

**DRAFT Minutes of Committee Meeting held on 27 July 2022
at 7.00pm in Executive Suite at Oxford Brookes University**

Present: 12

Elsa Bell	HONORARY SECRETARY, CHAIR & TRUSTEE
Rosemary Belton	Friends of Bury Knowle Park
Patrick Coulter	Headington Neighbourhood Forum – TRUSTEE
Priscilla Goldby	Market co-ordinator
Liz Grosvenor	ADMIN SUPPORT
Sheila Hurst	New Headington Residents' Association
John Nealon	TREASURER & TRUSTEE
Cllr Glynis Phillips	Oxfordshire County Council (Barton, Sandhills & Risinghurst)
Hilary Seal	St Annes's, Gathorne, Rock Edge, St Margaret Roads RA
Andrea Siret	Oxford Brookes University
Cllr Chris Smowton	Oxford City (Headington)
Lesley Williams	Headington Schools Partnership

Apologies: 10

Heather Armitage	Friends of Lye Valley
Richard Bradley	Friends of Quarry –TRUSTEE
Cllr Susan Brown	Oxford City (Churchill)
David Colbeck	Friends of Headington Hill Park
Trish Elphinstone	Headington Community Association
Philippa Logan	Shotover Preservation Society
Viv Miles	Project Lead on Connected Communities - TRUSTEE
Anne Partridge	U3A
Cllr Ajaz Rehman	Oxford City (Lye Valley)
Sonja Roffey	Mileway Gardens Residents' Association

1.	The Chair welcomed and introduced all attendees. Viv Miles was scheduled to take the Chair, but was indisposed and Elsa kindly stepped in to cover.	Action
2.	Apologies as above	
3.	Confirm Minutes of previous committee meeting held on 25 May 2022 Agreed And Exec Minutes of 27 June Agreed	
4.	Matters arising not otherwise on the Agenda JN will contact Judy Webb to put something on the website about water conservation as mentioned in her presentation at the last meeting.	JN
5.	Report: Headington Festival 2022 JN reported that a de-briefing meeting was held on 8 July to discuss the improvements that could be made for next year's festival, including the relocation of the fun fairs. The finances were very similar to the 2019 festival, but whereas HA had had to contribute £350 to the	

	<p>costs then, this year we made a profit of c. £500 because we received more grants. The revenue from the stalls was greater and the raffle was very popular. EB and CS collected £159 in the donation buckets at the exit which was very successful.</p> <p>A summary of the Festival Finances can be found in Appendix 1.</p> <ul style="list-style-type: none"> • We felt that the farm animals were very popular, as was the fire engine and the police car, but we were not able to get an ambulance as they were busy elsewhere! • Next year we will book participants earlier – Colonel Custard has already been booked. • EB has been in contact with the Community Engagement Officer at Oxford University Medical Sciences Division, following a discussion at Headington Forward, to encourage their attendance next year. • We need to build on the Connected Communities element next year and make it more high profile. • Thanks were extended to the Festival Committee – as ever we need more people to help organise the event. • AS advised that the Brookes stall was very successful. <p>Date for your diary 3 and 4 June 2023.</p>	<p>ALL</p> <p>ALL</p>
6.	<p>Criteria for determining:</p> <p>a. who can have a Community stall at the Market</p> <p>The explanation papers had been distributed in advance of this meeting. GP wondered if we should include what we could offer in the contract, but as the community stall is free we felt that this was not applicable. We do want to encourage more groups and we will address this.</p> <p>The committee agreed with these criteria.</p> <p>b. who can be a member of HA</p> <p>This paper had been the subject of discussion for some time, prompted by HA’s decision to be more inclusive and to be transparent about who is able to join HA.. The market criteria had given a focus to the Exec’s thinking as they reflect our values in ensuring a true representation of all local groups. A query was raised whether, In asking for evidence of membership of a group, we might run the risk of infringing GDPR regulations. We felt that if sufficient evidence of involvement in a group then getting contact details of all members would not be necessary. Suggestions emerging form the committee included: asking how the group was formed; how they engage with each other e.g. we would need some evidence of the process by which would be consulted and given information about HA business; asking for members of the group to nominate their representative/liason person so that we had some evidence that they were truly on board with the application. As the paper states we need to see eligibility, visibility and significant communication within the group. An additional suggestion was made that examples should be given of <i>unincorporated bodies</i>. The suggestion was that identifying Residents Associations and faith groups as examples would make the terminology more understandable</p> <p>With slight amendments to the wording this paper will be circulated to the committee for online approval in order to speed up the process.</p> <p>Any application will be brought to the committee for approval. The Executive will receive the initial application; ask for further information if necessary; make a recommendation based on the information provided and circulate this to the committee in advance of the required decision.</p>	
7.	<p>Update Market</p> <p>PG reported that the market was quiet at the moment-a combination of stallholders being away, and</p>	

	<p>covid. The market manager wants to do some extra marketing with more signs, a signing-up table for potential new recruits, and a leaflet drop. Maybe a summer savers discount scheme. More press coverage is being sought and a greater presence on social media as well as the weekly email that links into Facebook, Instagram, etc. Someone to develop social media would be very welcome.</p> <p>She was assured that numbers always go down in the summer and always pick up again in the autumn.</p> <p>HS queried why there are few price tickets on goods, particularly vegetables, and she felt that more people would be encouraged to buy if the prices were transparent.</p> <p>AS has, since the meeting, ascertained that the market could have a free promotional stall at the Freshers' Fair at Brookes on 23 September. PG has been alerted to this and will make contact with Brookes accordingly.</p> <p>Headington Centre regeneration PC reported that the Agency employed to further this scheme are very much on board with the vision. There were 260 responses to the online consultation and these included 21 from local businesses. Onsite research is being carried out and by September there should be a range of schemes to put forward to the next consultation. Community engagement will be in October when presentations will be made, and the employment of a project manager has been crucial and very effective. The workshops have been very well run and PC would like to pull together an audit trail of the comments made during the consultation. There have been conversations with the City Council along the way and the subject of the proposed BT hubs* brought into the discussions. Discussions have also taken place with Brookes and the NHS Trust.</p> <p>Connected Communities In the absence of VM and as reported in the Executive Minutes, we are aiming to get CC more embedded in our activities, but we need a steering committee to guide it forwards.</p> <p>Members projects of interest to HA</p> <ul style="list-style-type: none"> • HS has talked to Cllr Dee Sinclair regarding wild flower planting in Norton Close • Trees will be planted in BKP in the Autumn • The proposed 5G mast in Barton Lane has been refused on the grounds of intrusion over residential properties nearby • Funds to replace deceased trees in Latimer Road and St Anne's Road are being sought but funds are scarce and the process of procuring of funds has been delayed as the process is being changed • Highfield Residents' Association has CIL money available from the energy pipe project and is in the process of procuring professional consultation on how to landscape the area around the Lime Walk/All Saints' Road crossroads. They have also had some funds from Cllr Altaf Khan for this project 	<p>ALL</p> <p>ALL</p>
8.	<p>Finance</p> <p>We are holding large funds at the moment for the regeneration project - see the Bank Accounts Summary in Appendix 2.</p> <p>A CIL application for the complete replacement of the lights (to be expected by now on growing trees) has been submitted and three quotes sought for doing this. The only response came from Lamps & Tubes at c. £4,200 (who installed them in the first place). It was decided that replacement rather than refurbishment was more appropriate after the number of years they have been in place, and we have had generous contributions from 4 local councillors towards this. It costs c. £2,000 per tree to install lights.</p> <p>The application was agreed by the committee</p> <p>The 2nd CIL application was for the replacement of one large gazebo, used at the market, by two smaller</p>	

	<p>ones that are easier to handle. They are c. £600 plus VAT each.</p> <p>This application was agreed by the committee</p> <p>A CIL application had been submitted by Quarry WI for hall hire to hold coffee mornings. This was deemed not appropriate for CIL money and a Small Sparks grant has been submitted instead. The hire of the hall costs £336 pa and at the moment the WI are providing cakes free of charge. To cover the eventuality of having to pay for the cakes a grant of £500 is being sought. This is very much what Connected Communities is about – tea/coffee and cakes are free to visitors</p> <p>GP asked about the funds they already have and we subsequently had this reply <i>Our current balance is in the region of £2116.58 of which £250 of this was a grant kindly donated by councillor Ros Smith.</i> <i>We are only 1/4 through our financial year so it may be a case we will need to use part of this grant for past hall hire costs if the WI runs short of money</i></p> <p>Once we have added the caveat that this is a one-off start-up grant then we are agreeable to this request.</p> <p>This facility will be added to the CC database of activities and JN will liaise with CC to obtain the logo for advertising posters that JN will produce for the central Headington notice boards.</p>	JN
9.	<p>AOB</p> <ul style="list-style-type: none"> • *EB has written to the City Council on our behalf regarding the potential intrusion of the BT hubs and the lack of consultation in the spirit of a coordinated approach to the regeneration of the shopping area. She contacted all the local councillors to encourage them to ensure that this application should, if necessary, be “called in” rather than delegated to officer decision. • Progress is being made regarding the skate park in BKP, and a meeting is taking place in late August with Heather who proposed this and Rosemary of BK, and the parks supervisor of the City Council, amongst others. 	
10.	<p>Arrangements for change of Chair - reminder</p> <p>As reported in the Executive Minutes the chair will rotate amongst the trustees.</p> <p>Viv July, August, September John October, November, December Patrick January, February, March</p> <p>The highlighted months indicate the Committee meeting dates</p> <p>During these periods any communication needs to go to headingtonaction@gmail.com rather than any personal email address.</p>	
12.	<p>Next meetings</p> <p>Venue to be confirmed for the following: 28 September – chaired by Viv Miles 30 November – chaired by John Nealon 25 January – chaired by Patrick Coulter</p>	
9.	The meeting closed at 8.27	

LG 2/8/22

Appendix 1

Headington Festival - Summary

	2019		2022	
	Income	Costs	Income	Costs
Grants	£6,239		£6,430	
Stalls	£1,700		£2,037	
Raffle	£786	£153	£829	£173
Hebborns	£500		£500	
Donations	£139		£218	
Admin		£861		£1,224
Entertainment		£2,112		£1,857
Plant		£4,111		£3,549
Insurance		£614		£580
Management		£1,415		£1,771
Publicity		£351		£312
Film/Comp	£1,591	£1,695		£0
HA	£357		-£548	
Total	£11,312	£11,312	£9,466	£9,466

Appendix 2

Date: 27 July 2022		HSBC Bank Credits & Debits			
Item	CF	Credit	Debit	Balance	Balance + CF
Festival 2022	3,790.00	6,540.11	8,089.11	-1,549.00	2,241.00
Market		5,069.34	1,358.40	3,710.94	3,710.94
Running (day to day)			333.22	-333.22	-333.22
Admin			420	-420	-420.00
Corporate (e.g. Insurance)					
Grants			32	-32	-32.00
HNF			167.39	-167.39	-167.39
Xmas		100	449.28	-349.28	-349.28
Baskets					
Connected Communities	347.82		487.04	-487.04	-139.22
Street Champions	8,557.74		1,254.62	-1,254.62	7,303.12
Greening					
Headington Regeneration		47,900.00	2,815.45	45,084.55	45,084.55
HRA Tree fund	727.75				727.75
R Smith Planters		2,000.00		2,000.00	2,000.00
Transfer					
Interest					
Total	13,423.31	61,609.45	15,406.51	46,202.94	£64,818.32
Excl ring-fenced funds	4,137.82	11,709.45	11,336.44	373.01	9,702.90

HSBC Bank balance	£64,818.32
Coop Bank balance	£8,596.70
Total	£73,415.02

NOTES: CF Credits in 2021 carried forward for use in 2022