

HEADINGTON NEIGHBOURHOOD PLAN INTERIM STEERING GROUP

Minutes of the Interim Steering Group Meeting held at Oxford Brookes University Room
BR1
on Wednesday 26 February 2014 at 7.00 pm

Email - HeadingtonPlan@gmail.com Web - <http://headingtonplan.org.uk/>
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Steering Group present:



Patrick Coulter PC, Fiona Mckenzie FM, John Nealon JN, Mike Ratcliffe (Chair) MR, Nicholas Rollin NR,
Christopher Taylor CT, Cllr Ruth Wilkinson RW, Ian Wilson IW
Liz Grosvenor LG (Admin. Support)

Apologies: Veronica Hurst

1.	Membership	Action
	Jeni Burnell JB was not present at the meeting. Nicholas Fell has resigned from the ISG.	
2.	Minutes of last meeting (11 December) and matters arising The Minutes were approved and no matters arising that are not on the agenda. <i>These are now on the website.</i> 3. The students did not go ahead with the idea of the pop-up shop for information gathering, but we may consider having a stall on the Farmers' Market.	
3.	Application for Designation as a Neighbourhood Forum The application for the proposed Neighbourhood area has been submitted to the City Council for the 6 week consultation period which expires on 28 March. http://www.oxford.gov.uk/neighbourhoodplanning The planners will write a report and submit it to the City Executive Board meeting which will be in May. We need to monitor its progress and respond to any queries as we go along so that there are no last minute surprises. We can attend the Board meeting but only to ask a question, not make a speech. Initial views from sources close to the Board signify that the area is likely to be approved. We have had queries from residents in Wood farm and Northway so far and they have been responded to accordingly. MR will direct the Forum to this consultation. He will also make contact with the City to see what responses have emerged, and circulate the date of the CEB meeting.	MR

4.	<p>Funding</p> <p>Headington Action is kindly contributing the sum of £12,000 towards the initial costs of the plan process.</p> <p>Other sources of money will need to be accessed.</p> <p>Overall costs are unknown but could be c. £60,000.</p> <p>There are central government sources and we will need to bid for these.</p> <p>We may join up with the 3 local Oxford Groups to undertake a joint planning exercise.</p> <p>We cannot apply for lottery funding until our plan has been approved.</p> <p>There is some Heritage funding available – also see the link below.</p> <p>IW will lead the Finance Action Group with help from PC - if any of the ISG discover any sources of funding they are to advise them.</p> <p>An accountability/audit trail will be required for all funding, and Ward and divisional budgets from the councillors may be available.</p> <p>See http://www.civicvoice.org.uk/resources/neighborhood-planning-funding-sources/ for funding sources.</p>	IW/PC
5.	<p>Policy Groups and Action Groups</p> <ul style="list-style-type: none"> • Draft terms of reference for the groups are to follow. • Updates from the existing Policy Groups are in hand. • The Transport Group has had 12 meetings so far and PC is the liaison – The Transport Strategy has just been issued and the policies are being drawn up. These will need public support. • Shopping Centre – NR has made a start on this. He is creating a comprehensive spreadsheet with a contact name, retail type etc. He will liaise with FM who is looking at lists of shopping centre and ascertaining how many people work in them – the City do not have detailed info. on this. The <i>Oxford Mail</i> will be interested in features about the shopping centre mix eg supermarkets. • Jobs & Development FM is leading this. • Housing – JB will contribute to this but we need a leader. At a recent Headington Action meeting Marie Vickers (Quarry) showed an interest in becoming involved. Could PC follow this up? • Amenities – PC will lead this <i>pro tem</i> until we find someone to help. • Education – MR is leading this and is meeting with Lynn Knapp (Head Teacher Windmill Primary School) shortly. • Identity – mentioned in previous Minutes - overlaps with Shopping Centre • Environment – Low carbon Headington are already on board and RW is arranging to meet up with them. • It has been suggested that we form a small agenda group for activity check-up, to meet in between ISG meetings – this may be superseded by the appointment of a project manager. <p><u>Action Groups</u></p> <ul style="list-style-type: none"> • Community Engagement JB and RW have met to discuss ways of engaging with the public. They have some Community Plan literature with tool kits for consultation exercises, advice sheets, tips for booking events and 	<p>MR</p> <p>NR/FM</p> <p>FM</p> <p>JB PC</p> <p>MR</p> <p>RW</p> <p>MR</p> <p>JB/RW</p>

	<p>facilities. They plan to visit the working groups to ascertain their targets, deadlines, processes and to ask them what statistics they are likely to require.. They are to monitor the diaries of events in Headington in order to incorporate consultations eg Headington Festival. The consultation group needs more human resources and money for tables, stands, promotions, etc. They will ascertain local data – demographic groups, schools etc and have been in contact with Mark Fransham (Social Research Officer at the City) for help with this. We could also contact the Forum members for help and could ask the students to help us with creating tool kits.</p> <ul style="list-style-type: none"> • Finance – see above. • Communication - MR/JN are addressing this. <p>Our overall objective is to Make Headington Better, and create planning ideas to make this improvement. We need to look at green issues and seek out the visible and invisible businesses.</p> <p><u>Some thoughts</u></p> <ul style="list-style-type: none"> • It would be useful to analyse Headington against a norm elsewhere – but what is a norm? • Iain Nicholson is a consultant working for the City Council and completed a report 4-5 years ago on whether a Centre Manager was needed to stimulate Headington. We may wish to contact him. • Views of facilities will inevitably be age-related. • Bear in mind proximity to the City for what cannot be obtained in Headington. • In planning terms we are constrained by A1/A2 legislation – 65% must be A1 retail – within this 65% we may like to specify the mix. • Ownership patterns will be necessary to ascertain – look at Land Register, and ask Estate Agents. • We must talk to shop keepers to get their vision. The City send out bulletins to landlords and we could have something in them. • We would want to stop back extensions to retail properties eg Tesco • Low Carbon Headington are meeting in April – RW agreed to visit them <p>Richard Bradley has collated a useful list of Neighbourhood Planning reference sources here</p>  <p>Neighbourhood Planning reference sources here</p>	<p>MR/JN</p> <p>NR/FM</p> <p>FM</p> <p>RW</p>
<p>6.</p>	<p>Student Groups</p> <p>Students have already given their interim presentation – the final one was on 28 February.</p> <p>We are hoping to put the slides and reports on our website and the Chair has had an expression of interest from another NF regarding their findings. Mick Duggan, a Civil Servant from DCLG, was there, and he said that the involvement of the students had attracted interest from the head of the unit on neighbourhood planning and the planning minister.</p> <p>Some Masters students are doing a planning module on the Neighbourhood Plan – MR will speak to them about this.</p> <p>JB is already in contact with a student group.</p> <p>Contact also needs to be made with school groups and Ruskin (Chris Wilkes)</p>	<p>MR/JN</p> <p>MR</p> <p>MR</p>

7.	<p>Project Management Support</p> <p>The advertisement for this is being set up as a contract rather than as an employee of HA. It has been circulated locally, including Brookes and the Council website, and the deadline for applications is 7 March. The applications so far have been sent to the HA Executive. MR will circulate the Job Description on the H & M Forum.</p>	MR
8.	<p>Communications & Website development</p> <p>We are going to make good use of twitter – anything to be communicated should go to JN. MR will tweet too.</p> <p>Any views on the content of the website to go to JN.</p> <p>PC will send the Transport Notes to JN to put on the website</p> <p><i>Oxford Mail</i> is planning some coverage – we must keep them informed of any developments</p> <p>We need a media person.</p>	MR/JN ALL PC ALL ALL
9.	<p>Community Strategic Partnership Workshop</p> <p>“The Partnership brings together key individuals from the public, business, community and voluntary sectors in our local community to shape a clear and ambitious vision for the City.”</p> <p>from their website - http://www.oxford.gov.uk/PageRender/decCD/Oxford_Strategic_Partnership_occw.htm</p> <p>They have the Demographic statistics for Oxford that we need to use, and we can ascertain housing costs from them. We need to see how the City Deal fits into Headington. RW will send the City Deal link to JN for the website.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>City Deal Transforming The City</p> </div> <div style="text-align: center;">  <p>Oxford_Oxfordshire_City_Deal_Document.pdf</p> </div> </div>	RW/JN
10.	<p>AOB</p> <p>A meeting has been arranged at the Town Hall, St Aldate’s Room, on Tuesday 18 March at 6.30pm to hear the experiences of Exeter St James Neighbourhood Plan Group. If any ISG members wish to attend please contact MR.</p> <p>There is a Locality Workshop taking place from 3 – 5 April which will cover planning Issues, localism etc. See the website http://locality.org.uk/events/planning-camp-oxford/ for further details. RW will be attending.</p>	MR RW
11.	<p>Dates of next Forum meeting and ISG meeting</p> <p>Forum: 29 April 7 – 9pm at St Andrew’s School –RW will book.</p> <p>We should like to get Sue Brownill to come to a Forum meeting with a film of the student presentations. MR will arrange.</p> <p>ISG meeting: LG will do Doodle poll to find a date for end March early April.</p>	RW MR LG

Liz Grosvenor 4 March 2014