



**HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION**

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

**Minutes of the meeting held on 28 January 2015 at 7.00pm**

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

**Present:**

Richard Bradley	Streets for People – <b>TREASURER</b>
Mary Clarkson	Oxford City Councillor (Marston)
Patrick Coulter	Headington Road Runners – <b>CHAIR</b>
Keith Frayn	Ramblers' Association – <b>VICE CHAIR</b>
Carolyn Gulliver	London Court Residents'
Jill Haas	Low Carbon Headington
Harold Roffey	Mileway Gardens Residents' Association (alternate)
Margaret Simpson	U3A Headington
Dee Sinclair	Oxford City Councillor (Barton, Sandhills & Risinghurst)
Andrea Siret	Oxford Brookes University
Roz Smith	Oxfordshire County Councillor (Headington & Quarry)
Marie Vickers	Friends of Quarry – <b>HONORARY SECRETARY</b>
Lesley Williams	Headington Schools Partnership

**Apologies:**

Heather Armitage	Town Furze Allotments & Friends of Lye Valley
Rosemary Belton	Friends of Bury Knowle Park
Tanya Field	Headington Community Association
Liz Grosvenor	CCoHRA – <b>ADMIN SUPPORT</b>
Sheila Hurst	New Headington Residents' Association
Darren McFarland	Churches Together in Headington
Sonja Roffey	Mileway Gardens Residents' Association
Howard Stanbury	Friends of Old Headington
Peter West	St Anne's, Gathorne, Rock Edge, & Margaret Road Residents' Association

**1. Apologies, Welcome new members, introductions, notify items for AOB**

Harold Roffey (Mileway Gardens Residents' Association - alternate) was welcomed to his first meeting.

**2. The Minutes of the last meeting** of 26 November 2014 were read and confirmed with one alteration:

Page 2, point 4: Stansfeld: replace '... local assessment to be done and Friends of Quarry are organising this.' with '... local assessment to be done and Birmingham City Council are organising this.'

- 3. Matters Arising** not elsewhere on the Agenda (including Executive Minutes of 7 January, 'Exec')
- Exec Point 1, CCoHRA: PC has spoken to Tony Joyce about CCoHRA. The idea is to bring this umbrella organisation for Residents' Associations to a close, and for the RA representatives to attend Headington Action. Tony will now circulate CCoHRA members for their views.
  - Exec Point 7, Constitution: MV has been in touch with Hilary Burr of Oxfordshire Community and Voluntary Action for advice regarding a change of our constitution, to protect the Trustees from the liabilities they potentially face at present. We will also need to change the constitution to reflect the area now defined as Headington in the Neighbourhood Plan. An Extraordinary General Meeting must be called to change the constitution.
  - Exec Point 8, Speaker: It was decided not to invite an external speaker tonight as there was much business to get through.
  - Exec Point 10, Phone box: HA has purchased the obsolete phone box in Old High Street. Friends of Old Headington (FOH) want it to be used as a community information centre like one in Uffington. An application has been made to Cllr RS's Big Society funds for £700 for refurbishment (painting, some new glass, fixing notice boards). FOH will then take over and operate it.
  - Exec Point 14, HA website: It was noted that the HA website is hosted and maintained by Stephanie Jenkins; although she has expressed a wish that someone else would take this on, we have not identified anyone. The Exec Committee have agreed to send Stephanie regular updates to the web pages (KF is coordinating). The Committee wished to record their sincere thanks to Stephanie for her work on the website.
- 4. Christmas events 2014**
- The Live Advent events had been organised by Darren McFarland, RS, Suzie Stead and Nick Jackson. There had been good feedback from the community. Several members had enjoyed events. The organisers have already held a post-event meeting and are working towards the 2015 event. Neil Holdstock has offered the window of The Hub in Headington for a running update. The Committee wished to record their thanks to the organisers for producing an excellent series of events.
  - The tree outside Barclays Bank had been a success and a socket is now in place for future years. The Committee wished to record their thanks to Andrews Estate Agents for providing tree and lights and to Ferguson Bricknell for a pro bono legal agreement.
  - We had not been successful in getting lights into the trees on London Road. It was recognized that this would require support from the shops and businesses. We will start work on this earlier in the coming year.
  - RB reported that HA owns some large lighting displays bought some 10 years ago that are probably 'power hungry' and are not needed. It was suggested that we should see if a local organisation could use them before disposing of them.
- 5. Headington Festival 2015**
- KF, Chair of the Festival Committee, presented a report. After the last HA meeting, efforts to recruit more members had been successful, and a committee of 12 people is now working actively on this year's event. As last year we will present a Festival Weekend with events in central Headington on Saturday 30th and in Bury Knowle Park on Sunday 31st May. The aim is to deliver as good a Festival as last year but with less financial input from HA (last year £1975, this year £1000 maximum). To that end, fund-raising is a priority. An application has been put into RS's Big Society fund (which must be spent this financial year). RS has proposed holding a raffle as has been done successfully in Risinghurst. The cost of licence and printing

tickets is around £80 with potential for sales of perhaps 2000 tickets at £1/ticket. RS has already secured a prize of a trial gliding lesson at Oxford Gliding Club. RB as Festival Treasurer has agreed to underwrite a cash prize of £250 but we hope for one or more big donated prizes. The HA Committee were in support of this course of action.

- The weekend will be branded as Headington Festival Weekend, or Weekender, and publicity will begin in good time (led by Peter West).
- Organising the Saturday events (including Odd One Out competition) involves several visits to shops and businesses. The Festival Committee wished to coordinate these visits, and agreed to subsume into this the requests for funding for the Hanging Baskets. Elsa Bell, who has joined the Festival Committee, will lead on this with support from Jill Cummings. The HA Committee were happy that the Festival Committee coordinate visits to shops and businesses.
- Neil Holdstock, the professional organiser who has assisted the Festival for the past 2 years, is working with Oxford Round Table who have suggested that they run a ‘beer tent’ (selling local real ale) in Bury Knowle Park, taking all financial risk themselves but donating any profit to the Festival. KF has consulted with Rosemary Belton as Chair of Friends of Bury Knowle Park, who has confirmed that they would have no objection. The HA Committee supported the provision of a beer tent on the Sunday only provided that adequate safeguards are in place..
- Two people who have contributed to the Festival for many years will be leaving the organising committee this year: Sophie Bale, who has organised the Sunday events for about 10 years, and Jill Cummings, who has been very involved in many aspects of HA’s work. The HA Committee recorded their warm thanks to both Sophie and Jill. Depending on when Jill will leave Oxford, we may be able to invite her to the March meeting to say goodbye.

## 6. Farmers’ Market

- Discussions are on-going with Jack McLeod, the market organiser, about the future of the Farmers’ Market, including whether it should operate weekly, and whether it should move to New High Street. It was noted that HA had made a loss on some recent markets at which there were not many stalls.
- It was noted that the Farmers’ Market website is hosted on Stephanie Jenkins’ site, but updated by Jack McLeod and Charles Young.

## 7. Headington Neighbourhood Plan

- PC updated the meeting on progress towards the plan. A summary document is attached as Appendix A.
- Six Policy Working Groups are developing policies and projects. Brookes students have been involved. Adam Symonds, the project manager, will shortly issue a report on the public consultation exercise, which resulted in around 500 detailed responses. There will be a Neighbourhood Forum meeting on February 10th at 19:30 at Brookes University Gipsy Lane Campus
- The Steering Group are hoping to go to a referendum in November 2015. This makes the Headington Neighbourhood Plan more advanced than any other in Oxford.
- It was noted that the Education Working Group may need more members.
- PC introduced a discussion about the letter in Oxford Mail from Bill Simpson of BBB Stores, saying how difficult the climate is in Headington for small retailers, citing amongst other issues the continuing road works. DS and RS had talked to Bill Simpson, as had PC and KF, along with Nick Rollin, chair of the Retail Working Group. It was understood that retail is not an easy trade, but noted that some of Headington’s independent shops are doing well. DS noted that the balance of retail/cafés etc (A1/A3), at 64%, is close to that in the Local Plan

(65%). MC noted that the key to success is promotion, as evidenced by a good Christmas period for the Oxford Covered Market following a big promotion.

- PC noted that Headington currently lacks a Business Association to promote the interests of local businesses. It is understood that Neil Holdstock is trying to pull this together but the difficulties for small traders of finding time for meetings was recognised.
- RB suggested that we should explore possibilities for funding a Headington Business Manager.
- KF noted one local business success: that Temple Bookbinders in Stephen Road have been awarded a Royal Warrant.

## 8. Finances

- The Treasurer reported that income from the Farmers' Market has been depressed but expenditure has also been low, so our financial state is reasonable. HA has promised to fund the Neighbourhood Forum up to £12,000 as needed. He proposed to begin by transferring £3,000 to their account. This was agreed, but they will be expected to provide us with a budget in return.
- The Hanging Baskets have been paid for by local business since the scheme started, but HA has offered as always to underwrite the scheme to the tune of £2,000. Some money remains from previous years. This was agreed.
- It was noted that one of HA's key functions is acting as a bank for local groups to provide temporary cash flow for projects, for example the Hanging Baskets.
- An application had been received from the Headington Fairtrade Co-operative Ltd for a contribution of £450 towards unexpected costs incurred in the refurbishment of their Windmill store. Several members felt unable to speak because they were individual shareholders. After discussion it was agreed that, while the Committee warmly support the work of the Co-operative this application should be declined as it did not fall within HA's remit for the award of grants.

## 9. Stansfeld Field Study Centre

MV gave a brief reminder of the background. Stansfeld has been registered as an Asset of Community Value: this means that when Birmingham City Council put it on the market, a 6-week moratorium is triggered. If a local group decides to make a bid, then there is a 6-month window for them to raise the funds. Jenifer Carpenter chairs the local Stansfeld Group and is the sole point of negotiation with Birmingham City Council (RS also keeps in contact). MV has been delegated to keep in touch with all local stakeholders. It was noted that the woodland and SLINC need to be managed, and that Birmingham City Council understand that these considerations need to be brought to the attention of prospective purchasers. PC noted that the Stansfeld Group intended to call a public meeting when the Birmingham Council announce their decision and that this is likely to be held before the next HA meeting.

## 10. Consultations

Oxford City Council have an open consultation on community involvement in planning, which ends in mid-February. RB has drafted a possible response from HA, with input from PC. RB's feeling is that the process is sound but the practice often lets this down. RB will circulate his draft response by email to HA members for comment before submitting it on HA's behalf.

**11. HA Promotional leaflet**

- PC tabled copies of a small leaflet describing the work of HA. This has been developed by Liz Grosvenor from an earlier leaflet provided by Janet Isaac. It was agreed to be a useful thing to hand out when we meet people who are interested, at the Festival or at the Farmers' Market.
- This led to discussion of the distinction between Members and Associate Members of HA. MV clarified that Associate Members are those who have not attended 4 meetings out of 6 in the previous year, and they do not have voting rights. Any Associate Member may return to Member status by attending the requisite number of meetings. Members need to have been such for 1 year before being allowed to vote. It was noted that these are features of our constitution, which we may need to rewrite if the changes proposed under Item 3 go ahead.

**12. Any other business**

MS discussed the disruption caused by the roadworks on London Road. For a while there had not been a bus stop in operation between Headington shops and the Green Road roundabout. Households had not been kept in touch as promised. RS said that on the whole council officers and contractors staff had been very helpful through so that the lack of bus stops was probably an oversight: she is contact with the contractors and any difficulties can be reported to her.

**13.** The meeting ended at 21:00.

**14.** The next meeting will be at 19:00 on 25 March 2015 in the same room, Executive meeting Room JHB 128, Executive Suite, John Henry Brookes Building.

## Appendix A

### HEADINGTON NEIGHBOURHOOD PLAN – PROGRESS REPORT JAN 2015

#### WHAT PROGRESS IN 2014?

- HA has employed a part time professional project manager to deliver the Plan
- The Plan area and Forum have been designated by the City Council
- The Constitution has been approved by the City Council
- A Steering Group has been elected to manage the Plan process
- The major institutions have been engaged in the Plan through Headington Forward
- A comprehensive website has been constructed: <http://headingtonplan.org.uk/>
- Six Policy Working Groups have been formed to deliver the key parts  
*Housing/ Green Spaces and Amenities/ Retail and Business/ Transport/Education/  
Character and Identity – plus an Executive and a Communications Group.*
- A range of projects have been carried out by Brookes University students to support the Policy Groups.
- Detailed demographic data about Headington has been produced
- A comprehensive consultation exercise has been carried out
- 7500 leaflets/forms to all households in Headington with 18 key issues  
*Online survey of the main institutions  
Over 500 detailed responses received. Key issues were ranked -*
  - 1. Conserve Green Spaces and increase biodiversity and public access*
  - 2. Encourage Retail Variety*
  - 3. Enforce HMO Regulations**Key options included speeding and traffic management measures and improve supermarket variety*

#### WHATS NEXT?

- Produce detailed policies and associated projects
- Consult specific target groups
- Write the Plan
- Inspectors Examination
- Referendum in November 2015?
- Manage the implementation from 2016 - ???

#### WANT TO HELP?

- Visit the website for more information
- Join the Forum
- Join a Policy Group

*Patrick Coulter 13/01/2014*