



Registered Charity No. 1170517

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DRAFT Minutes of Committee Meeting
held on 26 March 2025 at 7.30pm in the Executive Suite
Oxford Brookes University

Present: 17

Heather Armitage (HAr)	Friends of Lye Valley (FoLV)
Elsa Bell	HONORARY SECRETARY, VICE CHAIR & TRUSTEE
Rosemary Belton (RBe)	Friends of Bury Knowle Park (FoBKP) TRUSTEE
Richard Bradley (RBr)	Friends of Quarry (FoQ)
Patrick Coulter	Headington Neighbourhood Forum (HNF)
Priscilla Goldby	Market coordinator
Liz Grosvenor	ADMINISTRATOR
Neil Holdstock (NH)	FINANCE OFFICER
Sheila Hurst	New Headington Residents' Association (NHRA)
Tatjana Kovalevica	Website
Fiona Mckenzie	TREASURER
Viv Miles	Project Lead on Connected Communities (CC)- TRUSTEE
Andrea Siret	Oxford Brookes University
Cllr Roz Smith	(County) Headington & Quarry (City) Quarry & Risinghurst
Cllr Chris Smowton	City (Headington)
Howard Stanbury	Friends of Old Headington
Lesley Williams	Headington Schools Partnership

Guests: 3

Sumukhm Kaul	Connected communities
Jane Moore	Connected Communities
Mark Tugwell	Oxford Brookes - Deputy Director of Estates

Apologies: 4

Cllr Liz Brighthouse	County (Churchill & Lye Valley)
Cllr Altaf Khan	City (Headington)
Cllr Glynis Phillips	(County) Barton, Sandhills & Risinghurst TRUSTEE
Sonja Roffey	Mileway Gardens RA

1.	<p>Elsa Bell in the Chair The Chair welcomed all to the meeting and all participants introduced themselves.</p> <p>Apologies as above.</p>	Action
2.	<p>Minutes of last Committee Meeting 29 January and executive Meeting 24 February – Agreed</p> <p>Matters arising:</p> <p>Mark Tugwell brought us up-to-date on developments at Headington Hill Hall and the Clive Booth Village</p> <ul style="list-style-type: none"> · The original costs of the two projects were expected to be c£140 million, but with the increase in construction costs caused, in part, by the Ukrainian war and covid, these costs increased by £40million. · Consequently, in the Clive Booth development the block named “Cherry” is built but not fitted out inside- it will cost c£12 million to finish it. We ended up spending c£160m · Having run out of money, at this stage the landscaping has not been completed. The current landscaping is temporary to make it acceptable in the short-term. Future landscaping will be done in phases and will adhere to the original plans - we may look for better value components on the hard landscaping elements and will stick to the biodiversity plans. · Three blocks are complete housing 350 students. “Cherry” will accommodate 160. · The next phase of building will comprise 4 new blocks, making an overall total of 8. · The finished buildings have proved to be very popular- there are carpets in the corridors to cut out noise, and hard floors in the bedrooms and kitchens for easy cleaning. The furniture is made by the RAW workshop and made out of recycled washing machines! · The grounds of Headington Hill Hall, and the cafe in the new Headington Hill building, are open to the public, and currently in the foyer there is Lewis Hamilton’s Formula One car. · The landscaping around HHH site will be completed this summer. · There are multi-sport facilities and all Brookes buildings are open to the public. <p>Mark was thanked for his update.</p> <p>Mark was asked about the accommodation of International Schools over the summer period.</p> <p>He said that Brookes is a Charitable institution and as such is not obliged to pay CIL for local use as long as it is not commercial.</p> <p>The query being raised is whether International Schools are commercial and therefore CIL monies should be forthcoming,. The Chair explained the background to the query was that local organisations such as Headington Action, were disappointed to find that funds for these huge developments had not been forthcoming.</p> <p>Mark argued that all the monies they receive are essential for ongoing education provided by Brookes, and that they could not provide this</p>	

	<p>education without it. Approximately 600 rooms are used by the summer schools.</p> <p>The Chair inquired whether the International Schools were charged VAT suggesting that this would be a clear indication of whether Brookes' relationship with them was commercial (VAT required) or charitable (VAT exempt).</p> <p>Mark did not know the answer to this but after the meeting sent a note to say he had: <i>subsequently made some further enquiries and has sought clarification that "we do NOT charge VAT on summer schools as it is exempt activity selling to eligible bodies in the same way we do not charge VAT to undergraduates".</i></p>	
3.	<p>Finance</p> <p>Update on 2025 finances</p> <p>CIL</p> <p>There have been 2 applications this year and one last year. Requests for further applications will be going out later in the year in accordance with our CIL schedule.</p> <p>We had been asked about the transparency of our CIL decisions and this has been dealt with by information on our website.</p> <p>Added to this, all local Councillors are circulated with any CIL application that comes in. Our Annual CIL Report will be coming out shortly.</p> <p>It was reiterated that the process of obtaining CIL funds is for us to recommend to the City Council that fundings should be agreed.</p> <p>CIL application for flower baskets</p> <p>The final costs are yet to be determined by the City Council (Direct Services section), but an informed estimated cost had been applied for in order to fit in with HA's scrutiny timetable and thus meet the deadline for ordering. RS proposed that we recommend this. It was agreed.</p> <p><i>Subsequent to the meeting the cost was confirmed as £3000 – slightly less than the estimate - and the application to the City Council (CIL section) has been updated.</i></p> <p>CIL application for arachnid and invertebrate survey</p> <p>This comes from the Friends of the Lye Valley who wish to carry out a survey of the bees, spiders, etc. who inhabit the fen as they are so important to the ecology.</p> <p>Not having been done before, they want to create a base line from which any changes can be monitored. This was agreed.</p> <p>LW asked if schools could be involved but were currently discouraged because of the soggy nature of the fen.</p> <p>Accounts (already circulated)</p> <p>We have an ongoing problem of receiving promised funds from Councillors together with the fact that any funds coming through to our account are not suitably annotated to tell us what they are for.</p>	

	<p>As previously discussed we might introduce a system of claiming odd amounts e.g. £499 instead of £500, so that funds being received are easily identifiable.</p> <p>FM was thanked for her work this year.</p>	
<p>4.</p>	<p>HA Projects/activities updates</p> <p>Sustainability project</p> <p>GP was unable to attend, but her report, in conjunction with CS will be presented to the next meeting.</p> <p>Festival 2025- Sunday 1 June:</p> <p>Courtside have been very helpful and Keth Frayn has agreed to help book the entertainment on the day. RBr is shadowing the team to help out.</p> <p>We have received £1,000 from the Doris Field Trust, and are hopeful of some funds from the City Council, but they have altered their application date to July which is after the festival.</p> <p>CS is liaising with stallholders, but the team still need more people to help.</p> <p>The raffle has been organized and will be available on a market stall prior to the event, and posters and flyers have been produced.</p> <p>There will be a Headington Action stall as usual for which we will need volunteers. Members are asked to put the date in their diaries.</p> <p>Keith has advertised for more sponsorship and Brookes have advised that they will be contributing.</p> <p>RS pointed out that the removal of the trip hazard metal strips at the main gate is very welcome, particularly for the disabled.</p> <p>Market:</p> <p>We did have concerns about the monies from the market not being received in a timely manner, but PG, RBr and FM have helped the market manager sort out his bank accounts and the problems have been resolved.</p> <p>PC and FMcK were thanked specifically for the time they gave to efficiently investigating the detail of this and the sensitive way in which they had worked to resolve this issue.</p> <p>Accordingly, the contract for the market manager has been renewed with the proviso that funds and weekly records are transferred in a timely manner in future.</p> <p>Regarding the slight drop in market revenue, stallholders have been finding times are hard in the current economic climate, and it is proving difficult to attract new stalls.</p> <p>PG will canvas current stallholders to see if they wish to have a presence at the festival.</p> <p>There have been complaints about the public smoking outside Café Nero as it is so close to some of the food stalls. There are also problems with litter</p>	<p>ALL</p> <p>ALL</p> <p>PG</p>

outside the cafés and RS will pursue them to take responsibility for their respective frontages.

Connected communities:

VM reported that the list of street contacts is probably now complete and the list of streets where there are contacts is now on the website. Please contact VM if you want your street to be represented. In answer to a query, any contact who wants to stand down needs to contact Gertie so that the records can be updated.

A new copy of the Directory has just been published. The prescriber at Hedena has received a copy, and the Manor Surgery will get theirs soon.

An impact assessment of its 2nd year is in the process of being published.

Seasonal lights

A tree officer from the County has decreed that the lights in the trees need to be removed annually as they are causing damage to the trees and restricting growth.

Further investigation revealed that a number of councils nationally are following this practice.

We have received quotes for their removal and reinstallation of £6,500 which we think is too expensive to do every year, added to which they would need storage.

RBr and Councillor Smith had inspected the trees in the presence of the tree officer and confirmed that there is indeed damage and that whatever the decision we might make for the future, the lights would definitely need to be removed this year (we do that on a regular basis as part of the agreement so this would be within the normal timetable of maintenance).

It was agreed that in order to comply with our agreement to preserve the integrity of the trees we would remove the lights this year.

The question is what do we do next? Do we replace them annually or try something else?

PC pointed out that we had had great feedback about the trees, and the idea of uplighters under the trees was a suggestion.

NH was unhappy about this County decision as we had previously been advised that the tree lights could remain as the cables were likely to break before the tree was damaged. Based on this previous directive he felt it to be unfair to incur us in this annual extra expense.

It was suggested that stringing lights across the road was a possibility but we understand that this has in the past been vetoed as it is a driver hazard.

In view of the delight that the lights give to the general public, PC, Rbe and NH have agreed to work together to find a solution and/or come up with some new ideas. Please let them have any ideas.

For info., current costs for the trees with maintenance costs c. £2-3,000 per year plus the cost of the Christmas tree.

ALL

	NB RBr has been in charge of lights so far but as he is now standing down we need someone to take over.	ALL
5.	Other projects of interest to members (all) <ul style="list-style-type: none"> • Councillor Smith reported that she had been requested to provide planters for Stephen Road. • The Headington Neighbourhood Forum committee has gained a new member, and PC is liaising with HA regarding a new collaboration. 	PC
6.	AOB Two people having set themselves up as Headington Wombles have been invited to the next committee meeting. They are interested in joining HA. They are interested in cleaning up Headington on a regular basis and will be liaising with OxClean to gain ideas on how to take this forward.	
11.	DONM 28 May Committee Meeting at 7pm in JHB 201 at Oxford Brookes RBe will be in the Chair for the next Executive meeting on 28 April and for the next Committee meeting on 28 May.	
	The meeting closed at 8.40pm	

LG 5/4/25