

**DRAFT Minutes of Committee Meeting**  
**held on 25 January 2023 at 7.00pm in Room CLC 2.13**  
**Oxford Brookes University**

**Present: 15**

<b>Elsa Bell</b>	<b>HONORARY SECRETARY &amp; TRUSTEE</b>
<b>Rosemary Belton (RBe)</b>	Friends of Bury Knowle Park
<b>Sir Clive Booth</b>	Oxford Civic Society
<b>Richard Bradley (RBr)</b>	<b>Friends of Quarry –TRUSTEE</b>
<b>Patrick Coulter</b>	<b>Headington Neighbourhood Forum – TRUSTEE (Chair)</b>
<b>Liz Grosvenor</b>	<b>ADMIN SUPPORT</b>
<b>Neil Holdstock</b>	Round Table, Festival Committee, Future Finance Officer
<b>Sheila Hurst</b>	New Headington Residents’ Association
<b>Fiona McKenzie</b>	Future Treasurer
<b>Viv Miles</b>	<b>Connected Communities- TRUSTEE</b>
<b>Andrea Siret</b>	Oxford Brookes University
<b>Roz Smith</b>	Oxford City and County Councillor (Quarry & Risinghurst/Headington & Quarry)
<b>Cllr Chris Smowton</b>	Oxford City Councillor (Headington)
<b>Peter West</b>	Oxford Business Action Group OBAG (Headington)
<b>Lesley Williams</b>	Headington Schools Partnership

**Apologies: 14**

Heather Armitage	Friends of Lye Valley
Cllr Susan Brown	Oxford City Councillor (Churchill)
David Colbeck	Friends of Headington Hill Park
Trish Elphinstone	Headington Community Association
Priscilla Goldby	Market co-ordinator
Philippa Logan	Shotover Preservation Society
Cllr Mark Lygo	Oxford City & County Councillor (Churchill/ Marston & Northway)
Cllr Chewe Munkonge	Oxford City Councillor (Quarry & Risinghurst)
John Nealon	Treasurer & HA publicity -TRUSTEE
Anne Partridge	U3A
Glynis Philipps	Oxfordshire County Councillor (Barton, Sandhills & Risinghurst)
Sonja Roffey	Mileway Gardens Residents’ Association
Hilary Seal	St Annes’s, Gathorne, Rock Edge, St Margaret Roads RA
Howard Stanbury	Friends of Old Headington

1.	<p><b>Welcome and introductions &amp; HA Management update and changes :</b></p> <p><b>New:</b></p> <ul style="list-style-type: none"> <li>• <b>Sir Clive Booth</b> was welcomed to the meeting, representing Oxford Civic Society, formerly represented by Tony Joyce who is unwell. He will also join the Project Board of the Headington Centre Improvement Plan for one year.</li> <li>• <b>Peter West</b> has joined us as the Headington representative of OBAG and will be encouraging local businesses to participate in, and support HA activities.</li> </ul>	Action
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	<p>The Chair then proposed that we use this agenda item to discuss the future organisation of HA and that this would explain the presence of the following new people. As John Nealon has indicated that he will stand down as Treasurer at the AGM, the Executive had actively sought a replacement. During this process it was recognized that the role had changed and grown and that it might be more realistic to create two roles.</p> <ul style="list-style-type: none"> <li>• <b>Neil Holdstock</b> who is on the Festival Committee and a member of the Round Table has agreed to take on the role of Finance Officer. The role consists of strategic planning, administering CIL monies and fundraising. He will also join the Executive.</li> <li>• <b>Fiona McKenzie</b> is the Treasurer of the Headington Neighbourhood Forum has agreed to take over the day-to-day bookkeeping element of HA as Treasurer.</li> <li>• It was proposed and agreed that Neil and Fiona should both be co-opted onto Headington Action (HA).</li> <li>• VM advised us that Hedena Health wish to apply for membership to HA and they will be contacted according to the criteria and process outlined in the constitution and in the subsequent agreed guidelines.</li> </ul> <p><b>Update:</b></p> <ul style="list-style-type: none"> <li>• Rosemary Belton has agreed to take over the leadership of the Greening Project and will join the Executive.</li> </ul>	VM/EB
2.	Apologies as above	
3.	<p><b>Confirm Minutes of previous Committee Meeting held on 30 November 2022, and Exec Minutes of 15 December &amp; Matters arising</b></p> <ul style="list-style-type: none"> <li>• An amendment to the item on the Lye valley was circulated with the papers for this meeting.</li> <li>• The inclusion of “Executive” is to be added to the rotation chair diary at the end of the Minutes.</li> <li>• The recruitment exercise will be carried out by PC in February</li> <li>• PC will make contact with Gertie regarding film nights</li> <li>• PC has made contact with Cllr Susan Brown and will advise Cllr CS of the current dialogue. Cllr SB has advised that she support, in principle, further consideration of the formation of a Community (Parish) Council for Headington.</li> <li>• The total amount collected in donation tins from the Lights Night in December was £98.30 and this has been donated to the charity MIND.</li> <li>• As noted in the Exec. Minutes, we need a more robust PA system. It will cost c. £1K and can be shared with other organisations in Headington. Headington Schools Partnership has shown an interest in making use of the PA system.</li> </ul>	LG PC PC PC
4.	<p><b>Festival update- 3 &amp; 4 June</b></p> <p><b>Money</b></p> <ul style="list-style-type: none"> <li>• An application to the National Lottery Fund for £5,200 was rejected on the grounds that the project was not “new”. The Round Table have agreed to fill most of this gap.</li> <li>• Adam Symonds has been appointed as project manager and the enhanced Lottery application was to pay part of AS’s fee.</li> <li>• Our local councillors have also agreed to help fund the Festival</li> <li>• We have budgeted for a potential loss of £1k but this may increase depending on the fundraising shortfall.</li> <li>• If anyone can think of people we can approach please let us know.</li> <li>• A form of crowd funding was suggested and will be followed up re the practicalities.</li> <li>• Richard Bradley has agreed to continue as Festival Chair</li> </ul> <p><b>Money pledged so far:</b>  Oxford Brookes £500  Oxford University usually £500  Doris Field Trust £500  Headington Community Association usually £500 to £1K  Oxford City Council – we apply for £1k and usually get £500</p>	ALL

	<p>Cllr CS will liaise with RBr about some fundraising ideas PW will contact the local businesses for funds</p> <p><b>Structure</b> Saturday 3 June will be the usual extended Market and entertainments. The Round Table will put on 2 films (the afternoon for children, and the evening for adults, which they will underwrite). There will be a bar, tea and coffee and food available all organised by the Round Table. NH is contemplating the use of headphones and will discuss with RBr and the festival committee. The contingency for rain will be the transfer of the films to a marquee. We are not having Hebborn's Fair on the Saturday this year Sunday events will be as normal.</p> <p><b>Volunteers</b> Volunteers are required from 10.30/11.00 to 6pm to cover setting up, marshalling, water carrying, selling raffle tickets, litter picking etc. We also need someone to recruit and manage the volunteers. The selling of raffle tickets at the Saturday market will be covered by the festival committee. We will approach the volunteers who helped us at the Winter Lights Night to see if they can help. AS will put a call-out for students to volunteer AS will liaise with RS for raffle donations as before</p> <p>Please let the Festival Committee know of any ideas or concerns</p>	<p>CS/RBr PW</p> <p>ALL</p> <p>ALL</p> <p>EB</p> <p>AS AS/RS</p> <p>ALL</p>
5.	<p><b>Update on projects:</b></p> <p><b>Market</b> <b>PG sent us this report</b> Market update – January 2023 Traders have had to cope with wild and windy weather! New fish stall (Padstow) continuing to come fortnightly. New this year are hot street food (Hurricane Huggies selling chicken in a bun, etc – local family-run), and a dog food &amp; treats stall (Skylos foods). Il Botanico (the Italian deli/café on Windmill Rd) had a regular stall last year, but have cancelled for the time being – moving on to other things. Caffé Nero: they were granted a pavement license but excluding the market trading hours. However, chairs &amp; tables have been put out. Ewan has good dialogue with manager, who said she didn't know about the restriction from her bosses... She accepted the problem with tables at the front. We are compromising about tables at the side (Stephen Rd) because Ewan feels they do not affect the Market.</p> <p><b>Headington Centre Improvement Plan (HCIP) PC</b> This project is being sponsored by HA, and the final report will be signed off this month. There have been extensive talks with City Council and they are very supportive. The CIL project budget will need to be slightly increased and we will apply to the Council for c. £1K extra CIL monies.</p> <p>RS reported that at a recent visit to St Andrews School a class was discussing what they would like to improve in Headington. They came up with improved toilets, and a community centre – both of these ideas are in the plan. RS will report to the Exec with the findings. As requested we will place a hard copy of the report in the Library and also at Brookes.</p> <p><b>Connected Communities (CC) VM</b></p> <ul style="list-style-type: none"> <li>The concept of CC was set up during the lockdown to address the problems of isolation, and to encourage connecting with other people. A list of organisations and events was produced to encourage people to join with others.</li> <li>Gertie, who is the Street Contact co-ordinator (they were originally called Street Champions) is</li> </ul>	<p>RS PC</p>

	<p>organising a Sunflower project – distributing seeds to schools for a competition for the tallest sunflower etc. This should encourage more street “togetherness” as small children compete in their streets.</p> <ul style="list-style-type: none"> <li>• CC has 2 new volunteers from Risinghurst.</li> <li>• The organisation list needs to be updated and researched further and a bid from the Lottery Fund to pay someone has been submitted. The local surgeries are keen for this to be implemented.</li> <li>• Another CC week is planned for this year.</li> <li>• Attention is drawn to the Coronation long weekend: the Sunday is designated as Street party day, and the Monday for volunteering.</li> <li>• If you have any suggestions as to how we can link in to these events, please contact VM.</li> <li>• VM reported that there are now 41 street contacts.</li> </ul> <p>If anyone would like to see the initiative in Frome, Somerset, ask VM for the PowerPoint presentation.</p> <p><b>Courtside/ Bury Knowle Park (BKP)</b> Courtside propose to improve the tennis court area in BKP and develop a multi-user sports facility.</p> <p>They have done a similar project in Witney and developed the pavilion into a food and coffee venue and a space for social events which they would like to do in Headington. 4 courts would be reduced to 3 be multi-use (netball, football, etc.). The project will cost 450K. CIL monies, the LTA, and the council will contribute but the project is still c.100K short with costs of everything still increasing. Planning Permission is being submitted shortly.</p> <p><b>Projects</b> As noted above RBe is taking over the <b>Greening</b> project from Bridget Durning and prioritising her plan to see what can be implemented in the short term and to keep the ideas in line with the Headington Neighbourhood Plan (HNP). The survey features on the HNP and HA websites</p> <p>Attention was also drawn to an online competition (with prizes). Go to <a href="https://v4-4-1.saas-de1.surveyengine.com/bin/play.pl?PLAYSID=5f3b2b44f59a1188168980ff0f90822d">https://v4-4-1.saas-de1.surveyengine.com/bin/play.pl?PLAYSID=5f3b2b44f59a1188168980ff0f90822d</a> for details of a survey about local residents' preferences for housing and nature. This relates to the aim of creating a 10% net biodiversity gain in all greening-type projects.</p> <p>Rbe advised that the cherry trees have now been ordered for BKP. Replacement trees in Latimer Road and St Anne’s Road are also being progressed and CS &amp; RS will chase these.</p>	<p>ALL</p> <p>CS/RS</p>
6.	<p><b>Headington Neighbourhood Forum (HNF) PC</b></p> <p>PC reported that the Plan is now being managed by a steering committee. The Plan was delayed by the lockdown. An AGM was held recently and a steering committee meeting was held last week. FMc has agreed to continue as Treasurer, and LG as Secretary, but we still need a Chair, and more Steering Committee members. We need someone to support RS and CS in monitoring planning applications to ensure that they comply with the HNP and we understand that CS and RS know of a possible candidate and will follow this up.</p> <p>The greening project was generated by the Plan.</p> <p>The forum mailing list needs updating .</p> <p>PW is planning to get the local businesses involved.</p> <p>PC will contact Heather A. to ascertain her interest in joining either the steering committee or the subgroup on green spaces</p>	<p>ALL</p> <p>CS/RS</p> <p>PW</p>

7.	<p><b>Finance</b></p> <p>Nothing further to report – the up-to-date position was included with the Exec Minutes already distributed. A full report will be available at the AGM</p>	
8.	<p><b>Members projects of interest to HA</b></p> <p>None.</p>	
9.	<p><b>AGM and March Committee Meeting</b></p> <p>The AGM will be short and will lead into the Committee meeting.</p> <p>We will contact Leanne Cooper, the City Council’s Locality Manager for Barton, Headington, Marston, Northway, Quarry, Risinghurst, Sandhills, and Wood Farm to see if she would be our speaker at the meeting.</p> <p>RBr and VM had recently met personnel from Health Sciences who require volunteers and suggests that they could attend one of our meetings to explain their remit.</p> <p>AS advised that volunteers could be advertised for in their newsletter.</p>	PC
10.	<p><b>AOB</b></p> <p>There has been some controversy over the School Street project as it impinges on adjacent roads to the Windmill Road School. Volunteers to divert traffic were originally employed but there are now ANPR cameras, and some signage. It is thought that this signage is inadequate although it complies with the School Streets legislation. More eye-catching signs are being sourced and these will be discussed at the next LibDem Ward meeting.</p>	
11.	<p><b>Rotating Chair</b></p> <p><b>The highlighted months indicate the Committee meeting dates, and the others are Exec meeting dates</b></p> <p>February, <b>29 March (Exec Suite)</b> – Patrick  April, <b>31 May (Exec Suite)</b>, June – Viv  <b>26 July,(Exec Suite)</b> August, <b>27 September</b> - Richard  October, <b>29 November</b>, December – Patrick  2024  <b>January</b>, February, <b>March</b> – Elsa</p>	
12.	<p><b>DONM</b></p> <p><b>29 March AGM and Committee Meeting in the Executive Suite at Oxford Brookes at 7pm</b></p>	
	<p>The meeting closed at 8.30</p>	

LG 26/1/23