



Registered Charity No. 1170517

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**DRAFT Minutes of Committee Meeting**  
**held on 28 May 2025 at 7.00pm in the JHB 201**  
**Oxford Brookes University**

**Present: 14**

Elsa Bell	<b>HONORARY SECRETARY, VICE CHAIR &amp; TRUSTEE</b>
Rosemary Belton (RBe)	Friends of Bury Knowle Park (FoBKP) <b>TRUSTEE</b>
Patrick Coulter	Headington Neighbourhood Forum (HNF)
Patrick Dendy	Friends of Headington Hill Park (FOHHP)
Priscilla Goldby	Market coordinator
Liz Grosvenor	<b>ADMINISTRATOR</b>
Fiona Mckenzie	<b>TREASURER</b>
Chris Mills	Friends of Headington Quarry (FOQ)
Cllr Glynis Phillips	County (Barton, Sandhills & Risinghurst) <b>TRUSTEE</b>
Andrea Siret	Oxford Brookes University
Cllr Roz Smith	County (Headington & Quarry) City Quarry & Risinghurst
Cllr Chris Snowton	City (Headington)
Cllr James Taylor	City (Headington & Northway)
Lesley Williams	Headington Schools Partnership

**Apologies: 7**

Richard Bradley (RBr)	Former Friends of Quarry (FoQ)
Sheila Hurst	New Headington Residents' Association (NHRA)
Tatjana Kovalevica	Website
Viv Miles	Project Lead on Connected Communities (CC)- <b>TRUSTEE</b>
Jane Moore	Connected Communities
Sonja Roffey	Mileway Gardens RA
Howard Stanbury	Friends of Old Headington

1.	<p><b>Rosemary Belton in the Chair</b></p> <p><b>The Chair</b> welcomed all to the meeting and all participants introduced themselves.  <b>Apologies as above.</b></p> <p>The Chair expressed thanks to Andrea Siret for her contribution to Headington Action over the years. She is now moving on to another position within the University, and we wish her well.</p>	Action
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2.	<p><b>Minutes of last Committee Meeting 26 March and executive Meeting 28 April – Agreed</b></p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• Richard Bradley has now retired from HA but has kindly agreed to be part of the group looking at the winter lighting issues in the trees. RBe will lead on this.</li> <li>• PC raised the CIL and VAT issue and Clive Booth village and was referred to the clarification in the last Minutes: from Mark Tugwell who said "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" - in all cases the bodies have charitable status. EB pointed out that with so many large institutions in Headington with charitable status we are at a disadvantage compared with other Oxford localities regarding the amount of CIL monies available to us. It was agreed that this should be pursued with the relevant City Council officers</li> <li>• RS reported that the plan for having planters in Stephen Road (at residents' request) to discourage illegal parking is pending.</li> <li>• She reported also that quotes are being sought for the replacement of damaged planters in Windmill Road. Costs to be recouped either from the driver's insurance or the County Council insurance (since this was originally funded from her councillors' community budget). ODS will be clearing up the debris.</li> <li>• LG had met with one of the Headington Wombles (a group keen to keep the area free of litter etc.) and a future talk to the Committee is being planned. This will now have to be after the school holidays.</li> <li>• Comments were made about the amount of litter in Headington, mainly fast-food waste and CS will find out if there is routine street cleaning in place.</li> <li>• RS has arranged for the better position of waste bins near Posh Fish and reminds us that issues regarding litter can be reported on <i>Fix My Street</i>.</li> </ul>	CS
3.	<p><b>Finance</b></p> <p><b>Budget update</b> Up-to-date figures will be distributed shortly.</p> <p><b>Councillor funds</b> FM is still having problems identifying funds from the councils and RS has agreed to investigate with the County, and CS will check with the City.</p> <p><b>CIL process and next dates for applications</b> The Finance Officer has this in hand</p> <p>The Market now has to pay £200 per month for the council to suspend six parking bays. We feel that this is unfair on a charity as no revenue is lost to the council. RS will investigate further.</p>	RS CS  NH  RS

4.	<p><b>HA Projects/activities updates</b></p> <p><b>Festival 2025- Sunday 1 June:</b></p> <ul style="list-style-type: none"> <li>• Posters have been distributed.</li> <li>• There are two free films being shown on Saturday 31 May and details have been distributed to the Committee.</li> <li>• Raffle tickets are being sold at the markets and the Festival.</li> <li>• The arena will be in a different position this year and the sound system will be better without the noisy funfair.</li> <li>• There will be a large inflatable, and Fire &amp; Rescue are expected to be in attendance.</li> <li>• Courtside have agreed to open later than normal and will be staging some sports activities.</li> <li>• Thanks were extended to the Festival Committee, particularly to Roz, Richard, Shannon and Neil Holdstock and Keith Frayn.</li> </ul> <p><b>Succession planning</b></p> <p>The Succession papers had already been distributed and GP enlarged on the findings. Thanks were extended to CS, PC and Moira Darlington and to the HA Executive.</p> <p>The report set out the frustrations in carrying out the role; the skills requirement; the strategic direction and the need for businesses to get involved. Liaison between HA and the HNF is being set up shortly as the bringing together of like-minded organisations is key to making the plan work.</p> <p>Succession should be in the DNA of HA, not just a surprise when a member retires or resigns. The position of Chair can be rotated through anyone on the Committee and volunteers are welcome.</p> <p>The committee supported the report and the next stage will be an Action Plan which will be reported back to the Committee. Recruitment to HA will be encouraged and posters to this effect will be available on the Saturday market stall and at the Festival.</p> <p>RS welcomed the recommendation that a social evening be arranged to which all local organisations should be invited.</p> <p>EB reiterated that the strength of HA is its links with other organisations but saw this as one of its challenges also. We appreciate that it is difficult to find those willing to take on leadership role in HA as Committee members are involved in their own organisations. We need to identify individuals who have the capacity to get involved.</p> <p>PC thought that an eventual Community Council (CC) as mooted by the HNF could help to create an organisation with credibility. CS said that the current Local Government Organisation might lead to the formation of the CC, where HA and the CC can work side-by-side.</p>	<p>ALL</p> <p>GP + Exec</p>
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**The recommendations outlined in the report were passed unanimously and an action plan will be developed.**

GP + Exec

**Market:**

The previously reported concerns about the unsatisfactory bookkeeping by the Market Manager has been resolved. In a correction to the last Minutes, it is the Manager and his wife who send out the weekly emails advertising the stalls on the market.

**Connected communities:**

VM was unable to attend this meeting but sent this report:

*Summer is focusing on setting up the connected communities week. They're thinking late September. She and Jane are meeting next month with parts of the community like the social prescribers, to see how we could better place the directories in the community. She will be at the fair this Sunday.*

*Gerti is continuing with the sunflower project but with a focus on more publicity and promotion. She is creating a map of where all street contacts are located (but sufficiently vague so their identity cannot be worked out)! She will also be at the festival.*

*We are looking at a new project supporting the Proactive Care Team at The Manor Surgery. This is in the early stages of discussion but would involve having a database of possible volunteers who might offer limited practical support to anyone in the community that the proactive Care Team has deemed to be in need of support. All support requiring professional expertise will be carried out by the Proactive Care Team.*

*As of June 5th Jane will be taking over as Project lead for Connected Communities.*

**Proposal of new member**

A proposal that Dr Jane Moore be accepted as an individual member because of her specific skills and experience had been circulated in advance Proposed by VM and seconded by EB . **Carried unanimously.**

EB proposed additionally that Richard Bradley be accepted as an individual member. The Executive had become aware in the last few days that Richard would not now be representing an organization on the committee (as he had thought he might be immediately after he retired as Trustee and Chair of HA). She thought that members would forgive the fact that this proposal had not been circulated with the agenda but was confident that this proposal would meet with universal approval. Seconded by GP. **Carried unanimously.**

	<p><b>Greening</b></p> <p>PC &amp; RBe had attended a presentation by Brookes final year undergraduates and the report on their findings will be sent with the minutes. The report focused on sustainable planting on bus shelter roofs to encourage insects; encouraging hedgehogs by tunnels across roads and through Warnford hospital fencing. As a coincidental part of this, there is there is a map of Headington, which showed that some areas are lacking green spaces. They had included estimated costings on these interventions.</p> <p><b>Tree lights</b></p> <p>As reported before, the County Tree officer had demanded the removal of lights from the trees as the trees were showing signs of damage. This had been done.</p> <p>NH, RBr and RBe have met to discuss the issues and whether the lights can be restrung so as not to damage the branches and will meet with the Tree officer to discuss further after more information has been obtained from suppliers. Taking down and re-installing every year would be prohibitively expensive (more than £8k pa).</p> <p>Another idea is to investigate the possibility of joining in with the City Council's contract for lighting the city centre.</p>	
5.	<p><b>Other projects of interest to members (all)</b></p> <p>HNF and HA are planning a joint meeting. There are human resource problems at HNF to updating the plan.</p> <p>PD of FOHHP thanked HA for the contribution to the new gates facing the church. These have been very well received.</p> <p>The plan to create steps down to HHP from Brookes is still being considered.</p>	PC/ RBe
6.	<p><b>AOB</b></p> <p>CM of FOQ thanked HA for the invitation to join the Committee. He advised that FOQ are involved in staging regular music and dance events at various pubs in the Quarry and all are invited.</p> <p>Condolences were extended to the family of Judy Palmer who died recently. She had quietly and efficiently been the administrator for the Festival for a period and was a valued member of the HA community</p>	
11.	<p><b>DONM</b> <b>30 July Committee Meeting at 7pm in JHB Executive Suite at Oxford Brookes</b></p>	
	The meeting closed at 8.35pm	