



# Headington

neighbourhood  
plan

Minutes of the Interim Steering Group Meeting held at  
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk  
on Tuesday 11 June 2014 at 7.30 pm

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

**Adam Symonds AS (Project Manager)**, Patrick Coulter PC, Veronica Hurst VH, John Nealon JN,  
Christopher Taylor CT, **Mike Ratcliffe MR (Chair)**, Ian Wilson IW

Liz Grosvenor LG (Admin. Support)

**Apologies:** Fiona Mckenzie FM, Nicholas Rollin NR, Cllr Ruth Wilkinson RW

1.	<b>Membership &amp; apologies</b> As above	<b>Action</b>
2.	<b>Minutes of last meetings – 14 May ISG – and matters arising from last meeting and not on agenda</b> The Minutes were approved. These are now on the website.	
3.	<b>Application for Designation as a Neighbourhood Forum</b> <ul style="list-style-type: none"> <li>• The designation is currently out for consultation until the end of July, and a report will go before the CEB in September.</li> <li>• Despite non-designation in time for the next Forum meeting PWGs can start on the issues and options.</li> <li>• Headington is the only area in Oxford progressing towards a Plan – the others in Wolvercote and Summertown are concentrating on single-issues – and ours is therefore providing a learning curve for the City Council.</li> </ul>	
4.	<b>Project Plan</b> <ul style="list-style-type: none"> <li>• Even if we got a draft plan prepared for 1<sup>st</sup> January 2015, this would not be in time to go to referendum to coincide with the general Election in May 2015.</li> <li>• We will liaise with the City to work out a realistic timetable and get some key end-dates to work to.</li> <li>• We will not rush the processes in order to chase an unrealistic date, but we do not want to lose momentum.</li> <li>• We will probably aim to get a draft plan together by Christmas.</li> <li>• We need to provide a framework to garner responses from the community to gain an idea of their needs and issues so that we can adjust our thinking in the light of any unexpected issues.</li> </ul>	AS

<p><b>5.</b></p>	<p><b>Policy Groups</b></p> <p>We will develop another “outcome expected” template to ensure a consistent result across all the groups.</p> <p>We will email the chairs of PWGs to advise them of the need to liaise when undertaking fact-finding under needs and issues, and advise that JN has some census data that they may find useful.</p> <p>There are 6 Groups:</p> <ol style="list-style-type: none"> <li><b>1. Business and Retail – FM &amp; NR</b> They are questionnaire-building and provided a sample to the meeting. They have recruited Neil Holdstock and Jill Cummings.</li> <li><b>2. Amenities &amp; Green Spaces – PC</b> An inventory of facilities is being drawn up, and meetings with key groups (eg. churches, shops) will be organised to ascertain issues. So that other PWGs do not subsequently make contact with the same groups, any PWG making an approach will alert others to see if they wish questions to be asked on their behalf.</li> <li><b>3. Education – MR</b> The aim is to ascertain provision and attainment. MR is in contact with Windmill School, and liaising with Cllr. Roz Smith and parent governors. He has engaged with Ruskin, and is making contact with education facilities in the hospitals, but not with the language schools. Schools just outside our area will be contacted as there is the catchment area to consider.</li> <li><b>4. Housing – JN</b> There is a need to divide Headington into specific areas as the housing needs and availability vary. JN is currently analysing the census data for these areas which will determine the number of HMOs although it is understood that some are not registered. They will be talking to council officers, housing associations and RAs.</li> <li><b>5. Transport – Charles Young</b> The Oxfordshire Transport Strategy consultation is taking place over the summer – one of the areas, the eastern arc, includes Headington. The current focus of the group is the delivery of issues and options that have emerged from their numerous meetings to date. They are liaising with the housing group.</li> <li><b>6. Character &amp; Identity – Richard Bradley</b> Their first meeting will be taking place shortly. They have a Character Assessment toolkit and will be studying the work of LUC (Land Use Consultants) who engage in Environmental Planning, Design and Management.</li> </ol> <p>A recent workshop of Headington Forward elicited many issues and needs which are currently being written up. It will be sent to Roy Darke (Chair) who will forward it to the HF members. The results will be shared with the PWGs.</p> <p>The issue of the Old Road campus development was raised as it is such a large project. An overall master plan has been agreed, but with the unexpected receipt of government monies new facilities are being planned and built. There is no overall person overlooking the whole site development as there are some diverse buildings either belonging to the University or to the Hospital Trust. We need to make contact with someone to monitor the situation.</p>	<p>AS</p> <p>LG</p> <p>LG</p> <p>MR</p> <p>PWGs</p>
<p><b>6.</b></p>	<p><b>Funding</b></p> <p>We have received funding of c. £6,400 from DCLG which has to be spent by 31.12.14. The bid was made for design and print, display materials, hiring rooms, project management fees etc. In order to meet the deadline we can make adjustments to take account of the monies donated by Headington Action to fund the PM by diverting some of the DCLG to HA as reimbursement. FM and RB are looking at the rules laid down by DCLG in order to set up a bank account for HNP.</p>	

	Lloyds Bank has been approached for funding – a decision is awaited. English Heritage will be approached for character assessment funding. In future we must include logos of DCLG and HA on our publicity.	
7.	<p><b>Project Management Support</b></p> <p>A report was received from AS.</p> <p>We have got a speaker for our Forum meeting on 9 July – Rob Hetherington who is Economic Development Manager at the City, and he will talk on the City Deal.</p> <p>The poster for the meeting will be sent out to Forum Members, Interested Parties and CCoHRA (over 200 names) shortly, and to the central Headington Noticeboards.</p> <p>An agenda will be prepared for the meeting and will be sent out by email to the same recipients around 2 July. It will include a 2 minute presentation by each PWG chair to explain progress, and HA will provide refreshments,</p> <p>The RAs in our area will be sent the poster too.</p>	<p>LG</p> <p>MR/LG PWGs PC JN</p>
8.	<p><b>Community Engagement - RW</b></p> <ul style="list-style-type: none"> <li>• We need to provide a framework to garner responses from the community to gain an idea of their needs and issues so that we can adjust our thinking in the light of any unexpected issues.</li> <li>• The group is collating a timetable of events that may provide a platform for community engagement.</li> <li>• The FOOH are organising Open Gardens on 22 June and we will put our Banner in the Parish Hall for that event together with the leaflets that we used at the Festival.</li> <li>• NHRA are hosting a meet the neighbours event and they could have some leaflets too.</li> <li>• We will email the locals RAs to offer an active or passive presence at any of their events.</li> <li>• We will ask Sophie (a PM candidate) to see if she would be able to assist us.</li> <li>• Engagement cannot be quantified, but issues and options can.</li> <li>• A template to assist in demonstrating community engagement to reflect, for example, numbers of people at events, questions asked, time spent etc. will be worked up.</li> <li>• The conclusions from the census data extract will be produced for display at the Forum.</li> <li>• The email contacts from the “wishing tree” labels at the festival will be added to the interested parties website.</li> </ul>	<p>VH/JN</p> <p>CT/JN</p> <p>JN MR</p> <p>AS/RW</p> <p>JN</p> <p>MR/LG</p>
9.	<p><b>AOB</b></p> <p><b>The Tattenhall Neighbourhood Plan Challenge</b> summary had been distributed prior to the meeting. The challenge was made by house builders at the referendum stage of the plan on four grounds (including non-impartiality, lack of meaningful evidence, inadequate sustainability appraisal and general compliance) but demonstrated that a Local Plan can be contradicted on Development Control Policy but not on Strategic Policy as the Court found in favour of the Neighbourhood Plan. This is a ground-breaking ruling but may be subject to an appeal. We will monitor accordingly.</p> <p>A seminar with councillors to discuss our Sites and Housing Development Plan may be appropriate. It is in the Council’s interest to engage with us as they could be liable for an outcome that does not find in their favour.</p>	

	<b>The meeting ended at 9.15. Next meeting 2 July same venue, same time.</b>	

Liz Grosvenor 12 June 2014