

HEADINGTON NEIGHBOURHOOD PLAN STEERING COMMITTEE

Confirmed Minutes of the Steering Committee Meeting held at Oxford Brookes University
Room BG01
on Wednesday 24 April at 7.00 pm

Steering Committee present:

Veronica Hurst, Cllr Mark Lygo, John Nealon, Christopher Taylor, Cllr Ruth Wilkinson, Ian Wilson

Liz Grosvenor (Admin. Support)

Apologies:

Stuart Cooper, Zoë Trill

1.	Election of Chair	Action
	There being no nominations it was agreed that we would continue with a rotating Chair and IW took the chair for this meeting	
2.	<p>Constitution</p> <p>A draft Constitution has been produced by VH, CT and IW, based on the one produced by Exeter St James, amended slightly at this meeting, and can be seen at Appendix I.</p> <p>The agreed Constitution will be sent out to Headington Action, all Residents' Associations and go on the website.</p> <p>It can be extracted from the appendix of these minutes duly changed for the website</p>	<p>LG</p> <p>JL</p>
3.	<p>Map of the Area</p> <p>RW and ML have done a lot of research to produce various maps for consideration.</p> <p>RW distributed a comprehensive paper on producing an area map - see Appendix II. It includes many considerations such as no overlapping with neighbouring areas, steering clear of regeneration areas, consideration of polling station areas</p> <p>The population figures for Headington are 17-18,000 and the working population is 18,500 some of which may be resident i.e. these figures cannot be added together.</p> <p>Some questions that need to be considered are:</p> <ul style="list-style-type: none"> • Is the area too big? • Should one option be to produce a Neighbourhood Plan addressing land-based issues for the whole of Headington, and alongside this, create separate community plans for parts of Headington that have very local issues? 	

	<ul style="list-style-type: none"> The map needs to be tweaked and redrawn in the light of areas such as the Stansfield Study Centre and the Barton area which are the subject of other plans and need to be excluded. We need to engage with the Forum on the map and with local employers. It will be on the Headington Festival stall for consultation. The map needs to go on the website as this is the easiest way to review it. OCVA are available to help with community engagement on all aspects of developing the plan. Richard Bradley will be asked to monitor other area plans and liaise with us as this is one of his roles within <i>Oxford Civic Society</i> 	<p>RW/ML</p> <p>LG</p>
<p>4.</p>	<p>Communication</p> <p>JN has kindly agreed to front up the Communication portfolio.</p> <ul style="list-style-type: none"> Following his research with ML on Neighbourhood Plan websites in Paignton, Bermondsey, Highgate and Wolvercote, the Paignton model was deemed the best and he showed us a draft mock-up of what ours could be like based on this. The Content Management System is WordPress which is very user-friendly and is based on a blog base with an integrated comments facility. It is easy to add pictures and maps. JN will contact Peter West for his portfolio of Headington pictures which he took for the promotion of the first Forum Meeting. Any comment on the blog will be alerted to authorised users for vetting. He is investigating website hosting which needs to be independent of any one person's server – the costs of this and a domain name are minimal c. £36 pa. Headington Action have already pledged £200 as start-up funds for us and they are paying for our stall at the Festival. <p><i>Subsequent note from JN - The hosting space has cost £57.48 for the first year with a free domain name thrown in but next year we will have to pay a few pounds for the name.</i></p> <ul style="list-style-type: none"> We need to consider the tabs that need to be set up on the website that are suitable for Headington. <p>He has also set up the following: email - HeadingtonPlan@gmail.com Blog – HeadingtonPlan.Blogspot.co.uk Twitter - @HeadingtonPlan Facebook – Facebook.com/HeadingtonPlan</p> <p>And it is envisaged that any message we put on the website will be automatically tweeted.</p>	<p>JL</p> <p>JL</p> <p>ALL</p>
<p>5.</p>	<p>Logo</p> <p>All members are invited to submit a logo for the NP.</p> <p>IW has produced some images which would be very good for subsequent reports.</p> <p>Some local artists will be invited to help.</p> <p>Lesley Williams has been asked to help promote a children's competition through the schools</p>	<p>ALL</p>

	Maybe ask <i>scottfraser</i> to have a box in their office to take logo designs	
6.	<p>Feedback from NP Workshop held at Brookes on 17 April</p> <p>IW attended this workshop – here are a few highlights:</p> <ul style="list-style-type: none"> • 334 NHPs have already been completed over the country • It is important to keep everyone up-to-date via the website • Overcome Council/Neighbourhood Planning differences by negotiation • Recognise the need for publicity, leafleting and door knocking • Appreciate that residents groups, local groups, councillors will have different agendas – BEWARE VESTED INTERESTS • Be aware that <i>Big Local</i> is a source for funds • <i>Communities & Local Government</i> have funds for up to £7k for NPs • This website www.locality.org.uk has good advice • DOCUMENTATION IS IMPORTANT – LOG ALL EVENTS • Identify an entry point into developing a plan eg. Development, traffic etc • Develop a construction code for considerate building disruption • Woodcote had a steering group of 15 to represent a residency of c. 7000 • Every member of a Forum needs to declare their interests • Each NHP will be assigned a Liaison Officer from the Council who will attend meetings, advise on policy etc • The CIL (Community Infrastructure Levy) is a min. of £100 per dwelling without a NHP; and a maximum of 20% of the “pot” with a NHP • Developing a Neighbourhood Plan will take more time than you think 	
7.	<p>Headington Festival Working Group</p> <p>This is urgent – we need to consider display boards, paper, pens, posters, gazebo – ML advises that these should be available through the Council. Meeting to be arranged possibly at the Town Hall with key officers present. All asked to contribute list of things to do for organising the stall.</p>	RW/ML ALL
8.	<p>AOB</p> <p>There was a discussion on the overlap with Headington Action and other associations. The Headington Transport Group will be asked if their minutes can go on our website, and how they see an integration with the Steering Committee working or the Forum.</p> <p><i>Headington Action have been contacted for their comments</i></p> <p>Further reading - reference was made to this website http://headingtonheritage.org/ - this is run by Mark Pitt.</p>	LG
9.	<p>Next Meeting</p> <p>This will be held on Wednesday 7 May at 7pm – venue tba</p> <p>Chaired by Christopher Taylor</p> <p>Apologies for absence – Liz Grosvenor</p> <p>We will aim to arrange a meeting for the whole Forum on 21 May</p>	RW RW

Appendices I & II below

Appendix I

See Draft Constitution.

Appendix II

Spatial planning Sub-Group: notes from meetings of Ruth Wilkinson and Mark Lygo with Planning Officers at the City Council 5/4/13

A significant proportion of Community Infrastructure Levy comes back to the neighbourhood forum area if it has a neighbourhood plan and constitution

Churchill and Ivy Lane and Brookes sites are the most critical in terms of development in the Headington area

Some concern raised by an officer that the potential neighbourhood makes sense but would end up one of the biggest in the country!

Need to contact Exeter St James as officer agreed it looks a useful comparator

Communities and Neighbourhoods Manager is hopeful of support from OCVA re community engagement. One of her officers has sent maps of existing regeneration areas today

Information on funding sources has been received but further research is needed

Sarah Harrison is the lead officer for liaison with Neighbourhood Forums

Criteria used for map (steer from Forum)

- the area must include University sites in the Headington area to maximise planning gain
- the area must include hospital sites in the Headington area to maximise planning gain
- the area must include open and green spaces in the Headington area to maximise community benefit
- the area should have boundaries that make sense to people
- postcode OX3 area is not possible as it is too extensive

Additional criteria required by Oxford City Council

- the area must not overlap with any Regen or parish council areas
- the area should fit with Super Output Areas or Output Areas so that accurate statistical data on the neighbourhood can be derived
- the area needs to be matched against polling stations for best fit

A copy of the proposed map was presented for discussion. It is not reproduced in these notes as it required further adjustment (part of south-east boundary has been found to be in Risinghurst and Sandhills Parish Council area)

Latest population figures as follows:

Best fit OA area: 18,150 usual residents, of whom 2,560 live in communal establishments.

Best fit LSOA area: 17,300 usual residents, of whom 2,520 live in communal establishments.

Both these figures are from the 2011 Census. Currently there is **no other way of estimating the population for the draft area** drawn on the map. Later this year ONS will publish population estimates by unit postcode, which would enable a way of estimating the population in an even more fine-grained way.

In 2011 there were estimated to be 18,530 employees working within the best fit LSOA boundary. This is the only estimate we have - there are no available figures at OA level. This derives from the 2011 Business Register and Employment Survey run by ONS.

So, looking at the map:

Best fit OA area - 18,150 (R) + 18,530 (E) = 36,680* (But how many both live **AND** work within the area?)

Best fit LSOA area - 17,300 (R) + 18,530 (E) = 35,830* (But how many both live **AND** work within the area?)

* bearing in mind we need to de-duplicate any roads in the regen and parish council areas

Suggested course of action (in no particular order)

- Ensure that suggested map does not duplicate Sandhills and Risinghurst Parish Council area (get boundary info) or OA16 covering Barton West (which will come under Barton regen area)
- Chase funding sources (separate body of work?)
- Ask for broad stats on provisional area e.g. age range, population trends, percentage that are transient, just to get us thinking – this may inform our comms strategy
- Link up with Exeter St James and other NF SGs (separate body of work – Liaison Officer?)
- Make sure we have copies of what has been sent to HA by Oxford City Council
- Investigate how much help we can get from OCVA under the City's contract Decide how big an area is feasible – investigate optimal size for workable NF area. OCC guidance says it should be at least the size of one Council ward, and it wants the make-up of the NF to involve residents, businesses and employers in the area, how large have others been and is 5,000 pop (quote from planning policy officer) a reasonable rule of thumb? If so, we need a drastic re-think!
- We shall probably need to discuss size of area with Head of City Development, he will have a view. The bigger the area, the harder it is going to be to show that we are consulting fairly and effectively
- Ask major employers questions like
 - how many employees live within the area?
 - how do they engage with their employees and can we use those comms vehicles? (via Headington Forward?)
- Put draft on website for comment
- 2/6 Display maps at H Festival for public comment (also identify neighbourhood issues or SWOT to indicate which working groups need to be set up by the Neighbourhood Forum)
- Incorporate ideas into constitution
- Sort out the 21 names and send the Council registration as a neighbourhood forum with map and constitution.
Need to be representative