

# HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Group Meeting held at Oxford Brookes University Room  
BR1  
on Wednesday 11 December 2013 at 7.00 pm

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

**Steering Group present:**

Jenny Burnell JB, Patrick Coulter PC, Fiona Mckenzie FM, Mike Ratcliffe (Chair) MR, Nicholas Rollin NR, Christopher Taylor CT, Cllr Ruth Wilkinson RW, Liz Grosvenor LG (Admin. Support)

**Apologies:** Veronica Hurst, John Nealon, Ian Wilson

1.	<b>Welcome to new members and guests</b>	<b>Action</b>
	The members present introduced themselves.	
2.	<p><b>Minutes of last meeting (9 October) and matters arising</b></p> <p>The Minutes were approved and no matters arising that are not on the agenda. <i>These are now on the website.</i></p> <p>There were no alterations or matters arising, not on the agenda, from the Forum meeting of 17 October, and these will be approved after the next Forum meeting,</p>	
3.	<p><b>Feedback from Forum &amp; Student Projects</b></p> <p>The Forum meeting was an exercise in brainstorming ideas under various headings in order to start formulating ideas to go into a planning policy or into a community development plan.</p> <p>Each policy area will need a dedicated group with a link person, either from the group to the ISG or from the ISG to the group. The policy areas identified at the Forum were:</p> <p><b>Shopping Centre</b></p> <p>We need to see what is already in the Local Plan, as anything we decide on cannot contravene this. We need to identify the existing businesses and find out what they want from Headington and what they can contribute. There will need to be liaison with the Transport Group.</p> <p><b>Identity</b></p> <p>We need to create an identifiable place that is Headington and have a design that will co-ordinate everything that makes up a specific area. This can include compatible colour schemes, street furniture, etc. but also road signs "Welcome to Headington"</p> <p><b>Transport</b></p> <p>The existing Headington Transport Group is ready to liaise with us and PC will be the link person.</p> <p><b>Environment</b></p> <p>The existing Low Carbon Headington is ready to liaise with us.</p>	

	<p><b>Education – see 4.</b></p> <p><b>Jobs &amp; Development – see 4.</b></p> <p><b>Housing</b></p> <p>This will be a very big issue to address. It will have implications for the large institutions in terms of accommodation for its workers.</p> <p><b>Amenities – see 4.</b></p> <p><b>Communication – see 4.</b></p> <ul style="list-style-type: none"> <li>• It is recognised that some of these projects will overlap, and that Communication and Community engagement will underpin them all.</li> <li>• There are likely to be some conflicts and overlaps between the policy groups.</li> <li>• Each policy will be need to be scrutinised in terms of wording and intent to ensure that it will pass the examination by the Council in due course</li> <li>• Rachel Williams, our Planning Policy Support officer, will be consulted at all stages, and RW advised that Adrian Roche in the same department will be called upon too.</li> <li>• All policies must be submitted to the whole Forum and examined there before being submitted to the Council as a draft policy.</li> </ul> <p><b>Student Projects</b></p> <p>Students from the Planning department at Brookes have attended a walkabout in central Headington with us, and subsequently given us a presentation of their ideas.</p> <p>Some of the ideas they came up with included:</p> <p>Shared space concepts</p> <p>Loyalty cards</p> <p>Café culture</p> <p>Unique shops</p> <p>Late night shopping</p> <p>Creation of a central focal point</p> <p>Coordinated shop façades</p> <p>Use of local artists</p> <p>They came up with the idea of using an existing empty shop in central Headington to act as a pop-up information gathering centre, and JN (email dated 5/12) has agreed to help them with procuring one. At the meeting JB also offered to help set this up.</p>	<p>RW</p> <p>JN JB</p>
<p>4.</p>	<p><b>Policy Groups and Action Groups</b></p> <ul style="list-style-type: none"> <li>• <b>Guidelines</b> will need to be given to each Policy Group and MR will create a template for guidance which will include terms of reference in terms of scope, drafting and communication.</li> <li>• Each <b>Policy Group</b> will link with the <b>Action Groups</b> which will support the necessary market research and provide the Evidence Base from various respondents and communications.</li> <li>• We will send links to other Neighbourhood Plans to all the Policy Groups which may obviate re-inventing the wheel. <i>RW has already made a start on this. One such is Littlehampton's section on Infrastructure investment priorities and is quite a good one to look at</i></li> </ul>	<p>MR</p>

	<p>as a comparator</p> <p><a href="http://www.littlehampton-tc.gov.uk/main.cfm?type=NEIGHBOURHOODPLANA&amp;objectid=2948">http://www.littlehampton-tc.gov.uk/main.cfm?type=NEIGHBOURHOODPLANA&amp;objectid=2948</a></p> <ul style="list-style-type: none"> <li>• Oxford University have a reliable <b>statistics department</b> that we may be able to make use of.</li> <li>• MR will liaise with JN to set up the <b>Communication Group</b>, as one Action Group, and will ask Stephanie Jenkins and Tony Turton for assistance.</li> <li>• We will need to make use of social media like Twitter to keep the public aware. Twitter is picked up by the <i>Oxford Mail</i>, the Headington Forum, and the Headington website. We therefore need someone to keep feeding these tweets to keep the thing alive. <i>Headington Monthly</i> will run an article for us – at a cost. The <i>Oxford Mail</i> would likewise run something for us if we write it. Residents' Association Newsletters, parish magazines, community noticeboards and the library are other means of communication.</li> <li>• <b>Community Engagement</b>, the second Action Group, will be run by RW &amp; JB</li> <li>• We will contact the Forum to ask for volunteers for each of the Policy Groups and include the template mentioned above.</li> <li>• <b>Our objective is to make Headington a better place to live, work, study and play.</b></li> <li>• <b>Shopping Centre</b> – NR will start the ball rolling on this project. We need to ascertain how to make it more vibrant, and how to promote independent shops.</li> <li>• <b>Jobs &amp; Development</b> – FM will lead on this</li> <li>• <b>Education</b> – MR will lead on this</li> <li>• <b>Housing</b> – JB will contribute to this but we need a leader. This will look at the pattern of housing stock, styles, and if sites become available what would we want to put there.</li> <li>• <b>Amenities</b> – PC will contribute to this but we need a leader</li> <li>•</li> </ul>	<p>MR/JN</p> <p>RW/JB</p> <p>LG</p> <p>NR</p> <p>FM MR</p>
5.	<p><b>Development of Project Plan &amp; Timeline</b></p> <p>We need some professional help in the form of Project Management Support. MR will source this.</p> <p>MR will also ascertain the deadlines required for the plan so that we can work the timetables back to the present</p>	<p>MR</p> <p>MR</p>
6.	<p><b>Communications and website development</b></p> <p>In the absence of JN this was deferred, but the meeting voted on the options for a new logo and there is an ongoing dialogue with JN on this.</p>	<p>ALL</p>
7.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• FM advised that these people may be able to help us. They are Responsible Oxfordshire Business Involvement Network <a href="http://www.linkedin.com/groups/Responsible-Oxfordshire-Business-Involvement-Network-1870191/about">http://www.linkedin.com/groups/Responsible-Oxfordshire-Business-Involvement-Network-1870191/about</a></li> </ul>	

	<p>They have a website  <a href="http://www.robinxford.org.uk/#!">http://www.robinxford.org.uk/#!</a></p> <ul style="list-style-type: none"> <li>• The map needs to be submitted as a matter of urgency – we have subsequently received an email from Rachel Williams saying:  <i>We'll need to take a report on the application to a meeting of the City Executive Board and so would like to start to make plans for that if it's likely to be soon. There is a CEB meeting every month, but there is an approvals process that needs to be followed and this generally takes just over a month, so I think we're probably looking at the March meeting at the earliest.</i></li> <li>• <i>RW has subsequently advised that she will contact Mark Fransham at the Town Hall to ask him what data is available on the area that will help the policy groups.</i></li> <li>• <i>RW has found a nice website page which has clear objectives and could be forwarded to the Policy Groups</i>  <a href="http://broughtonastley.leicestershireparishcouncils.org/what-will-the-plan-look-at.html">http://broughtonastley.leicestershireparishcouncils.org/what-will-the-plan-look-at.html</a></li> </ul>	
8.	<p><b>Date of next ISG Meeting</b>  <b>Wednesday 26 February 2014 from 7 – 9pm. Room tba.</b></p>	

Liz Grosvenor 4 March 2014