



Registered Charity No. 1170517

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DRAFT Minutes of Committee Meeting
held on 31 July 2024 at 7.00pm 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)
Richard Bradley (RBr)	Friends of Quarry (FoQ)- CHAIR & TRUSTEE
Patrick Coulter	Headington Neighbourhood Forum
Patrick Denby	Friends of Headington Hill Park
Priscilla Goldby	Market Coordinator
Liz Grosvenor	ADMINISTRATOR
Neil Holdstock	FINANCE OFFICER
Fiona Mckenzie	TREASURER
Viv Miles	Project Lead on Connected Communities - TRUSTEE
Andrea Siret	Oxford Brookes University
Cllr Roz Smith	Oxfordshire County (Headington & Quarry)
Cllr Chris Smowton	Oxford City (Headington)
Howard Stanbury	Friends of Old Headington (FoOH)
Peter West	Oxford Business Action Group
Lesley Williams	Headington Schools Partnership

Apologies: 4

Cllr Susan Brown	Oxford City (Churchill)
Sheila Hurst	New Headington RA
Cllr Glynis Phillips	Oxfordshire County Council- TRUSTEE
Sonja Roffey	Mileway Gardens RA

1.	<p>Richard Bradley in the Chair</p> <p>Welcome and introductions to all members.</p> <p>We welcomed a new member, Patrick Denby, representing Friends of Headington Hill Park</p>	Action
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	Apologies as above.	
2.	<p>Minutes of last Committee Meeting 29 May and Executive Meeting 24 June</p> <p>Correction to 4.1:</p> <p>HAr asked if there was still the availability of a charity stall. Yes, this is a possibility anyone should contact PG via the HA website.</p> <p>To be changed to:</p> <p>anyone should email the Market Manager via the HA website – Market page: https://www.headingtonaction.org/headington-market.html</p> <p>Matters arising :</p> <ul style="list-style-type: none"> • 5. There has been no further development on the state of the gateway into BKP. CS will chase. • 5.2 The rubble dumped at Rock Edge has now been removed. • HS asked what the paint marks in Windmill Road were for. CS will investigate. 	CS CS
3.	<p>HA Sustainability project – prepared by GP</p> <p>The draft terms of reference for the Headington Action Succession Plan working Group had been circulated with the papers for this meeting. This is an important piece of work as it relates to the already announced resignation of key officers in 2025.</p> <p>The Key tasks are:</p> <ul style="list-style-type: none"> • Establish the skills experience and knowledge the Executive needs to oversee HA now and in the future having regard to the aims and objectives set out in HA Constitution. <ul style="list-style-type: none"> • Identify what skills and experience are available and what is missing from the current Executive and what will be needed in the future. Have regard to issues of diversity and the need to provide a range of perspectives and to the possible future role of HA in Headington. Reviewing roles of other community organisations in Headington. • Obtain the views of the current Executive through survey. • Identify constituencies which could provide new members of the Executive and establish a number of alternative approaches to recruiting potential new members of the Executive. • Prepare a report with recommendations for the consideration of Executive and the Committee. <p>Timetable</p> <ul style="list-style-type: none"> • Confirm the Terms of Reference with HA Executive – mid August by email 	

	<p>Oxford Brookes students have produced a pollinator report for Headington. RBe will review the summary of that report and send it out in due course to our members so that further ideas can be added and she can then identify funding to carry them out.</p> <p>Festival 2025</p> <p>We were not able to stage a festival in 2024 and this was sorely missed by the community. We are in need of a Chair to make this happen in 2025. We understand that RS and NH are in discussion over this. They were asked to communicate their discussions with RBr</p> <p>This is urgent as we need to start asking for funds if the event is to go ahead next year.</p> <p>It cannot go ahead without a Chair and all members are asked if they know of someone who can take this on. The Chair must have familiarity with the festival.</p> <p>Winter/Christmas lights</p> <ul style="list-style-type: none"> • The lights in the multiple trees will be switched on on Friday 1 November in time for Diwali and switched off after the Orthodox Christmas in January. • The event around the Christmas tree will take place on Saturday 30 November. • Last year we raised c. £2K for the lights and contributed from our funds the remaining £1k required to maintain and light the trees. The cost this year will be similar. • We are in the process of discovering if we can light the trees at the entrance to BKP by using up-lighters powered by electricity from the toilet block. • Owing to the congestion we experience with the Christmas tree event we are investigating moving the event round the corner into Old High Street. This would entail closing off the road as far as Waitrose, for a short period of time. NH is investigating. 	<p>RS/NH</p> <p>ALL</p> <p>NH</p> <p>NH</p>
5.	<p>Other projects</p> <p>Oxford Round Table have got the green light to apply to stage fireworks again this year in South Park. They plan to use 70% less of the park with no large bonfire. They are also paying £32K for laying a metal trackway to obviate the damage to the grass as happened last year.</p>	
6.	<p>A paper had been circulated on the problems of using weedkiller on our streets. This arose as an issue when ODS indiscriminately sprayed some planting in St Annes Road. There is also the concern about run off into the Lye valley.</p> <p>A recent council review has justified the use of weed killer on tennis</p>	

	<p>courts and pavement cracks, and limited use in streets.</p> <p>We are concerned about the use of poisons in streets and HAr pointed out that the likes of Glyphosate can only be broken down by bacteria, not on pavements, and application of these poisons near schools is worrying.</p> <p>We appreciate that this is a city-wide problem and we requested feedback from residents' associations on their views on the use of chemicals.</p>	ALL
7	<p>Finance and grant applications</p> <p>FM is investigating new financial controls on setting up supplier accounts as fraud prevention is making payments difficult. She and the Exec will discuss further before any new protocols are implemented.</p> <p>The Friends of Headington Hill Park have in the past few days submitted an application for our Community Support grant to erect some new railing in the park opposite the church. The application is for £440, they having secured other funding of £1,640. They can access recycled railings rather than new that would cost c.£5k. There is no immediate urgency for this and so it can be scrutinised by the Executive and brought to the Committee for approval at the September meeting.</p>	
8.	<p>AOB</p> <p>RBr pointed out that there had been changes in the local CofE parishes in Headington. Darren McFarland (St Andrews) has left and we have a new vicar at All Saints Church. We still have a representative of Churches Together on our committee.</p> <p>PC advised that a meeting of the HNF steering committee has taken place. The plan is now 7 years old and need refreshing. Talks will be arranged with the council, and the new National Planning Policy Framework will have to be considered. Some of the projects will now be out-of-date. PW is now monitoring any new planning permissions for the area. The next meeting will be in the autumn.</p> <p>We have been alerted to a webinar on the new Warneford Park development on 7 and 29 August. The remaining date of 29 August is detailed below.</p> <p>It is not for public circulation. Our members are representatives of groups and one of the objectives of these session is to get attendees to cascade information to group members.</p>	ALL

	<p><i>Event Details:</i></p> <p><i>Dates & times:</i> <i>Session 2: Thursday 29th August, 11:00 – 12:00</i></p> <p><i>Location: Online Webinar via Teams (link will be sent to participants who register)</i></p> <p><i>RSVP:</i> <i>By 5pm Wednesday 28th August for Session 2</i></p> <p><i>Register through the link:</i></p> <p><i>Session 2:</i> https://events.teams.microsoft.com/event/a01804c6-964a-490d-a61e-589a6efdbb93@a8ba4881-ad91-4a62-b09e-d4abf5ef31b1</p> <p><i>Purpose of the Briefing Sessions</i> <i>The purpose of these sessions is to provide an overview of the plans to re-develop the Warneford Hospital site in Headington and the consultation events that will be taking place in September.</i></p> <p><i>At the briefing sessions, we aim to:</i></p> <ul style="list-style-type: none"> • <i>tell you more about the plans</i> • <i>share details about the forthcoming public consultation events</i> • <i>encourage you to share the information with your colleagues and other members of your group or network</i> • <i>encourage you to attend the public consultation events to meet the design team and representatives of the Trust</i> • <i>invite any initial feedback, ideas or other observations</i> <p><i>Your participation is important to ensure the redevelopment meets the needs and expectations of the community, patients, user groups and staff.</i></p> <p><i>Please confirm your attendance by clicking on the link above</i></p> <p><i>For information, Kevin Murray Associates have been appointed by the Trust, as community engagement consultants for the Warneford Hospital redevelopment and will be hosting these online events.</i></p> <p><i>We do hope that you will be able to join us to find out more about the plans and the September events.</i></p>	
8.	<p>DONM 25 September Committee Meeting at 7pm venue tba</p>	
	<p>The meeting closed at 8.40pm</p>	