



## HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION

<http://www.hcda.org.uk>

### Minutes of the meeting held on 27 January 2016 at 7.00pm

Executive meeting Room JHB 128, Executive Suite, John Henry Brookes Building, London Road.

#### Present:

Elsa Bell	<b>HONORARY SECRETARY</b>
Rosemary Belton	Friends of Bury Knowle Park
Richard Bradley	Friends of Quarry – <b>TREASURER &amp; TRUSTEE</b>
Patrick Coulter	Headington Road Runners – <b>CHAIR &amp; TRUSTEE</b>
Keith Frayn	Ramblers – <b>VICE CHAIR &amp; TRUSTEE</b>
Liz Grosvenor	<b>ADMIN SUPPORT</b>
Carolyn Gulliver	London Court Residents'
Sheila Hurst	New Headington Residents' Association
Jeff McIlhinney	Webmaster
Margaret Simpson	U3A Headington
Oscar Travis	for Andrea Siret Oxford Brookes University
Roz Smith	Oxfordshire County Councillor (Headington & Quarry)
Howard Stanbury	Friends of Old Headington
Marie Vickers	Outgoing Honorary Secretary
Lesley Williams	Headington Schools Partnership

#### Apologies:

Heather Armitage	Town Furze Allotments
Jill Haas	Low Carbon Headington
Tony Joyce	Oxford Civic Society
Darren McFarland	Churches Together in Headington
Sonja Roffey	Mileway Gardens Residents' Association
Dee Sinclair	Oxford City Councillor (Quarry & Risinghurst)

#### Apologies, welcome and introductions.

Apologies as above.

Oscar Travis is representing Oxford Brookes.

Richard Bradley now represents Friends of Quarry.

Elsa Bell has been co-opted onto the committee – as she does not represent any organisation she cannot be a trustee.

Marie Vickers will be removed as a trustee.

The three trustees of Headington Action are Patrick Coulter, Richard Bradley and Keith Frayn.

1. **Minutes of the last meeting** on 25 November were agreed.
2. **Matters Arising** not elsewhere on the Agenda (including Executive Minutes of 15 January)
  - **Public Toilets**  
KF has attempted to contact Florence Park to ask their advice, but to date has received no response. It was agreed to take no further action at present.
  - **Stansfeld**  
RBr reported that work will be starting in early 2017 with planning application later this year. Further details will be reported later. **RBr**
  - **CCoHRA**

LG (on behalf of TJ) has sent out notification to all members advising that CCoHRA has now been wound down. Headington Action will now make contact to welcome them to our committee. **PC**

- **Constitution**

We are working on a model constitution recommended by the Charity Commission – it is a CIO (Charity Incorporated Organisation) and takes away the personal trustee liability that had concerned us. In adopting this model we hope to be able to simplify our current membership eligibility issues. We hope to report to a special meeting of the Committee in the Spring. **RB/ EB**

- **Access to Headington**

The Transport Group has now been resurrected in order to respond to the next stage of the consultation. It is also feeding in to the Headington Neighbourhood Plan (HNP). Charles Young is wanting to step down as Chair and the group is therefore seeking a new chairman.

### 3. **Headington Action website**

Our website is currently run by Stephanie Jenkins and she has wanted to step down from this in order to pursue other activities. We are very grateful to her for her work over the years to keep this going.

Jeff McIlhinney has kindly agreed to take the website over on our behalf. He has already tidied it up and simplified the site and it is virtually ready to go live. Members of the Executive are each responsible for some of the pages to keep it up to date. It has been suggested that we add a page that invites volunteers to help with our various activities.

There is a lot of old material there which we might want to keep so that it can be accessed for reference in the future – we need to monitor this to decide what to keep. **Exec.**

A live presentation of the new site will be launched at the March meeting, and we thank Jeff for his prompt work in setting this up for us and agreeing to look after the technical side.

### 4. **Headington Festival 2016 - 4<sup>th</sup> & 5<sup>th</sup> June**

The same committee as last year is in place and the first meeting is taking place this week. We require someone to organise the events on the street on Saturday. The draft budget has predicted a cost to HA of c.£700, but the success of grant applications may change this.

Apart from a **Saturday event organiser** we need a **social media person** to assist with the advertising and publicity in conjunction with Peter West. Oxford Brookes will investigate this possibility. **OT**

The fact that the Saturday event clashes with an open day at Brookes is seen as an advantage to both parties.

We are inviting comments about the presence of Hebborns Funfair at the Festival on Sunday as to whether we want to reduce the size of the fair and thereby reduce the noise. We feel that the “noise” does attract people to come in, but we may consider moving it to another part of the park.

Should we consider incorporating the Queen’s 90<sup>th</sup> Birthday celebrations?

We also need a theme for the Saturday events which will include the market.

### 5. **Farmers’ Market**

PC and Cllr. Glynis Phillips are arranging to visit the County Council to discuss the Traffic Regulation Order that we will require to keep the market licence. **PC/GP**

The number of stalls has been disappointing recently but we are aware that all markets suffer this way after Christmas. The market committee needs strengthening with another one or two volunteers, and it needs to be promoted more. If we can encourage more people to attend then more stallholders will be willing to come.

There is one free stall available every week for the use of community groups.

Oxford Brookes would be willing to put up posters and tweet about the market. We will create a brief to go to OB so that they can do some publicity for us. **PC/CY**

### 6. **Christmas 2015**

- Ros and Darren were thanked for their tireless work in making **Live Advent** a great success, and thanks to Howard who attended every event and photographed them all. The pictures are now on our website. Ros would like some help next year as it was a huge task and she also attended all the events. It was suggested that OB might be able to assist but some of the students would be away on vacation then.

23 shops agreed to take strings of our blue LED **lights** and 16 had the time to put them up (the others were too busy in the run up to Christmas to erect them). Thanks go to Neil Holdstock at The Hub and Patrick and Keith who organised them. We feel this is a good start and we hope to increase the take-up for 2016. The lights remain our property – we

asked for donations from the relevant shops towards the cost (£25 per 5 metres); we paid out ca. £1,100 (lights, clips etc.) and received £735, making a net expenditure of £354.

- The **tree** was supplied by Andrews again. We need more decorations for the tree, and we may consider having the lights on for longer, but this would increase our electricity bill. We now have a permanent hole in the pavement to ensure that the tree does not fall over, but this means that the lower branches are not visible behind the existing barriers. We would like to organise a lower picket fence, and Andrews are willing to organise a smaller banner. We could also advertise ourselves and Live Advent there. We are investigating the costs and the stability and The Hub has agreed to store it for us. We are considering asking for donations to provide decorations, and Jean Wykes could be asked to organise some craft events to create some. We noted that Friends of Old Headington put an illuminated tree inside the phone box.

**7. Headington Neighbourhood Plan**

A meeting has taken place with Bob Price, Alec Hollingsworth and Roy Darke to discuss the draft plan, and it has been well received. It has subsequently been scrutinised by planning officers at the City and is deemed to be generally satisfactory. There are a few issues regarding development policies, and their comments have been passed to the Policy Working Groups to consider.

An amended draft will be available at the end of February and it will then go to the City Council for a statutory consultation lasting 6 weeks, and then to a planning inspector before going to referendum in September/October this year. The suggestion of a successor body was well received – this would be set up to implement the community policies outlined in the plan.

**8. Planning in Headington**

The need for a body to monitor planning applications in Headington came up in some HNP meetings. Highfield, FOH, FoQ and New Headington RA already monitor and we are considering centralising these meetings by contacting local groups to arrange an initial representative meeting to discuss further. **PC** Alternatively this could be organised via the HNP and could ultimately be taken over by the successor body.

**9. Finance**

RBr reported that the finances are satisfactory. There have been no grant applications, and the market makes a small profit. There will be more details at the next meeting which coincides with the end of our financial year.

We will continue to underwrite the hanging baskets and EB has kindly agreed to organise this again this year. The baskets cost £100 each (including watering) and we need to raise c. £2,400 this year from the participating businesses. OB will be asked to sponsor some this year. **OT**

1. We have been approached by The Headington Community Association who have about £4,000 surplus funds and are wanting to spend this on community projects/activities. They already contribute £750 towards the Festival and this is a very generous offer. We need to consider some options. Some ideas from the meeting included lighting up some trees, carving another tree in the park (there is one available), plants for BKP sensory garden.
2. Andrews Estate Agents which is a charity whose profits are shared with 3 housing charities would like to spend some money on a large local project. We will ask Darren for his ideas as Churches Together will have contacts who may have ideas. The idea of a scholarship was suggested.

**10. AOB**

How can we get more people interested in HA to promote the local community? We need a targeted approach and better publicity as to what we do. Perhaps we could have a stall at the market to advertise ourselves and get a reprint of our little leaflet to give out. We would like to attract some younger people.

The heat exchange pipeline has been delayed owing to the lack of planning permission. An application has now been submitted and in the light of this delay the Access to Headington works will be likewise delayed so as to minimise traffic disruption.

11. The meeting was closed and then a presentation of a signed card and book token was made to Marie Vickers and she was thanked for her Honorary Secretary duties over the years. A photograph was taken to mark the event. RBr has taken over her representation of FOQ. This was followed by refreshments

12. Forthcoming meeting dates:  
 March 30<sup>th</sup> (venue to be confirmed).

Further meetings this year: 25 May, 27 July, 28 Sept, 30 Nov with AGM