



HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION

www.headingtonaction.org

Minutes of the meeting held on 30 March 2016 at 7.00pm Room JHB 202, John Henry Brookes Building, London Road.

Present:

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| Elsa Bell | HONORARY SECRETARY |
| Richard Bradley | Friends of Quarry – TREASURER & TRUSTEE |
| Patrick Coulter | Headington Road Runners – CHAIR & TRUSTEE |
| Liz Grosvenor | ADMIN SUPPORT |
| Carolyn Gulliver | London Court Residents' |
| Jeff Mcilhinney | Webmaster |
| Andrea Siret | Oxford Brookes University |
| Roz Smith | Oxfordshire County Councillor (Headington & Quarry) |
| Peter West | St Anne's Road Residents' Association |
| Lesley Williams | Headington Schools Partnership |

Apologies:

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| Heather Armitage | Town Furze Allotments |
| Rosemary Belton | Friends of Bury Knowle Park |
| Tanya Field | Headington Community Association |
| Keith Frayn | Ramblers – VICE CHAIR & TRUSTEE |
| Jill Haas | Low Carbon Headington |
| Tony Joyce | Oxford Civic Society |
| Mark Lygo | Oxfordshire County Councillor (Marston & Northway) |
| Glynis Phillips | Oxfordshire County Councillor (Barton, Sandhills & Risinghurst) |
| Margaret Simpson | U3A Headington |
| Howard Stanbury | Friends of Old Headington |

Apologies, welcome and introductions.

Apologies as above.

1. **Minutes of the last meeting** on 27 January were agreed and are now on the website.
 2. **Matters Arising** not elsewhere on the Agenda (including Executive Minutes of 19 February & 21 March)
- **Stansfeld**

PC and KF met Steve (CEO) and Jude (Comms Manager) of the Oxford Trust on site for a walkabout. They were shown buildings that would be demolished to allow rebuilding and were told that there would eventually be 250 staff on site. A 100 seat theatre is being planned and there will be organised educational visits. The Sylva Foundation will be looking after the woodland area of Stansfeld. They are keen to work with the Community and will shortly be delivering 7,000 leaflets to Headington households, and are planning some open days. They need to produce enough revenue from the Innovation Centre to cover the £100K required to manage the woodland. RB will continue to keep us up-to-date on the progress and RS and Dee are still on the committee of Friends of Stansfeld. They also have a website <http://friendsofstansfeld.org/>

- **CCoHRA** - EB has sent out letters to all CCoHRA members welcoming them to Headington Action.
- **Access to Headington**

The deadline for comments on the TROs is 8 April – there has also been a street surgery on 31 March run by RS. There have been numerous responses to the consultation including from HA. A decision on the plan is being made by Cabinet on 28 April and Charles Young has been asked by the Committee if he would like to speak as Chair of the Transport Group. Other members of HA will also be present.

- **Planning monitoring body**

PC intends to progress this by calling a meeting of Resident Association planning reps very shortly.

- **JR/Churchill Heat Pipe**

There are now two possible routes – one including Stapleton Road and the other Lime Walk South. Discussions are underway as to how two applications will be submitted.

- **Queen's Birthday Celebrations**

£200 is available for streets to hold a party – this is part of an overall grant of £5,000 for the City. The party must be held on 11 or 12 June. This will be communicated to all members of HA and ex CCoHRA.

3. **Headington Action website**

Jeff has all but finalised our new website www.headingtonaction.org and he gave a demonstration at the meeting. **We are very grateful to Stephanie for having hosted it for so long and are very appreciative of the support she has given Jeff over the transfer and allowing access to her archive files.**

The old website has been taken down but there is a divert message to the new address.

Members of the executive have editing rights so that the pages can be kept up-to-date. All the original old pages are still available through links on the site so that the main part of the website is clearer. We are considering having the News Page as the Home Page – subsequently we decided to think about putting our new poster (see Publicity below) as a Home Page as it highlights the various activities we are involved in.

Amendments are required to various pages, including appending the membership entry for Oxford Brookes to acknowledge our gratitude for being able to use rooms at Brookes free of charge.

The Page containing the Minutes will be moved to a more suitable page too. We are also considering having a page devoted to Residents' Associations.

We will put any press releases on the website, and need to look at optimisation to facilitate speedy website searches. The website hosting is paid for until March 2018.

Particular thanks go to Jeff for producing a very attractive website so promptly.

4. **Constitution**

The suggested amendment to the Charity Commission Constitution template had been circulated. We had some discussion about the amendment under **3. Objects a) on Page 8.**

- a) promote the benefit of the inhabitants of Headington (as defined within the Headington Neighbourhood plan) by working with the inhabitants, together with voluntary, commercial and other organisations and local authorities to promote the area, civic pride, community projects and environmental improvements;

We are considering some other wording, particularly around the terms "benefit" and "inhabitants". And will circulate any new wording before the next meeting. If there is agreement on the new wording in advance of the next Committee meeting that meeting will be preceded by an Extraordinary General Meeting to approve the proposed new constitution.

We have shortened and simplified section 3 b) on equality.

A list of standing orders will be added to clarify Councillor voting and Officer posts, but this does not need to go to the Charity Commission for scrutiny.

We have specified that the area to be covered by Headington Action in the proposed new constitution will tie up with the area designated by the Headington Neighbourhood Plan

Section 9 (1) a) on Page 12

A member may be:

a corporate body; an organisation that is not incorporated; branches of national or international organisations that operate within the defined locality; the local Authorities in whose administrative are the locality lies; individuals who are co-opted or invited to join for specific tasks.

The section on membership will change considerably – removing the status of “associate member” based on attendance. Any clarification of attendance can be added to the standing orders.

Section 10 (6) on Page 19 - voting

The section on voting re-iterates one member one vote even if there is more than one representative of a membership group. This also applies to Councillors.

We have amended the quorum quota for meetings to be the greater of 5%, or five (previously three)

There will be a minimum of three Charity Trustees, and when they retire they may immediately be re-appointed. A standing order will be added regarding the status of officers of HA.

Thanks are extended to EB for her extensive work on this item.

5. Farmers’ Market

We are working on some publicity material to give to Brookes to advertise the market. A meeting with the County Council to discuss fees charged for arranging Traffic Regulation Orders to restrict parking will be arranged shortly by PC and Glynis.

The Market committee desperately needs a publicity person to help promote the market – we need a new website, posters and email contacts to advertise and remind about the market, together with expanding Facebook.

6. Headington Festival 2016 - 4th & 5th June

PC presented a report by KF who was unable to attend the meeting. See Appendix 1 for details.

Raffle prizes are coming in already and some businesses are to be contacted.

Oxfordshire Youth (in Bury Knowle Coach House) have offered their services – **RS** will liaise with **KF** on this.

We hope to be able to close Kennett Road for staging musical events on the Saturday.

7. Headington Neighbourhood Plan

The draft plan is nearly ready for submission to the City. There will then be a 6 week consultation before going to the inspector and publicity will be generated to back this up. We hope that the referendum will be able to be held in the autumn.

A meeting has taken place to consider a successor body – possibly a Community Council – and various research is being undertaken.

A sustainability analysis is to be carried out and Headington Action may well be the vehicle to carry forward the various projects specified in the plan.

A list of all the projects will be brought to the next meeting for members to consider which projects are appropriate for HA sponsorship;. **PC**

Oxford Brookes students may be able to get involved too.

We have available funds to implement some projects and other funding may become available.

8. Publicity

We have recently created some publicity, with the help of a graphic designer, so that we have a poster, leaflet and flyer to publicise what we do.

This was initiated by the approach of Coventry Building Society who wanted to support a project for us and we decided to nominate The Big Chalk which is part of the national Big Draw. Coventry have been organising a raffle and we designed a **poster** to have in their branch to publicise the fundraising. As mentioned above we may be able to use the poster on our website.

The **flyer** can be customised on one side of a standard A5 publicity piece to advertise a specific activity e.g. Farmers' Market.

Our existing folded A4 **leaflet** will be updated, and we will determine a font and colour palette for all future publicity. We will also organise some business cards and letterheads to give a more professional front to our fundraising e.g. asking businesses to fund hanging baskets

The meeting agreed to allocate a budget of £150 to this design and printing.

EB has written to local businesses with a timetable of events in Headington that will require funding. Businesses can then incorporate this into their community budgets.

9. Finance

There have been no grant applications. The accounts are due shortly for the end of our year and will be signed off at the AGM in November.

There has been a "loss" of £2,500 this year because of the contribution of £3,000 to HNP.

The market has made a net profit of £3,500 and we have £15 to £20K in the bank.

A further £6,000 has been set aside for HNP if required – this is the remaining tranche of the original £12,000 allocated to the Plan.

10. AOB A flyer from Friends of Warneford Meadow seeking new supporters was circulated

11. The meeting was closed at 8.50pm

12. Forthcoming meeting dates:
25 May in Room JHB 128

Further meetings this year: 27 July, 28 Sept, 30 Nov with AGM
LG 1.4.16

Appendix 1

The 13th Headington Festival will take place on Saturday 4th and Sunday 5th June.

Funding is going reasonably well with grants from University of Oxford Community Fund, Oxford City Council and Headington Community Association secured; an application to Midcounties Co-operative has been submitted; we are approaching local businesses and we have opened a discussion with Oxford Brookes University. Roz Smith is continuing to work hard to secure raffle prizes and we hope to print, and start to sell, raffle tickets very soon.

The programmes for Saturday and Sunday entertainments are falling into place. A competition is being organised in the local shops, as in previous years. Jean Wykes will run an art event on the Saturday and perhaps the Sunday.

We have had an advertisement in Headington Monthly April issue and will have the cover of the May issue.

The Festival committee is working hard to deliver another successful Festival. We always welcome more offers of help in any way.

Keith Frayn
Vice Chair, Headington Action