

HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Committee Meeting held at Oxford Brookes University
Room G216A
on Tuesday 18 June at 7.00 pm

email - HeadingtonPlan@gmail.com Twitter - @HeadingtonPlan
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Steering Committee present:

Patrick Coulter PC, Fiona Mckenzie FM, John Nealon JN, Tracy Panther TP, Christopher Taylor CT, Cllr Ruth Wilkinson RW, Ian Wilson IW
Liz Grosvenor LG (Admin. Support)

Guest: Richard Bradley RB

Guest Speaker: Anton Nath (Community Development Officer ORCC)

Apologies:

Veronica Hurst, Mike Ratcliffe, Zoë Trill

1.	Welcome to new members and guests	Action
	<p>Tracy was welcomed to the Interim Steering Group ISG – amongst other things she has experience in market research and statistics and works in the Business Studies department at Brookes.</p> <p>Richard was invited as he has extensive experience of Neighbourhood plans having liaised on behalf of <i>Oxford Civic Society</i> with local groups preparing plans at the moment.</p>	
2.	<p>Speaker Anton Nath Community Development Worker for Oxfordshire Rural Community Council</p> <p>We have the services of Anton for 3 meetings – this is the 2nd.</p> <p>Anton brought along a series of pictures to illustrate the elements of preparing a Plan, explaining that ORCC is a charity that “brings together people who care about local community life” focussing on “helping people to help themselves”.</p> <p>This is a summary of certain aspects that we may not have come across so far but is also a clear picture of what we need to do.</p> <p>What is a Neighbourhood Plan?</p> <ul style="list-style-type: none"> • An opportunity to create our vision of how our built environment should develop over the next 15+ years • Neighbourhood Planning is just one of the 4 community rights brought in by the Localism Act see http://communityrights.communities.gov.uk <ol style="list-style-type: none"> a) Community Right to Build b) Community Right to Challenge c) Community Right to Bid <p>What is a Neighbourhood Plan for?</p> <ul style="list-style-type: none"> • To develop a shared vision for our neighbourhood 	

- Choose where new homes, shops, offices and other development should be built and strengthening access routes. This can include bringing vacant or derelict housing back into use. It might include development of leisure and entertainment facilities, youth centres and public halls.
- Identify and protect important local green spaces, buildings and historic assets, and promote renewable energy projects.
- Influence what new buildings should look like

What is a Neighbourhood Development Order?

- Can be used as an alternative and/or an addition to deliver a specific community development objective more quickly – suitable for a single issue without the need to submit a planning application.

What does a NP look like?

- It is just a collection of planning policies which must conform to the Local Plan
- It will have a statutory status and form part of the council’s Local Development Plan LDP
- It must be prepared by following a formal process
- **It cannot** conflict with strategic policies in the Local Plan, be used to prevent development included in the Local Plan, or be prepared by a body other than a neighbourhood forum

The Council’s role

- Assistance and advice
- Provides information and evidence to help inform the NP
- Checks the NP has been prepared correctly
- Arranges an “examination” – paid for by the City Council
- Organises a local referendum – paid for by the City Council
- Adopts the NP as part of the LDP if the referendum supports it

The 8 step NP process:

1. Look at national policy and the Local Plan, develop the neighbourhood forum, define the area, prepare a programme/timeline to include tasks, resources etc. and get advice from the planning department
2. Identify the issues – strengths, weaknesses, opportunities and threats in the area – engage the neighbourhood for their views. Consult the Sustainable Community Strategy for the area from the council
3. Develop a vision and objectives – to be long-term 15 to 20 years or the period covered by the LP. Set out a broad picture not in minute detail.
4. Generate options – alternative ways of achieving our vision and objectives
5. Draft the Neighbourhood Plan – in writing
6. Consultation and submission
7. Independent examination
8. Referendum and adoption – over 50% of the turnout

The Sustainability Appraisal – we write our own appraisal – there is a tool kit available to help with this

This must give equal weight to:

	<p>Social Community – social inclusion Economy – jobs and prosperity Environment – natural and built environment</p> <p>Some points raised in answer to various queries put to Anton</p> <ul style="list-style-type: none"> • The cost of producing a plan depends on how much work we do. Thame had a budget of £100K (pop. 11K), Woodcote had a budget of £9K (pop 2715). Headington has a population of c.18K. Planning consultants cost £500 per day (Thame used consultants). There are DIY support packages available from £1,570 • The County Council will need to be involved because they administer the CPZs, roads etc. Statutory consultees include the Police, English heritage and Environment Agency • Consider creative community engagement to include Brookes and Hospitals – targeting the population is key. • Eligible voters are those registered to vote in our area • The City Council will ultimately set the consultation area – hence it being based on polling areas to make it easier for the referendum • The NP can incorporate a community plan • The city will determine if we have to adhere to the LP or the Strategic Plan • There needs to be an ongoing working partnership with the city but we set the agenda • The Strategic Plan for Oxford only mentions Headington in relation to its retail centre • Grants of up to £7K are available, plus up to £8.5K direct support to write the policies towards the end of the process. These are available from Locality. Grants may be obtained from other sources. • The city gets £30K from the government for any NP being prepared. Some Councils pass a large proportion of this to the NF, Oxford City Council does not • CIL money goes to the City Council. They are supposed to consult a NF about what it is spent on. • It might be advantageous to designate Headington as a Parish Council – this could be pursued in parallel to the NP being prepared 	
3.	<p>Next Steps</p> <ul style="list-style-type: none"> • Constitution – team VH, CT, IW RB and PC will contact the Constitution team with suggested amendments and will meet up to finalise the document. RB has offered to submit a draft to Jeremy Thomas (head of Legal Department at the City) for his input. It will be circulated to ISG in due course. • Map – team - as Mark has resigned JN kindly agreed to help RW with the map There are various issues to be addressed partly as a result of consultation at Headington Festival, but also with consultation with the council: <ol style="list-style-type: none"> 1. Risinghurst cannot be in the area but they could be consultees 2. Spring Lane residents are in the Parish of Risinghurst but they need to be consulted 	<p>RB/PC VH/CT/IW</p> <p>RW/JN</p>

	<p>3. Marston - the whole of polling district XC must be included – the City Council suggested that Crotch Crescent ought to be included for referendum/polling district reasons, members agreed to this as a gesture of goodwill</p> <p>4. The whole of Boundary Brook can be included</p> <p>5. The southern boundary of Old Road should be included as it is part of polling district UA</p> <p>6. The council will send us a map of the polling districts we need to include to check we have them all on the map</p> <p>7. We need to talk to Risinghurst/Sandhills Parish Council, and Wood farm to see if they want to be part of the consultation</p> <p>8. We need to check out the inclusion of South Parks</p> <p>9. We need to contact the County for consultation</p> <p>10. We must keep Michael Crofton-Briggs updated</p> <p>11. Timescale for this and the constitution will be September</p> <p>12. Once the map is determined we will be able to get stats from the council as to the make-up of the area</p> <ul style="list-style-type: none"> • Forum membership and related paperwork To be included in timeline for September is determining the Forum membership. We will contact all forum members by email with a questionnaire of their profiles/interests and ask them to officially sign up. RB will check what Wolvercote did. Those who do not want this commitment will need to be designated as Friends of the Forum. We need street reps for local engagement, Neighbourhood Watch reps, and students at Brookes. Reps from Headington Forward - Hospitals, OUNH Trust, Brookes, Ruskin, Headington School, Business Community, Headington Action, Res. Associations, Councillors. A representative from the SG will attend the next meeting of HF to discuss (Date to be confirmed by HF) • Timeline Work towards 2015 General Election. We will ask MR to help with timeline RB will send a timeline template to TP to create our own We need to include engagement with the community and produce a communication strategy • Communications Group This will be JN (website), LG (Minutes and emails), TP (Questionnaires & Statistics) We will also need a coordinator of street reps etc for local consultations 	<p>TP/LG</p> <p>RB/ALL</p> <p>PC</p> <p>TP/MR RB/TP</p>
<p>4.</p>	<p>Minutes of last meeting</p> <p>These were agreed and will go on the website as confirmed.</p> <ul style="list-style-type: none"> • What have we learned from the Headington Festival? We were disappointed by the lack of questionnaires subsequently (not) sent to the Community centre, but we did recruit more members to the Forum and experienced pleasing engagement with the community at our stall over the whole 4 hours. We now have: 13 ISG members 79 on the Forum (including ISG members) 	<p>JN</p>

	89 interested parties who came to the open meetings	
5.	<p>Backup of website and databases</p> <p>It was agreed that IW would hold the back-up for the website CT will hold the back-up of the 2 databases – the Forum signees and the interested parties.</p>	JN/IW LG/CT
6.	<p>Election of Chair</p> <p>It was agreed that we would ask MR to chair the next meeting of the ISG – date a place to be arranged</p>	LG/MR
7.	<p>AOB</p> <p>1. Brookes</p> <p>If we need help from Brookes students for doing work projects we need to be quick as the curriculum is being sorted now. There is no mileage in asking planning academics to help as this would need to be a commercial package.</p> <p>Perhaps we can consider work experience for undergrads/postgrads, a placement or internship, but we may not know at this stage what we want them to do, and there would be an issue of client supervision.</p> <p>Any ideas to be sent to RB.</p> <p>TP will contact Georgia Butina-Watson at Brookes for advice. RB has already asked Sue Brownill</p> <p>2. Friends of Old Headington</p> <p>VH offered to put up the Headington Festival banner together with some leftover leaflets at the Parish hall for Open Gardens on Sunday 23 June. Unfortunately, no one on the ISG is available on Sunday to help.</p>	TP/RB
8.	<p>Next Meeting</p> <p>Date, venue and chairman to be arranged.</p> <p>Meeting ended at 9.15</p>	LG