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HEADINGTON ACTION
WORKING TOGETHER FOR HEADINGTON

Registered Charity No. 1170517
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Minutes of Committee Meeting held on

25 March 2026 following the AGM at 7.00pm

In the Executive Suite, Oxford Brookes University

Present: 17

Elsa Bell	St Anne's,Gathorne Road,Rock Edge&Margaret Road Group (EB)
Rosemary Belton	Friends of Bury Knowle Park (FoBKP) GREENING -**TRUSTEE**(RBe)
Richard Bradley (RBr)	Former Chair
Cllr Liz Brighouse	County (Churchill & Lye Valley)
Patrick Coulter	Headington Neighbourhood Forum (HNF)
Liz Grosvenor	ADMIN SUPPORT
Neil Holdstock	FINANCIAL DIRECTOR & TREASURER
Sheila Hurst	New Headington Residents' Association (NHRA)
Sumukh Kaul	WEBSITE AND Connecting Communities
Fiona Mckenzie	Former Treasurer
Viv Miles	**CHAIR** - **TRUSTEE**
Chris Mills	Friends of Headington Quarry (FOQ)
Jane Moore	PROJECT LEAD ON CONNECTING COMMUNITIES (CC)
Cllr Glynis Phillips	(County) Barton, Sandhills & Risinghurst **TRUSTEE**
Cllr Roz Smith	City (Quarry & Risinghurst) County (Headington & Quarry) **and HONORARY SECRETARY**
Howard Stanbury	Friends of Old Headington (FOOH)
Lesley Williams	Headington Schools Partnership

Names in bold denote members of the Executive Committee

Apologies: 7

Heather Armitage (HAr)	Friends of Lye Valley (FoLV)
Priscilla Goldby	MARKET COORDINATOR
Cllr Altaf Khan	City (Headington)
Jack Olchawski	Oxford Brookes University Community Engagement
Sonja Roffey	Mileway Gardens RA
Cllr Chris Smowton	City (Headington)
Emma Trundley	Oxford Brookes University Community Engagement

1.	**To confirm decisions taken at the AGM:** • NH is taking over the position of Treasurer from FM and will be now designated as Financial Director & Treasurer • VM has been appointed as Chair • RS has agreed to take over the post of Honorary Secretary from EB and the Constitution folder has been passed to her **Viv Miles in the Chair** **The Chair** welcomed all to the meeting and participants introduced themselves. She also reiterated that we need more people on the committee and some young blood, and she asks all the representatives here tonight to ask around so that we can widen and develop the membership. She was asked if we should have a Vice Chair and this was deemed to be a good idea and will be discussed further, together with the ongoing succession planning. **Apologies** as above**.**	Action ALL EXEC
2. 3.	**Items for AOB** OPT nomination Various social occasions	
4. 5.	**Minutes of last Committee Meeting 28 January and Executive Meeting 23 February** JM corrected the dates quoted in the last Minutes for Connecting Communities week from 5 to 8 September to 5 to 13 September. The minutes were then agreed. **Matters arising:** • Our comments at the last meeting about whether we, as a Charity, should have to pay for the lights in Headington will be forwarded to Cllr CS. ** • Page 4 of the Minutes stated that PC had talked about funding for the Market – this should have read PG • NH has met with the County Tree Officer regarding the removal of lights in the trees and they discussed the use of a different type of tie so that the lights would not have to be removed annually. • VM is organising the Green Token scheme for HA at Waitrose • EB was thanked for her sterling work for HA as Honorary Secretary and everyone agreed that she will be a hard act to follow.	NH/CS

6	**Approval of adjustments to CIL application process and scrutiny committee (SC)** Following the clarification in the last Minutes we feel that the CIL process is now more transparent. RBe suggested that creating a flow-chart of the process would make it even easier to understand. As noted in the AGM Minutes, the scrutiny committee (SC) now comprises PC, GP and SK	SC
7.	**Finance** It was accepted that, with the various expenses with lighting the trees and the parking issues at the Market, the finances are in a perilous state. We do have large overheads, like insurance, too, and so we feel that we now need a fund-raiser. GP, NH and VM will discuss the need to approach Cllr Susan Brown to discuss the things we fund (see ** above in Matters Arising) Together with appointing a fundraiser, GP will consider how the existing duties of the Executive Committee members are shared out, particularly in the light of EG's resignation. A meeting is being arranged with RBe and VM.	GP/NH/VM VM/GP/RBe
8.	**HA Projects/activities updates** **Festival 2026 – 30/31 May** RS advised that a 2nd meeting had taken place, appointing two people to oversee entertainment to include juggling and dancing, and the *Horns of Plenty* have been booked.. The position of a second arena is being considered, (possibly near Courtside) and a position for the farm animals is being discussed. The park has been officially hired, the Lord Mayor has been invited, and SK has agreed to look after the Festival website. Keith Frayn has been contacting local businesses and has received much positive support. Holland & Barrett will be running a Wellness Wagon. The Round Table have booked a large screen and two films will be shown. There will be a Real Ale Bar and food and drink will be available in the main marquee and run by either/and/or the WI and the Scouts. It was noted that the WI keep all the funds they generate, but the Scouts would give the Festival 20% of their takings. PC commented that we need many groups to participate in the proceedings to make it as successful as last year's event.	

Connecting Communities (JM)

The new Directory has been published together with some flyers "A Guide to Community Activities in OX3"
The Connecting Communities week has been confirmed for 5 to 13 September. The objective is to encourage people to try new activities, and the Street Contacts will be organizing street parties
It was noted that Open Doors weekend is also on 12/13 September

The number of Street Contacts is increasing and the distribution of Christmas Lights last year generated new people. 25% of the streets in Headington now have a contact, and local WhatsApp Groups will be circulated with Connecting Communities information.
It was pointed out that in the interests of GDPR the street contact names are not published online, but are put in contact with enquirers as required.

CC gave us a list of upcoming events (see AOB) to celebrate the 100 years of the existence of Quarry and HA are invited to man a table with advertising flyers. The celebrations will be held in conjunction with the local nursery and Gertie will be able to supply street games.

Market: (PG)

PG was unable to attend this evening but sent the following note which was read out at the meeting:

Parking bay suspensions – change to TRO (traffic regulation order):
After approval of the CIL application – to fund a permanent TRO for market trader parking – at the January meeting, the process has been started. The parking team will inform me when the public consultation period begins.
Trader fees – going cashless:
From start of 2026, traders are expected to pay stall fees weekly by card or direct bank transfer (standing order), so that the Manager does not have to handle and bank cash. After some teething problems in January, this is now bedding in. NB: This does not affect how customers can pay individual traders, i.e. by cash or card.
Market running:
The Manager Joe and wife Hannah are actively working to increase the profile of the market and attract new stalls. It is difficult – a new fish van trialled every other week, but are not continuing for the time being. There has been some success with getting more hot food traders. Our regulars are dependable. We are glad to support charity/community stalls such as BBOWT and guides/scouts.

A comment was made that the cheese stall is a very welcome addition to the market.

	Greening (RBe) RBe advised about an event being run by Brookes on **April 15** concerning the protection of green spaces. CAG are involved and the exercise will identify green spaces on a map. On the **18 April** there will be a walk to visit these spaces. At our next meeting in May we will have a talk from BBOWT or a similar organization with a theme of biodiversity and the environment The hanging basket project needs to be taken over from EB. The City Council and ODS must be contacted soon as the baskets go up in May. RBe has agreed to take this on. It was noted that the timetable for ODS going out for tender for procurement does not coincide with ours which makes timing rather difficult.	**RBe**
9.	**AOB** PC suggested that we approve a nomination for Courtside to receive an OPT award as a valuable community asset. The application needs to be submitted by 20 April. **This was agreed with RS abstaining declaring and interest being an OPT trustee.** HS announced that **Open Gardens** in Old Headington takes place on **24 May** from 2.30 to 5.30 with teas in the village hall as usual, and with a plant stall. Funds generated come to HA and to OPT. Free entry but donations welcomed. Highfield RA (PC) are holding a musical evening on **24 April** at 7.30pm in aid of **Asylum Welcome** at All Saints' Church House, New High Street. The Mad March Hares will be performing together with many other groups. See poster attached On Sunday **10 May** the Oxford Fiddle Group will be playing at the FOQ **Spring Social** at the Masons Arms from 2pm to 5pm. On Saturday **13 June** from 8pm is the Oxford Fiddle Group and other groups open evening at Headington Quarry Village Hall. Free entry but donations welcome. SK advised that **The Wood Farm Summer Fete** will be held on **18 July**	
10.	**DONM** **27 May in JHB201 at Oxford Brookes at 7pm**	
11.	The meeting closed at 8.22pm and was followed by refreshments kindly organized by JM	

LG 31/3/26