6.	<p>Institutional links and employer liaison</p> <p>At a recent meeting of <i>Headington Forward</i> (a group representing large institutions in Headington) it was decided that the Neighbourhood Plan would feed information to them as required, and expect to receive intelligence from them to assist us.</p> <p>It was further decided that a person who works for an institution within the area can be a member of the Forum, but will not do so in a personal capacity. There will be no corporate representation.</p>	
7.	<p>Student Projects</p> <p>The Reader in Planning at Oxford Brookes has offered the services of her final year Planning Students who are working on a neighbourhood plan module. Whilst their timetable may not coincide with ours we may be able to make use of their research skills in a project that we want investigating eg. the viability of the shopping centre. Discussions on this are on-going.</p>	MR
8.	<p>Next Forum Meeting</p> <p>17 October in Room G538 (Gibbs Building) at Oxford Brookes from 7 – 9pm</p> <p>This will be used to confirm the area map, and the constitution, and then there will be a group exercise to discuss the points above in 5.</p>	
9.	<p>AOB – None</p>	
10.	<p>Date of next ISG Meeting</p> <p>11 December in Room BR1 from 7 – 9pm.</p>	

Liz Grosvenor 12 December 2013