



Headington neighbourhood plan

DRAFT Minutes of the Interim Steering Group Meeting held at
scottfraser Boardroom, 10 Lime Tree Mews, 2 Lime Walk
on Tuesday 14 May 2014 at 7.30 pm

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

Steering Group present:

Adam Symonds AS (Project Manager), Patrick Coulter PC, Veronica Hurst VH, Fiona Mckenzie FM, John Nealon JN, Nicholas Rollin NR, Christopher Taylor CT, **Mike Ratcliffe MR (Chair)**,
Liz Grosvenor LG (Admin. Support)

Apologies: Cllr Ruth Wilkinson RW, Ian Wilson IW

1.	Membership All members introduced to AS	Action
2.	Minutes of last meetings - 8 April ISG & 29 April Forum The Minutes were approved. In this instance, before the Forum is designated we will take the Forum Minutes as confirmed. These are now on the website.	
3.	Matters Arising from last meeting and not on Agenda <ul style="list-style-type: none"> • The <i>Headington Forward</i> workshop details will be chased up with Roy Darke who was hoping to organise it at Ruskin in June. • The role of Treasurer – see AOB 	MR
4.	Designation The area was designated on 23 April, and the Forum designation will be considered by the CEB on 3 July. The next Forum Meeting and AGM has been booked at Headington Baptist Church Hall, 78 Old High Street, on 9 July 7.30 – 9.30. At this meeting we will expect to: <ul style="list-style-type: none"> • Elect a formal Steering Group – nominations must be considered before then • CT will be standing down from the ISG • After the elections we will try to recruit another councillor to relieve the pressure on RW • We need to do a skills audit to see where the gaps in expertise in various areas are • We will ask Sue Brownill (Brookes) if she would be willing to join us – if not, to recommend someone else • Charles Wood (economist) was suggested • We need a marketing person • <i>Headington Action</i> is willing to bring together interested parties for <i>ad hoc</i> meetings/discussions on specific issues, in the interests of community engagement • An applicant for the Project Manager’s post will be approached too • RW is putting together an action plan for community engagement 	ALL MR MR MR

	<ul style="list-style-type: none"> • The database of Forum Signees will be interrogated for interests/expertise stated, to find more volunteers • We need to be clear about the role and the time required to fulfil these posts • We need to advertise for people willing to do leaflet drops and be stall holders • Once the Forum is designated we will need more of a commitment from the signees than just attending meetings 	
5.	<p>Organisational Chart</p> <p>AS expanded on the charts he had produced for the meeting which explained the structure and the process for the HNP. He stressed that the process was the most important element and the Plan follows on from that.</p> <p>The Forum (in blue on the chart) makes the core decisions and integrates with the other stakeholders.</p>	
6.	<p>Project Manager Report</p> <p>AS will prepare a report for each meeting of the ISG. This report (distributed with papers for this meeting) highlighted a number of areas which he has considered in order to progress the plan. These have been Familiarisation, Project Planning, Community Engagement Strategy, and Organisational Development.</p> <p>Items of Importance to Note:</p> <ol style="list-style-type: none"> 1. It is important to note that the process for developing the Plan, and the community engagement, is more important (legally) than the content of the Plan. 2. That the suggested timescales over which the Plan is to be developed leaves little room for slippage in the project management programme, and if there is slippage, consideration will need to take place as to an altered referendum date. 3. We are due to meet with Oxford City Council officers in May (22 May), and there is a possibility that our timetable may not match their capacity to deliver. If so, consideration will need to be given to altering the project plan and ultimately the referendum date. <ul style="list-style-type: none"> • On the latter point questions were raised as to whether the Plan could be produced in time for the May 2015 elections (which is a date that would be easier for the City to administer than one at any time later). We are in the hands of the City Council as to whether they can fulfil their obligations within this timescale. We do not want to rush an ill thought-out or incomplete Plan in order to meet an unachievable deadline. The Project Plan has a number of deadlines built in to it so that we can see as we go along if these are not being hit. <p>The aim in the first instance is to get the Issues and Options from each Policy Group sorted out by mid-July. This is <u>visions</u> not policies. These Issues and Options lead to a statutory 6 week consultation which in turn will lead to a draft plan by November. Community projects will be part of the draft plan.</p> <p>A template for the Issues and Options stage will be prepared for distribution to the Policy Groups.</p> <p>The question being raised is, is 6 months (May to November) long enough to achieve this?</p> <p>Whilst we have reservations on the timetable we do need targets and we will try to achieve them. If we did not have the referendum at the Election date it is possible that the community could be more engaged by having a single focus.</p> <p>Importantly, we need time for the process.</p>	AS
7.	<p>Terms of reference</p> <p>The paper was distributed in advance of this meeting.</p> <p>Points 1 – 3, Reviewing the Policy, Building a Rich Picture, and Identifying the Needs and Issues, all lead in to the Issues and Options noted above.</p> <p>Points 4 – 7, starting with drawing up policies and projects, leads on to the preparation of the final report.</p>	

	<p>The ISG will be consulted at all stages and before any policy is sent out in our name. The Forum, as a whole is responsible for the policies, but the ISG will filter along the way. This is the reasoning why members of the Steering Group are part of each Policy Working Group.</p> <p>Outputs from the groups will be fed through the Interim Steering Group (ISG) to ensure consistency between groups, and overall deliverability. (Terms of reference)</p>	
8.	<p>Policy Group Reports Jobs, Development, Retail & Business. Participants so far: FM, NR and Charles Young. PC will ask Neil Holdstock if he would like to join. David Blythman will be asked too.</p> <p>Character & Identity A meeting of the conservation areas will be useful here in order to address the identity issues. Some areas may need specific policies for their unique area. These will be permissible as long as they do not contravene the Local Plan. Headington Hill has shown an interest in becoming more involved. We are a diverse area, and include one council area at Town Furze.</p> <p>Education This centres on school provision. Institutions (Brookes and Oxford University) will come under the auspices of <i>Headington Forward</i>, but their involvement will be picked up by other Policy Groups (eg. Housing)</p> <p>Councillor Colin Cook (development) has shown an interest in becoming involved. At the meeting on 22 May we will identify other officers who may be of interest to us.</p> <p>As is meeting with LCH on 23 June to talk to them about the process, and to explain the structure of HNP and the Terms of Reference. We do expect them to provide a valuable sounding board on all environmental issues across all the Policy Groups.</p>	<p>PC NR</p> <p>MR/AS</p>
9.	<p>Vision Statement The current statement will be reviewed throughout the process and may change in the light of events before we get to the final plan.</p>	
10.	<p>Community Engagement This is a formal requirement in the process from Forum to Community. The structure for this will need to be agreed at the Forum Meeting and placed on the website. Openness and transparency are key features as is engagement with as many people as possible. Not all stakeholders or freeholders will engage, but even non-voting residents will be consulted.</p> <p>Headington Festival 1 June We plan to have a stall and an A5 leaflet is being produced to hand out. Last year's hand-outs will be sent to AS Display boards will be sourced We will consider post-it notes for comments on the HNP, and using Mark Fransman's census extract of Headington statistics to put on the boards We might set up a competition based on guessing population or something to grab attention.</p>	<p>AS VH AS</p>
11.	<p>AOB FM sought clarification of her role as Treasurer. It was decided that after designation we would be able to set up a bank account, but in the meantime all transactions to go</p>	

	through Richard Bradley who is holding some funds, but all expenditure to be advised to FM.	
12.	The meeting ended at 9.30. Next meeting 11 June same venue, same time.	

Liz Grosvenor 15 May 2014