

**DRAFT Minutes of Committee Meeting**  
**held on 30 November 2022 at 7.00pm in the Executive Suite at**  
**Oxford Brookes University**

**Present: 15**

<b>Heather Armitage</b>	Friends of Lye Valley
Elsa Bell	HONORARY SECRETARY & TRUSTEE
<b>Rosemary Belton</b>	Friends of Bury Knowle Park
<b>Richard Bradley</b>	<b>Friends of Quarry –TRUSTEE</b>
<b>Patrick Coulter</b>	<b>Headington Neighbourhood Forum - TRUSTEE</b>
<b>Liz Grosvenor</b>	<b>ADMIN SUPPORT</b>
<b>Altaf Khan</b>	Oxford City Councillor (Headington)
<b>Viv Miles</b>	<b>Connected Communities- TRUSTEE</b>
<b>John Nealon</b>	<b>Treasurer &amp; HA publicity (Chair) -TRUSTEE</b>
<b>Anne Partridge</b>	U3A
<b>Hilary Seal</b>	St Annes’s, Gathorne, Rock Edge, St Margaret Roads RA
<b>Andrea Siret</b>	Oxford Brookes University
<b>Cllr Chris Smowton</b>	Oxford City Councillor (Headington)
<b>Howard Stanbury</b>	Friends of Old Headington
<b>Lesley Williams</b>	Headington Schools Partnership

**Apologies: 7**

Trish Elphinstone	Headington Community Association
Priscilla Goldby	Market co-ordinator
Sheila Hurst	New Headington Residents’ Association
Philippa Logan	Shotover Preservation Society
Sonja Roffey	Mileway Gardens Residents’ Association
Margaret Samuel	U3A
Roz Smith	Oxford City and County Councillor (Quarry & Risinghurst/Headington & Quarry)

1.	<b>Welcome and introductions</b> JN stands in as Chair tonight for the last time before he retires. All attendees introduced themselves.	Action
2.	Apologies as above	
3.	<b>Confirm Minutes of previous committee meeting held on 28 September 2022</b> Agreed <b>And Exec Minutes of 31 October</b> Agreed	
4.	<b>Matters arising not otherwise on the Agenda</b> <ul style="list-style-type: none"> <li>• The faulty lights on the Osler Road tree have been corrected.</li> <li>• The play equipment in BKP is being investigated</li> </ul>	
5.	<b>Executive Awayday</b> The Awayday meeting discussed the concerns of the Headington Action (HA) Trustees being overstretched. As such it was thought that some projects may have to be shelved for lack of sufficient resources.	

	<ul style="list-style-type: none"> <li>• The Market is running satisfactorily, and the Festival now has more help (more later).</li> <li>• People to look after the organization of the hanging baskets, greening, lights in trees, the Christmas tree, and connected communities are all required.</li> <li>• Cllr AK advised that he is making progress with getting more diversity into the Headington Festival, and is in contact with RB and PC.</li> <li>• We continue to require a Business Association in Headington (more later).</li> <li>• We need more people overall, particularly a Treasurer to take over from JN who will be retiring.</li> <li>• PC pointed out that HA is a unique organisation and if we had more people, we could carry out more projects.</li> <li>• RB pointed out that the requirement of recruiting more people arises because of the advancing years of most of the current trustees. We may have to pay people to fill the gaps.</li> <li>• EB said that we have to be realistic as to what we are able to do now – can we reduce some of the elements e.g. the tree switch-on event.</li> <li>• If anyone can offer to help please contact us on <a href="mailto:headingtonaction@gmail.com">headingtonaction@gmail.com</a></li> <li>• Cllr CS advised that if we have ongoing problems in getting extra help then we can contact him direct to discuss.</li> <li>• In the meantime PC is undertaking a recruitment exercise.</li> <li>• Following a meeting with Jerry Woods at Brookes (more later) he agreed to put a recruitment plea in their staff newsletter.</li> </ul> <p>We see no alternative but to continue with a rotating chair. The proposal is for 4 members to do 3 months each.</p> <p>Already planned: <b>The highlighted months indicate the Committee meeting dates</b> <b>25 January</b>, February, <b>29 March</b> - Patrick April, <b>31 May</b>, June - Viv <b>26 July</b>, August, <b>27 September</b> - Patrick October, <b>29 November</b>, December - Richard <b>January</b>, February, <b>March</b> – Elsa</p>	<p>ALL</p> <p>ALL</p> <p>PC</p>
6.	<p><b>Headington Festival 2023 - 3 &amp; 4 June update</b></p> <p>We needed to recruit some more committee members to carry out various duties. Following a plea for help we had a good response and we now have a strong committee.</p> <ul style="list-style-type: none"> <li>• Cllr CS has agreed to engage with stallholders</li> <li>• Two people applied to help with publicity and we have engaged a publicist who lives in Quarry</li> <li>• TE has agreed to help Tim with the entertainment</li> </ul> <p>We still need a Treasurer (for HA as well) and pro tem RB will fill this role for both the Festival and HA. Accordingly he will step down from chairing the Festival committee.</p> <p>Because RB cannot be both Chair and Treasurer, we needed a project manager and we have decided to pay Adam Symons (who project managed the Neighbourhood Plan, and is working on the Centre Improvement) to fill this gap.</p> <p>As in previous years we have applied for funds from the National Lottery (a larger amount than before to cover the project manager). We normally budget for a £1K loss for the Festival, and HA underwrites this loss, but usually just break even. This year we will be appealing for donations at the Festival and there will be bucket-shaking at the exit gate.</p> <p>Cllr AK suggested getting an extra volunteer to help Adam and thus reduce his hours. He also said to approach the councillors for monetary help if not forthcoming from the usual sources. He suggested asking all the councillors representing the previous NE Area committee to contribute.</p> <p>EB made a comment that it would be a nice gesture for the Council to reduce the fee they demand for the use of the park. This has been raised before since we are charged as if we are a commercial rather than a free community activity. As she is in our area, we should draw this to the attention of Cllr Susan Brown particularly.</p>	

	<p>In answer to a query, the stalls at the Festival bring in revenue of c. £1K, and the fun fair generates c. £500. We ask for funds from the Lottery, the Doris Field Trust, Headington Community Centre, the Councillors, The Universities and the City Council.</p>	
7.	<p><b>Update on projects</b></p> <p><b>Headington Centre Improvement</b>  An update had been distributed with the papers for this meeting.  The exhibition was well-attended and the comments received will be fed into the plan which will be produced in January and will include feasible projects we can achieve.  The project is on budget and we still have c. £65K</p> <p><b>Market</b>  PG was unable to attend but sent this summary:  <i>Here are brief news points about the Market:</i></p> <ul style="list-style-type: none"> <li>- when consulting customers, there are always requests for a fish stall. Ewan followed this up, and Padstow Fish will be coming fortnightly (second time is this Saturday).</li> <li>- Oxford Brookes Health &amp; Life Science Research Dept approached us about having a community stall, to engage with the public about their research. They will come back to us with dates for 2023.</li> <li>- Caffè Nero: I have lodged an objection to their application for a pavement license. On balance it was felt that tables on London Rd, alongside the fixed benches and our stalls, may cause a problem for movement of shoppers.</li> <li>- Xmas/NY: Last Market of 2022 is on 24 Dec (Xmas Eve!). Closed 31 Dec. Restart on 7 January.</li> </ul> <p><b>Christmas/Winter Lights</b>  All on schedule with wine, soft drinks, mince pies and jollity expected! The Lord Mayor will do the honours; an acapello group <i>Women of Note</i> will sing before the lights are switched on and some of the church choir in Quarry will augment the community singing round the piano with Nick Gill. Thank you everyone for your offers of help.</p> <p><b>Connected Communities</b>  VM reminded us that we had a CC week last year leading up to the Festival. She is in need of extra help to, amongst other things, updating the lists of organisations willing to liaise with others to affect connections. It may be necessary to pay someone.</p> <p>She is working with the social subscribers at Hedena Health and the Manor Surgery who will be able to direct patients to relevant organisations as required.  Her helper Gertie is developing a group of street contacts with a view to increase street parties and enabling road closures. <b>Lights for illuminating front gardens/windows are still available so please circulate this message to make contact with us via our email address. Please also circulate the fact that we need more helpers.</b></p> <p>VM also drew our attention to the Florence Park neighbourhood activities and encourages you to look at <a href="http://www.oxfordshiredoughnut.org.uk">www.oxfordshiredoughnut.org.uk</a></p> <p><b>Courtside/Bury Knowle Park (BKP)</b>  A survey of local residents elicited 800 responses and this has gone to the council for approval; and eventual publication. A planning application will be submitted soon but there is currently a funding gap not helped by the current increases in building costs.</p> <p>PC and RB recently met with Jerry Woods (Director of Estates at Brookes) regarding the rescinding of the promised CIL monies from the Clive Booth development on account of it not being payable by charitable institutions. We were suggesting that Brookes make some of the missing CIL payment available to us to help fund the Courtside project, together with projects for the Centre Improvement, greening and a skate park. Jerry Woods reported that what they had saved on CIL contributions had now been absorbed into increased building costs and there were no spare funds to distribute.  We felt that there is always some “planning harm” with big developments and the large institutions should consider themselves obligated to pay back something to the local community, particularly since they include contributing to their local communities as part of their states aims.</p>	ALL

	<p>The Councillors will look at the planning in this area to see if there is a way around this legal directive – it is an ongoing problem as the large institutions nearby (Hospitals, schools etc) can all claim charitable status and they are the ones carrying out the large local developments. We wonder if Brookes and others could set up a charitable fund at the time of the planning process to provide local funds for Headington.</p>	
8.	<p><b>Headington Neighbourhood Forum HNF</b>  HA originally sponsored the NF to produce the Plan in 2017. The pandemic intervened and it now needs to be implemented.  Following a meeting of the HNF last week they now have a new steering committee which will meet in the new year to forward the plan. The meeting was well-attended and they would like more people to join.</p> <p>They need to implement the planning application scrutiny, carry out the various projects, refresh the plan itself so that it aligns and complies with the 2036 plan. There is also a 2040 plan coming along in about 18 months which does not differ very much from the former plan.  The National Planning Policy Framework is being updated too, and they need to take account the CPRE 5 year plan.</p> <p>It is worth noting that Headington NF gets 25% of all CIL monies generated by developments in the City and that this is possible because it is a statutory body (i.e. set up by statute) with the legal right to use these CIL funds</p>	ALL
9.	<p><b>Members projects of interest to HA</b>  None.</p>	
10.	<p><b>Finance</b>  The finances are very similar to last year. We are holding ring-fenced funds of £700 for the HRA tree fund. In answer to our plea for funds to help refurbish the tree lights we have already received £350 from Cllr CS and further monies are promised from the other councillors. CIL money also went towards this refurbishment.  Bids have gone in for the Festival, as mentioned above.  We are in need of a treasurer – the job entails basic bookkeeping on the one hand, and bidding for funds and chasing suppliers on the other,  As mentioned above RB is taking over <i>pro tem</i>.</p>	ALL
11.	<p><b>AOB</b>  <b>Membership Application</b>  We have had a request for membership from a Headington Business Group which is a subgroup of a city group Oxford Business Action Group. The applicant, Peter West, has submitted a list of 90 Headington businesses who have joined OBAG. As per our published criteria, more than three businesses sponsored Peter West and we contacted them to verify the proposal, which they did. We understand from Peter West that two businesses in Headington preferred not to be represented by the subgroup.</p> <p>We have been keen to have a business group within HA but concerns were expressed that this group might not meet our needs. The website of OBAG makes clear it is fundamentally a campaigning group on specific issues (see attached) rather than a general business association. A number of people expressed very serious reservations about accepting a campaigning group for a single issue, particularly in the light of the recent unacceptable and threatening behaviour of some of those campaigning against Low Traffic Neighbourhoods (LTNs). However, others did point out that we have varied and opposing views within the committee already and that the Headington branch of OBAG had as much right to be a member as had any other. All agreed that any new member had to agree to share our aims and that if it declared that it did and continued to demonstrate that during membership, then we cannot object to its inclusion. After considerable discussion <b>the committee endorsed the view that the application should be accepted – there were three abstentions.</b></p>	ALL

	<p><b>Amendment to criteria for criteria and process for membership</b></p> <p>The committee was reminded that they had agreed written criteria and a process for new membership. Since the above application was the first under these published criteria the Executive had observed that a slight amendment had been required. We ask for more than three people to sponsor the application. It now seems wise to ask for contact details and to verify their sponsorship with them. The Exec had done this for the above application, confident that the committee would approve, and now asked for this amendment to be formally included in the published criteria. This was agreed.</p> <p>Now that we have published criteria for joining, the next step would be to agree criteria under which a member might be asked to leave. This would augment and clarify the headline basis for membership in the constitution that can be found on our website</p> <p><b>Lye Valley</b></p> <p>The Freshwater habitat trust were planting rare plants on the weekly Wednesday meeting and they have some spare if anyone wants some for their own gardens.</p> <p>FOLV require a professional to monitor the SuDS (<b>Sustainable drainage systems</b>) following the Warren Crescent development. They are considering applying for funds from us to pay for a professional.</p> <p><b>BKP</b></p> <p>PC was asked to follow up on the email from a resident who had concerns about the state of the playground in BKP. He had directed them to Rosemary as Chair of the Friends group but so far there had been no contact.</p>	
13.	<p><b>DONM</b></p> <p><b>25 January in Clerici CLC 2.13 at Brookes at 7pm</b></p>	
14.	<p>The meeting closed at 8.44</p>	

LG 2/12/22

## Extract from Oxford Business Action Group website

(<https://oxfordbusinessactiongroup.co.uk/projects-impacting-oxford-business>)

### Our focus: projects impacting Oxford business

- **ZERO EMISSION ZONE (ZEZ)**

Oxford's pilot zero emission zone (ZEZ) launched in February 2022. The ZEZ covers a small area of central Oxford, including Cornmarket and adjacent streets. Motor vehicles can enter the ZEZ, as long as they pay to do so.

A much larger ZEZ is planned for 2023 – 2024. The ZEZ expansion would potentially include the entire city centre, including all of the following “perimeter” points: Magdalen Bridge, The High Street, Longwall, South Parks Road, Parks Road, St Giles, Beaumont Street, part of Walton Street, Worcester Street, Hythe Bridge Street, Oxpens Road, Hollybush Row, Oxpens Road and part of St Aldate's. Details of this plan on the council website can be found [here](#).

OBAG recognises the need to reduce air pollution in the city – especially in those streets where pollution levels are particularly high. However, we are concerned by several aspects of both the pilot and wider scheme. You can see what the Oxford High Street Association's concerns were in full [here](#).

Businesses, residents, and visitors to Oxford are encouraged to visit the [Zero Emission Zone website](#), to understand how the scheme will affect them, and to learn more about the planned daily charges.

[Find out more.](#)

- **BUS GATES ('TRAFFIC FILTERS')**

Oxfordshire County Council plans to install bus gates or 'traffic filters' - essentially roadblocks to private vehicles - on six main roads across the city in late 2022 – early 2023. These are currently planned for installation in St Clement's, St Cross Road, Hythe Bridge Street, Thames Street, Marston Ferry Road and Hollow Way, as part of a scheme known as “Connecting Oxford”. Details about this scheme can be found [here](#).

(A scheme to bring forward the introduction of several of these new bus gates in response to the pandemic was abandoned in October 2020. Plans to introduce yet more bus gates, on Cowley Road and Warneford Lane, were also withdrawn in 2021.)

We believe that if implemented, it will become virtually impossible to travel around the city centre using a private vehicle. Most local traffic will instead be diverted via the ring road, potentially causing gridlock.

[Find out more.](#)

- **WORKPLACE PARKING LEVY**

If implemented, the workplace parking levy is expected to result in Oxford businesses being charged £11.50 per month for each car parking space at their premises. Exceptions may be offered to workplaces with ten parking spaces or fewer. The levy was initially planned to cover Oxford's eastern arc but more recent plans indicate the levy will be imposed on businesses across the city. Further details about the planned scheme are available [here](#).

- **THE BETTER BUSINESS ACT**

We support the principles of the Better Business Act: to change UK law to make sure every single company in the UK, whether big or small, aligns the interests of their shareholders with those of wider society and the environment. Find out more [here](#).

- **LOW TRAFFIC NEIGHBOURHOODS**

Low traffic neighbourhoods (LTNs) are intended to create streets with fewer vehicle movements by preventing through-traffic. They aim to create quieter neighbourhoods, and to allow residents to feel safer when walking or cycling. The hope is that, by reducing traffic, LTNs lead to lower emissions and cleaner air for all.

In reality, it is claimed that LTNs deliver few of their claimed benefits. The council's [own report](#) into the experimental Cowley LTNs indicated that they had resulted in more congestion, slower bus journeys, more traffic on specific "boundary" roads, higher pollution levels than elsewhere in the city – and no meaningful increase in walking or cycling.

See what Reconnecting Oxford had to say about LTNs [here](#).