

**DRAFT Minutes of Committee Meeting held on 28 September  
2022 at 7.00pm in Clerici 2.09 at Oxford Brookes University**

**Present: 11**

<b>Heather Armitage</b>	Friends of Lye Valley
<b>Elsa Bell</b>	<b>HONORARY SECRETARY, CHAIR &amp; TRUSTEE</b>
<b>Rosemary Belton</b>	Friends of Bury Knowle Park
<b>Richard Bradley</b>	<b>Friends of Quarry –TRUSTEE</b>
<b>Liz Grosvenor</b>	<b>ADMIN SUPPORT</b>
<b>Cllr Glynis Phillips</b>	Oxfordshire County Council (Barton, Sandhills & Risinghurst)
<b>Hilary Seal</b>	St Annes’s, Gathorne, Rock Edge, St Margaret Roads RA
<b>Andrea Siret</b>	Oxford Brookes University
<b>Roz Smith</b>	Oxford City and County Councillor (Quarry & Risinghurst/Headington & Quarry)
<b>Howard Stanbury</b>	Friends of Old Headington
<b>Lesley Williams</b>	Headington Schools Partnership

**Apologies: 11**

Patrick Coulter	Headington Neighbourhood Forum – TRUSTEE
David Colbeck	Friends of Headington Hill Park
Priscilla Goldby	Market co-ordinator
Sheila Hurst	New Headington Residents’ Association
Philippa Logan	Shotover Preservation Society
Frank Mckenna	
Viv Miles	Project Lead on Connected Communities – TRUSTEE
John Nealon	TREASURER & TRUSTEE
Anne Partridge	U3A
Sonja Roffey	Mileway Gardens Residents’ Association
Cllr Chris Smowton	Oxford City (Headington)

1.	<b>The Chair</b> 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.	<b>Confirm Minutes of previous committee meeting held on 27 July 2022</b> Agreed <b>And Exec Minutes of 30 August</b> Agreed	
4.	<b>Matters arising not otherwise on the Agenda</b> Confirmation that the BT hubs application for Headington was refused.	
5.	<b>Headington Festival 2023 - 3 &amp; 4 June</b> <b>Future plans</b>  RB posed some suggestions for future festivals having visited the Florence Festival recently. Their festival costs c. £20K whereas our costs c. £10K. <ul style="list-style-type: none"> <li>• The FF is more interactive – they make a profit of c. £5K from the bar alone.</li> <li>• They put on a music festival in the evening for which they charge. Attendance 1,000</li> <li>• To produce anything like that would take at least 6-12 months preparation.</li> </ul>	

	<p>Our Festival</p> <ul style="list-style-type: none"> <li>• The Round Table have put on a film for youngsters in the late afternoon, and a film for families in the evening and are on board to do the same in 2023.</li> <li>• Instead of a film do we want to put on a music festival for local bands/musicians in 2024? Not enough time to organise a large event for next year.</li> <li>• There are many music groups in and around Oxford. Cheney School, Oxford Contemporary Music and Oxfordshire Music Hub were mentioned. Also other groups e.g. brass band, folk, were mentioned. It is thought there is plenty of local talent but we'd have to decide aims/genre.</li> <li>• We would need to erect some proper staging, sound, lights, fencing, security, first aid etc.</li> <li>• We should bear in mind that the City Council may charge us extra for the various licences required to stage a ticketed event (they did not for FloFest).</li> <li>• We could still have a childrens' fair during the afternoon that would need to close by film or performance time.</li> <li>• Music festival does not have to be in the park. If in the park, it might be better to have music events rather than a film in the open air because it does not rely on dark skies.</li> <li>• <b>Concluded a music festival is a good idea. We could have a low key music event next year before the film, to see how it goes, and then develop it into an enhanced 2024 festival.</b></li> <li>• Whichever route (low key next year or straight to full music event in 2024) we would need a dedicated person/sub-committee to coordinate it.</li> </ul> <p>Any ideas along these lines, or new ideas, or volunteer to coordinate it, please contact the festival chair Richard <a href="mailto:rbradley.oxford@gmail.com">rbradley.oxford@gmail.com</a></p> <p><b>Festival committee</b></p> <p>Richard would like to hear from anyone willing to join the festival committee that has gone from 6 to 3 members since the last festival. He particularly wants:</p> <ul style="list-style-type: none"> <li>• a person to sort out the stall bookings</li> <li>• a publicity person</li> <li>• a treasurer</li> <li>• a person to recruit and work with the volunteers on the day</li> </ul> <p>A poster about the festival will be distributed shortly.</p>	<p>ALL</p> <p>ALL</p>
6.	<p><b>Update on projects</b></p> <p><b>Market</b></p> <p>PG was unable to attend this meeting but this is her report:  Freshers' Fair: To summarise: it was a positive experience (but the good weather certainly helped that!). I will attempt to collect hard data from the traders, i.e. about use of discount flyers (deadline end Oct). Ewan was a great help in collecting items for display and coming on the day to set up. I think he was happy to be involved (as he didn't have other work that morning). Many thanks also to OBU for waiving the stand fee, as a 'first time' goodwill gesture. Thanks also to John for last minute printing.</p> <p>To follow up on my report to July meeting:</p> <ul style="list-style-type: none"> <li>• Newsletter sign-up: Sat 13<sup>th</sup> Aug, volunteers with clipboards worked the market. Good opportunity for conversations with customers. About 40 new sign-ups (bringing total to over 300; plus another 50 or so to be added from Freshers' Fair).</li> <li>• Social media: my suggestion (backed by Ewan) that we should have someone paid or voluntary (very part-time, OBU student?) with expertise and interest, specifically to manage this. Nothing further on this yet.</li> </ul> <p><b>Christmas/Winter Lights</b></p> <p>We will be lighting the natural trees again, but this year they will be switched on (without ceremony) on 24 October.</p> <p><b>Headington Action</b> will switch on <b>lights in the trees</b> in the shopping area to celebrate <b>Diwali on October 24</b>. They will remain on until after the <b>Orthodox Christmas on January 7</b>. This will allow us to celebrate the major faiths' lights festivals, including <b>Hanukkah and Christmas</b> and the <b>secular Christmas festivities</b>.</p>	

	<p>The <b>Christmas tree lights</b> switch-on event is on <b>Saturday 3rd December</b> There will be a <b>Christmas Eve Market</b> on <b>December 24</b></p> <p><b>In order to assuage peoples' concern about unnecessary use of energy we can point out that instead of having the lights on from 3pm to 12 they will now be on from 4pm to 11pm. Also, as the lights are all LED it costs only £1 per day to light them.</b></p> <p>The official switch-on of the lights on the Christmas tree will be at 4.30 or 5.00 depending on the availability of the Mayor to officiate. There will be singing groups in attendance and we hope that Nick Gill and his piano will be able to come too.</p> <p>Please see the Treasurer's report (Appendix 1.) about the lights in the trees.</p> <p>We need some volunteers to help with the drinks and eats collection and distribution on 3 December from about 4pm. AS has kindly agreed to recruit some students to help us – they have been very good and enthusiastic in previous years.</p> <p><b>Connected Communities</b> As noted before, we are employing Gertie Pakot to help coordinate this scheme and to recruit street contacts. This year we have decided again to offer battery operated LED lights for residents to light up their windows or hedges. Publicity will be going out shortly.</p> <p>Next year the plan for street activities is to encourage the planting of sunflowers in the spring, celebrate the coronation (whenever that will be) in the summer, have another Neighbours' Day in September, and then it is Christmas again. A CC meeting will take place shortly to include Brookes, the surgeries etc., to plan wider activities such as Connected Communities Week.</p> <p><b>Bury Knowle Park</b> RBe reported that Courtside were disappointed to discover that they would need full planning permission to be able to carry out their plans. A questionnaire to local residents and businesses will be coming out soon to gauge responses to their scheme. A letter outlining the details will be delivered to businesses in the next week. A notice to members will be circulated shortly.</p> <p>It was suggested that Courtside could also use the community stall to explain their ideas. HAr advised that plans for a skate park were being actively pursued with alternative sites being discussed. They plan to survey local young people to see what they really want and which location, within the park, they would favour. RB is meeting with Jerry Woods (Director of Estates ) at Brookes shortly and he will make him aware of this plan. HAr wanted to put on record that she is opposed to the overall design, and feels that there is little acknowledgement of the needs of younger people in the scheme, bearing in mind that we have a large new school (Swan) on our doorstep.</p>	AS
7.	<p><b>Membership criteria</b> Further to the membership criteria distributed with the papers, there were some further alterations and this paragraph replaced the previous 2<sup>nd</sup> paragraph:</p> <p><i>This note seeks to clarify <b>membership eligibility from organisations that are not incorporated, e.g. Residents' Associations and faith groups, that are within or partly within the locality (i.e. the area defined by the Headington Neighbourhood Plan) and are not excluded by Charity Commission rules e.g. is not a political party.</b></i></p>	
8.	<p><b>Headington Centre regeneration</b> The latest news was distributed with the papers for this meeting. PC subsequently sent this note.</p>	

	<p><i>There will be a public event on the Centre Improvement Project on Saturday 29th October am/early pm to set out details of the draft projects and obtain feedback. ARU will attend. Exhibition format, venue and exact arrangements to be confirmed. We will publicise during October perhaps arrange a stall in the market on a Saturday morning.</i></p>	
9.	<p><b>Members projects of interest to HA</b></p> <ul style="list-style-type: none"> <li>• RS reported that the Winter Warm project was being set up again this year in churches, libraries etc. This is very much a Connected Communities type of scheme to encourage cold and lonely people to meet up and Public Health are very much on board with this.</li> <li>• AS also reported an event to be held on personal safety to be held on October 4<sup>th</sup> to which members of the community were welcome. It would be based on the (nightsafe website link)</li> <li>• RBe reported that a meeting to organise the delivery of the cherry trees (purchased by CIL money) will be taking place shortly.</li> <li>• GP asked if anything could be done to improve the frontage of Beech House, on London Road, where the planting under the trees appears to have died. AS agreed to follow this up.</li> <li>• AS also reported that Brookes are hoping to run their “No Mince Pies” event in December. This also relates to Connected Communities and loneliness, and they welcome about 200 people each year. She asked for any ideas to improve it but with that many people attending we felt that they do not need to change anything. We did suggest to them making contact with Shared Knitting as they might recruit some more knitters at an event like that.</li> </ul>	
10.	<p><b>Finance</b></p> <p>The accounts had been distributed, but JN subsequently advised that there was an error whereby the figure being ring-fenced should have been £9k and not £14K. The accounts also reflect the cost of the tree lights being replaced. These figures were agreed by the meeting. See Appendix 1. For his report.</p> <p><b>JN has announced that he is retiring from HA at the AGM next year. He is a trustee and Treasurer, and will be hugely missed. We thus need a replacement. We know from other organisations that it may be necessary to employ a treasurer for a few hours a month and would be grateful if members enquire of their groups if they have anyone who could fit the bill.</b></p>	ALL
11.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• As mentioned before, the Exec will be having an Away Day shortly to discuss the future of HA in the light of the advanced ages of the current incumbents. We need to encourage younger people to join the Executive – any volunteers coming forward would be able to shadow us to learn the ropes.</li> <li>• A reminder that there are traffic consultations requiring responses from the general public.</li> <li>• HAR reported on the Lye valley to say that The Lye Valley has enjoyed a very successful year, despite the drought. Early marsh orchids have returned, after an absence of many years, the seed probably arriving on the wind from Wolvercote which is the nearest location. The marsh helleborines have now spread from the Peat Moors side to the Churchill side of the fen and can be clearly seen from the boardwalk. The Grass of Parnassus flowers have increased from only 22 flowers in 2006 to 1,950 in the North fen (the one we can see from the boardwalk) in 2022. This is a great success story and is the result of continual mowing and raking reed, and assisted colonization by volunteers.</li> <li>• Please see appendix 2 from the Lye Valley, concerning water conservation.</li> <li>• PC has advised that the Neighbourhood Forum AGM will be held in week commencing 21 November with a speaker (Charlie Palmer) on Urban Design and Neighbourhood Planning. He has worked with Norman Foster and now teaches at Brookes.</li> <li>• After the meeting AS also sent us details of these events:</li> </ul>	

	<ol style="list-style-type: none"> <li>1. Oxford Older People's Day which was held on 5 October, and</li> <li>2. she refers us to the local community engagement on Equality, Diversity and Inclusion. She says "more information on this event and registration information will go live soon so do keep checking the Oxford Brookes events pages for more information".</li> <li>3. Also "The University has a Race Equality Strategy and associated Race Equality Action Plan which is available to view on our web pages".</li> </ol>	
12.	<p><b>Arrangements for change of Chair - reminder</b> As reported in the Executive Minutes the chair will rotate amongst the trustees.</p> <p><b>John</b> October, <b>30 November</b>, December <b>Patrick</b> <b>25 January</b>, February, <b>29 March</b> <b>The highlighted months indicate the Committee meeting dates</b></p> <p>During these periods any communication needs to go to <a href="mailto:headingtonaction@gmail.com">headingtonaction@gmail.com</a> rather than any personal email address.</p>	
13.	<p><b>DONM</b> <b>30 November in Executive Suite at Brookes at 7pm</b></p>	
14.	The meeting closed at 8.30	

LG 29/9/22

Appendix 1.

## HA Committee 28<sup>th</sup> Sept 2022

### Finance Report

#### CIL and Grants

The two CIL applications approved by the Committee on 27<sup>th</sup> July 2022 were subsequently agreed by the City Council on 8<sup>th</sup> August 2022.

The Community Support Grant also approved by the Committee was transferred to Quarry WI. Details are to be posted by HA on the Headington noticeboards.

#### Headington Centre

A stage 1 payment of £18,645 to Amanda Reynolds Urbanism for their Headington Improvement Design Project consultancy was transferred late owing to a failed cheque (HSBC could not accept a signature as correct) and the subsequent difficulty in arranging a higher daily payment limit instead with HSBC. The total amount of CIL funds allocated to this project were £47,900.

#### Tree Lights Refurbishment

Lamps and Tubes, who fitted the winter tree lights in 2017, started refurbishing the lights this September and discovered further damage which required a doubling of the required cable length from 250 metres to 500 metres and further work. Given the urgency and the importance of the lights to Headington the Executive Committee approved finding the extra cost of £975 from HA funds. The Committee may feel it appropriate to seek further donations.

#### Market

The monthly income from the Market for the eight months to August was just under £4,945.

#### Actual Income/Expenditure vs Budget

See attached sheet for actual transactions against the predicted budget. Disregarding the ring-fenced items (regeneration fund, planter fund and street champions fund), the current balance in HSBC is approximately £14,000 compared to approximately £8,000 a year ago. The Coop bank savings account has had no transactions and stands at £8,597.

John Nealon, Treasurer

17/09/2022

## Live in Headington? Your Garden Can Help the Lye Valley Rare Wetland!

- The Lye Valley rare fen wetland is fed by spring-water that originates as rain falling in Headington in green areas and gardens.
- Rain enters the soil, goes through porous limestone underground and comes out in the fen springs (months later) to keep all the fen rare flowers and insects happily wet.
- The fen springs are not getting enough water due to hard-surfacing (roads, houses) stopping rain entering soil.
- This is worse because Climate Change is making hotter and drier summers; there is less rain as droughts become commoner.
- Water from your roof/paving MAY go to a soakaway (excellent!). If not, it may connect to a big surface drain pipe which (after a storm) pours into Lye Brook and gives flash-flooding, scouring the bottom of the brook, eroding the fen and causing flooding to properties down in Cowley Marsh.
- If you don't have a soakaway, you could help get more rainwater into the soil and underground rocks by interrupting your roof downpipe to collect water into a **water butt** and then use this to water your garden. This means more water for the fen springs...every little bit helps.
- This would also mean less water goes to the destructive road drain which spews storm water into Lye Brook, causing a flash-flood, damaging the fen and flooding homes down in Cowley Marsh.
- Please consider alternatives to concrete/tarmac areas of your front or back garden or using plastic grass – all these stop rain naturally entering the soil and feeding water to the fen springs. Limestone gravel will allow rain into the ground – provided it doesn't have a weed-proof and waterproof underlay.

By Friends of Lye Valley (FoLV). See <http://www.friendsoflyevalley.org.uk/>