

**Minutes of Committee Meeting held on 30 March 2022  
at 7.20pm in Executive Suite at Oxford Brookes University**

**Present: 15**

<b>Heather Armitage (HAr)</b>	Friends of Lye Valley
<b>Elsa Bell</b>	<b>HONORARY SECRETARY, <u>VICE CHAIR</u> &amp; TRUSTEE</b>
<b>Rosemary Belton (RBe)</b>	Friends of Bury Knowle Park
<b>Richard Bradley</b>	Friends of Quarry – <b><u>CHAIR</u> &amp; TRUSTEE</b>
<b>Patrick Coulter</b>	Headington Neighbourhood Forum – <b>TRUSTEE</b>
<b>Priscilla Goldby</b>	Market coordinator
<b>Liz Grosvenor</b>	<b>ADMIN SUPPORT</b>
<b>Sheila Hurst</b>	New Headington RA
<b>Fiona Mckenzie</b>	for Hilary Seal (see below)
<b>Viv Miles</b>	Project Lead on Connected Communities - <b>TRUSTEE</b>
<b>John Nealon</b>	<b>TREASURER &amp; TRUSTEE</b>
<b>Anne Partridge</b>	U3A
<b>Andrea Siret</b>	Oxford Brookes University
<b>Cllr Roz Smith</b>	Oxfordshire County (Headington & Quarry) Oxford City (Quarry & Risinghurst)
<b>Lesley Williams</b>	Headington Schools Partnership

**Apologies: 10**

Cllr Altaf Khan	Oxford City (Headington)
David Colbeck	Friends of Headington Hill Park
Bridget Durning	Community Schools Alliance Trust
Tony Joyce	Oxford Civic Society
Philippa Logan	Shotover Preservation Society
Frank McKenna	Headington Liveable Streets
Cllr Glynis Phillips	Oxfordshire County (Barton Sandhills & Risinghurst)
Hilary Seal	St Annes's, Gathorne, Rock Edge, St Margaret Roads RA
Cllr Chris Smowton	Oxford City (Headington)
Howard Stanbury	Friends of Old Headington

1.	<b>The Chair</b> welcomed all attendees. Apologies as above	Action
2.	<b>Confirm Minutes of previous committee meeting held on 26 January 2022</b> Agreed.	
3.	<b>Matters arising not otherwise on the Agenda</b> <ul style="list-style-type: none"> <li>The criteria for stall holding at the market and festival are being discussed and will be distributed shortly.</li> <li>With the resignation of Bridget at the AGM we now have a vacancy for a leader of Greening.</li> <li>The AGM of the Headington Neighbourhood Forum (HNF) will be held in May – the Plan needs to be re-examined and reviewed, particularly in light of the Headington Centre regeneration</li> </ul>	EXEC ALL

	plans.	
4.	<p><b>Community Infrastructure Levy</b></p> <p><b>Amendments to the CIL process</b></p> <p>The City Council pointed out that our consultations needed to be more thorough and that any amendments needed to be agreed again by further consultation if necessary. To achieve this:</p> <ul style="list-style-type: none"> <li>• All CIL application consultations are put on the HNF website with links to the HA website.</li> <li>• If the application is over £10K it goes on social media too.</li> <li>• In the guidance notes for making an application the sponsor needs to demonstrate that it has already gone out to consultation with others.</li> </ul> <p>It was suggested for people without computers, notification also goes on the main Headington notice boards, and the library notice board too.</p> <p>Any individuals can comment on the applications via the website and these come to the committee.</p> <p>In future all members will receive notification as soon as the application goes on the website so that they can alert all the members of the group that they represent. This allows for individuals within that group to then submit their own views.</p> <p><b>It is worth pointing out that this committee meeting has the power to recommend the expenditure of large amounts of money.</b></p> <p><b>CIL application for Headington regeneration consultancy</b></p> <p>The Headington Centre regeneration CIL application was agreed in principle at our last meeting. It allowed us to seek a consultant based on the vision agreed who will in turn consult with local businesses and groups. It was agreed that we could go to tender based on a total figure of £50K.</p> <p>We received 3 tenders: for £45K, £42K and £37K. The project board scrutinized these and based their decision on the quality of their submission. In the end the lowest tender was chosen as it was the most impressive. Although the quote is £37K we added 15% for increased consultation and £5k for the recruitment of a project manager, which brings the figure to £47.9K – within our 50K budget.</p> <p>This decision has to go to the City council for approval. This revised application has gone onto the website and on social media and we have received no comments.</p> <p>The Headington Centre area being considered is the length of London Road from the Co-op to the Shell Garage, and Windmill Road to the end of the shops, and Old High Street to the end of the Waitrose car park.</p> <p>Items to be considered will include nighttime economy.</p> <p>All the consultation processes will be fully explained and advertised. Before the end of the project a second round of consultation will take place to prioritise projects.</p> <p>Another source for publicity which we will pursue is with <a href="http://www.headington.org.uk">www.headington.org.uk</a> (Stephanie Jenkins)</p> <p><b>The revised application was approved by the committee with 2 abstentions, the Chair and PC who had been involved in the process.</b></p> <p><b>CIL application for hanging baskets</b></p> <p>Agreement was made with the City Council to cover a 5 year period.</p>	<p>JN</p> <p>ALL</p> <p>JN</p> <p>JN</p> <p>JN</p> <p>JN</p>

	<p><b>The committee approved this CIL application with no abstentions.</b> This decision has to go to the City council for approval.</p> <p><b>Update on Courtside and Bury Knowle Park (BKP)</b></p> <p>At the last meeting we agreed a CIL application for the Courtside multi activity hub at BKP to a figure of £33K.</p> <p>Courtside had needed to raise funds of £330K but one of their funding bids has narrowly been refused. The project will thus be delayed until funds can be sought from elsewhere.</p> <p>Courtside has asked us not to publicise the project until the council has agreed. Once it has it will go on the website for consultation,</p>	
5.	<p><b>Update on projects and activities</b></p> <p><b>Market</b></p> <p>PG relayed Ewan’s report that stated there was an average of 15 stalls per week in March. Traders seem to be happy, and the only issue at the moment is the positioning of stalls affected by the sun on the north side of London Road.</p> <p>The market is paying for two traders’ parking places for the bakery and the Greek stall, and they are paying enhanced fees to cover this.</p> <p>The market is advertised on Instagram, Facebook and Twitter. There have been some comments about leaving Quarry Hollow as children enjoyed the playground whilst their parents shopped. The use of BKP has been brought up, but we know that this has been vetoed by the City Council.</p> <p>There will be an article about the market in the next edition of Headington Occasional.</p> <p><b>Headington festival and Connected Communities Week</b></p> <p>Having stood down from Chair of HA, Richard is now Chair of Headington Festival which takes place on 28/29 May.</p> <p>There will be no events on Saturday afternoon and evening as the Round Table is not available to stage them.</p> <p>There will be an enhanced market on the Saturday, with the main Festival itself on Sunday.</p> <p>The grants to cover the festival are coming in satisfactorily and potential stallholders are being sought Go to <a href="#">Headington Festival 2022</a> to apply for a stall. See the site for charges.</p> <p>A poster is being prepared to go to the schools before the Easter holidays.</p> <p><b>Volunteers are being sought to staff our stall, sell raffle tickets (they will also be available at the 2 markets before the festival), and for cleaning up afterwards.</b></p> <p>Raffle prizes are being sought.</p> <p>The theme is “Connected Communities” and a week of activities precede the festival weekend. Many local groups are being invited at participate in order to get people to connect. There will be extra stalls at the festival.</p> <p><b>If you want to take part please contact us via the website FAO Viv Miles.</b></p> <p>We might ask cafés to take part and to set aside “chatting tables”.</p> <p><b>Headington Centre regeneration</b></p> <p>Discussed above.</p>	<p>RBr</p> <p>ALL</p>

6.	<p><b>Finance</b></p> <p><b>Update including 2022 budget – already distributed</b></p> <p>The budget (distributed in advance) showed comparisons of activity back to 2019.  We have budgeted a subsidy of £1000 to the Festival although it may well just about break even.  Income from the market is steady.  The contribution to HNF is to cover website charges.  Money is being held for the Street Champions.  There is a figure for contingency to cover the Headington Regeneration project.  We have £8.5K in reserve funds.</p>	
7.	<p><b>Arrangements for change of Chair</b></p> <p>It has been decided that, until we can locate a permanent chair, the trustees will take the chair on a rota basis, 2 months at a time. Elsa will take the first 2 months.  For any queries, and any items for the agenda, please go to the generic email address (available on the website) rather than to the chair direct.. The rota will be published in due course.</p>	
8.	<p><b>AOB</b></p> <p><b>Jubilee</b>  We have no plans for this as it comes straight after the Festival and because we know a lot of people will be organising local events. We know of a number of street parties being planned. We support these with advice, equipment and in some cases money to cover costs of street closures and minor expenses. Priority will be given to new applicants. Roz will check with the council to see if fees can be waived this year. Again make contact via the website.  There is a barbecue being planned at Headington Quarry Village Hall on the Jubilee Friday and families are encouraged to drop in.</p> <p><b>Community Council</b></p> <p>The plan for a Community Council emerged from the Neighbourhood Plan, but the City Council would not approve it. We understand that this decision is being re-considered as local councils are seen to be good for the community.</p> <p><b>Community Groups</b></p> <p>We wish to encourage more community groups to join us – RS will give potential names to EB to pursue further. Any groups or individuals with particular expertise is invited to contact us via the website.</p> <p><b>Donation</b></p> <p>The Friends of Old Headington have kindly donated £100 to us for the use of our marquees for their Open gardens events. EB took delivery of the cheque and gave thanks. This has been allocated to the Festival.</p>	<p>RS</p> <p>RS/ALL</p>
9.	<p><b>Next meetings – all at 7pm – venue to be confirmed</b></p> <p><b>25 May</b>  <b>27 July</b>  <b>28 September</b>  <b>30 November</b></p>	
9.	<p>The meeting closed at 8.40 and was followed by refreshments.</p>	