



Registered Charity No. 1099173  
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## Minutes of the meeting held on 25 September 2019 at 7.00pm Room JHB 128, John Henry Brookes Building, London Road.

**Present: 20**

<b>Heather Armitage</b>	Friends of Lye Valley
<b>Elsa Bell</b>	<b>HONORARY SECRETARY, <u>VICE CHAIR</u> &amp; TRUSTEE</b>
<b>Rosemary Belton</b>	Friends of Bury Knowle Park
<b>Richard Bradley</b>	Friends of Quarry – <b><u>CHAIR</u> &amp; TRUSTEE</b>
<b>Bridget Durning</b>	Community Schools Alliance Trust – <b>TRUSTEE</b>
<b>Keith Frayn</b>	Ramblers
<b>Cllr Stef Garden</b>	Oxford City (Headington)
<b>Liz Grosvenor</b>	<b>ADMIN SUPPORT</b>
<b>Carolyn Gulliver</b>	London Court Residents' & Headington Singers
<b>Sheila Hurst</b>	New Headington Residents' Association
<b>Tony Joyce</b>	<b>Oxford Civic Society</b>
<b>Carolyn Morningstar</b>	<b>Joint Chair Market Committee</b>
<b>John Nealon</b>	<b><u>TREASURER</u> &amp; TRUSTEE</b>
<b>Anne Partridge</b>	U3A
<b>Andrea Siret</b>	Oxford Brookes University
<b>Margaret Simpson</b>	Ox50 and OxTalk
<b>Cllr Roz Smith</b>	Oxfordshire County (Headington & Quarry) Oxford City (Quarry & Risinghurst)
<b>Howard Stanbury</b>	Friends of Old Headington
<b>Peter West</b>	St Anne's Road etc. Residents' Associations & Headington/Marston Community Forum
<b>Lesley Williams</b>	Headington Schools Partnership

**Apologies: 9**

David Colbeck	Friends of Headington Hill Park
Patrick Coulter	Headington Neighbourhood Forum – <b>TRUSTEE</b>
Cllr Pat Kennedy	Oxford City Council (Lye Valley)
Cllr Altaf-Khan	Oxford City (Headington)
Philippa Logan	Shotover Preservation Society
Cllr Glynis Phillips	Oxfordshire County (Barton Sandhills & Risinghurst)
Mary Pierre-Harvey	Oxford Brookes University – Director of Estates & Campus Services
Sonja Roffey	Mileway Gardens Residents' Association
Emily Shipway	Manor Surgery Practice Manager

With thanks to Oxford Brookes for providing the venue	Action
<p><b>1. Apologies, welcome and introductions.</b> Apologies as above. <b>A reminder that if you are unable to attend a meeting it is acceptable that you send a representative on your behalf.</b></p>	

<p><b>2. Minutes of the last meeting</b> held on 31 July 2019 were confirmed.</p>	
<p><b>3. Matters Arising</b> not elsewhere on the Agenda  (including Executive Minutes of 20 August 2019)</p> <p>Item 4  <i>RB reported that he has written to a City Council Officer (Tim Sadler) expressing HA's concern at the increasing carbon emissions in Headington due to the hospital's CHP project.</i></p> <p><i>RB asked PW for an update on his report. Peter West asked for this report to be included in these minutes (slightly edited):</i></p> <p><i>PW reminded the meeting that he had written a report on the OUH NHS Trust's Energy project that indicated, amongst other issues, that the promised energy and associated local carbon emissions had not reduced as promised, but increased, the latter by 8,000 tonnes / annum. He also reminded the meeting that he had asked for everyone, particularly councillors, to submit their views to the Trust, copied to him and that if anyone disagreed with this approach to let him know. To date, 3 of the relevant 14 councillors had submitted comments (Glynis Phillips, Liz Brighthouse and Mark Lygo). The Lord Mayor, the Leader of the City Council and the County Councillor for the Environment have declined to support the report, whilst the remainder have not responded. PW asked that Richard Bradley, on behalf of HA, Glynis Phillips, Liz Brighthouse, Mark Lygo and Anneliese Dodds, our MP, be thanked for their contributions.</i></p> <p><i>PW reported that the Trust's response was due last week, but he has been advised that the response should be with him by tomorrow or Friday (27th September) and he will report back on the Trust's views asap.</i></p> <p>Item 10</p> <ul style="list-style-type: none"> <li>• PW reported that the new police officer (Paul Arnold) will be arriving soon and that the Headington &amp; Marston Community Forum will be reinstated.</li> <li>• The Treasurer has contacted the Fairtrade shop and advised that we do not feel able to support their request for funds to enable pre-Christmas stock to be financed. RS declared that she is a shareholder, as is Headington Action.</li> </ul> <p>Exec Minutes</p> <p>Item 7 – Planning Users Group</p> <ul style="list-style-type: none"> <li>• PC has written to the leader of the Council, Cllr Susan Brown, and is awaiting a reply.</li> </ul> <p>Item 11 – Pavement parking</p> <p>RS understands that if a vehicle is parked on the kerb and on a double yellow line then this is illegal and the vehicle can be ticketed. A vehicle is given 10 minutes grace before being ticketed. The enforcement agency, NSL, appears to have had its contract extended but enforcement has not been evident. Further to this, an obstruction on a pavement is a police matter if the remaining space cannot take a double buggy or motorised scooter.</p> <p>KF reiterated that any parking on a pavement is illegal and being asked what a pedestrian should do was advised to report it to the Council (not very effective) or get some notices produced by Oxford Pedestrians Association that say "Pavements are for People" and place them on the vehicle.</p> <p>RS also advised emailing the Neighbourhood policing office.</p> <p>The main problems are at the top of Windmill Road, by the shops. Oxford Direct Services are planning to add some cycle racks in this area and also a bench and flower containers.</p> <p><b>Cllr Pat Kennedy (unable to attend tonight) sent us:</b></p> <ul style="list-style-type: none"> <li>• <i>Update on the Pick-me-up bus- under matters arising please.</i></li> </ul> <p><i>I had a recent meeting with The Manager of Oxford Bus Company. He said that it will not be cost effective to run a telephone booking service. It would be too expensive to employ somebody to take calls throughout the day.</i></p> <p><i>He does appreciate the problems for older people and those without access to smart phones and iPads.</i></p>	

<p><i>Initially the idea of the service was to improve connectivity in the Eastern Hub and it had been hoped that businesses on the Business Park would help to fund it. The plan was for a commercially viable service by and for business.</i></p> <p><i>The business model changes if some of the transport changes in the recent consultation are adopted in the eastern ark.</i></p> <p>We were subsequently advised by SG that the council are looking into being able to telephone-book.</p>	
<p><b>4. HA Forward Plan</b></p> <p>The priorities were laid out in the paper distributed for this meeting.</p> <p>Business is as usual, therefore, until or if a Community Council is formed.</p> <p>The priorities will be to support the Neighbourhood Forum, give increased focus on matters such as loneliness, community events and facilities etc., and to improve the Headington environment.</p> <p>We have already recruited joint chairs of the Market Committee, but we must recruit a new Festival Manager for 2021 – EB has kindly agreed to manage it for one more year only.</p>	
<p><b>5. Planning and related matters</b></p> <p><b>Community Council</b></p> <p>The consultation ended on 23 August and the decision by the Council was to have been in early October. The timing is such that this cannot now be done until the November meeting of the Council. It is suspected that more work on the analysis is needed, perhaps following comments from PC about completeness. It transpires that various bodies have not been asked for their comments (we believe that Residents’ Associations have not been approached), including HA and the HNF. The latter two have now been asked for comments, and were recently submitted. See attachment for reply by HA.</p> <p>The consequence of this delay is that, because Council Tax Notices have to go out at the beginning of the year, the elections for councillors cannot take place until 2021. We are very disappointed at this turn of events, particularly for Patrick Coulter who has done so much work towards this in the last few months, having also been part of the HNF Committee who prepared the Plan over a period of 5 years. However, we do want the examination to be done properly and not rushed.</p> <p><b>Headington Forward</b></p> <p>We have been aware that the Committee are not fully aware of this organisation.</p> <p>HF has existed for about 10 years under the chairmanship of Roy Darke, David Rundle (?), Ruth Wilkinson and now Roz Smith. It evolved from a request from Highfield Residents to the North East Area Committee (NEAC) wanting better communications between the institutions in Headington and residents so that they would not go ahead with major developments without advising representatives of various bodies in the area. Of necessity some of the discussion is confidential and Chatham House rules apply.</p> <p>Examples of items discussed are the plans for Access to Headington, and more recently the refurbishment of Cuckoo Lane.</p> <p>At these meetings the various institution representatives can receive initial feedback and they say it is useful to be able to network in this way.</p> <p>The current participants are:</p> <ul style="list-style-type: none"> <li>Acting Head of Planning <b>Oxford City Council</b></li> <li>Deputy Director &amp; Commercial Services <b>Oxford Brookes</b></li> <li><b>University of Oxford</b> Central Growth Manager</li> <li><b>University of Oxford</b> Sustainable Transport Manager</li> <li><b>Headington Action</b> Chair</li> <li>Executive Director, Development, <b>Oxford City Council</b></li> <li><b>Headington Neighbourhood Forum</b></li> <li><b>Headington School</b> Bursar</li> <li>Infrastructure Locality Lead – Oxford Planning and Place <b>Oxfordshire County Council</b></li> <li>Planning Officer <b>Oxford City Council</b></li> </ul>	

<p><b>University of Oxford</b> Director of Estates  <b>Oxfordshire Health</b> Head of Property Services  <b>OUH NHS Trust</b> Travel &amp; Transport Manager  <b>Cheney School</b>  <b>OUHT</b> Head of capital &amp; Architectural Practice  <b>University of Oxford</b> Town Planning Manager  <b>Ruskin College</b> Academic Registrar  <b>Oxford Civic Society</b> Vice President  <b>University of Oxford</b> Town Planning assistant          Director of Estates &amp; Campus Services <b>Oxford Brookes</b>  <b>Headington School</b> Assistant Bursar  <b>Oxfordshire County Council</b> Senior Transport Manager  <b>Oxford Brookes</b> Estates Communications  <b>City Councillor</b> (Headington &amp; Quarry) <b>CHAIR</b>  <b>Oxfordshire County Council Highways</b>  <b>Oxford City Council</b> Planning Policy Officer</p> <p>The constitution allows HA to appoint representatives from residents. RB asked HA members to advise him of any nominations.          The Chair of HF plans, subject to HF approval, to write up a précis of the meetings to bring to HA.</p>	
<p>• <b>Update on HA activities</b></p> <p><b>Market</b></p> <ul style="list-style-type: none"> <li>• We were sad to hear of the sudden death of one of our stallholders, Tim of Picks Farm. It was a huge shock to the other stallholders and Charlie the Market Manager created a memorial stall in his memory and opened a book of condolence.</li> <li>• The market is running at near capacity, and the impact of extra parking is being looked at.</li> <li>• We will be seeking a part-time Market Manager to replace Charlie who is emigrating next year.</li> <li>• The Market Twitter and Facebook sites have been well-received and PW was thanked for his photos.</li> <li>• The community stall is very popular.</li> <li>• CM asked the committee to approve the purchase of barriers at a cost of c. £55. Currently we are hiring these at £54.30 <u>per week</u>, and by purchasing them we will be saving £2,823 pa. This expenditure was approved. Storage of the barriers is still being sought.</li> <li>• KF was thanked for his ongoing support and advice to the new joint chairs.</li> </ul> <p><b>Christmas lights</b></p> <p>The Chair organises the lights and EB does “the jollity”. The original date of lights switch-on was Friday 29 November, but we have decided to move it to Saturday 30/11 to follow on from the market which will be extended up to the time of the music at about 4pm and the lights switch-on at about 4.20pm          BD will this year help EB with “the jollity” (procuring donated food and drink).          We have been promised CIL money (c. £3,000) to pay for the 2 extra trees – outside Fairtrade and at the end of Osler Road.          We are paying for the Christmas Tree outside Barclays again this year and the Treasurer has had £700 promised so far (RS will add more) and is ultimately trying to get Chancellors to take over the future sponsorship.</p>	<p style="text-align: center;">JN</p> <p style="text-align: center;">JN</p>
<p><b>6. Projects</b></p> <p><b>Loneliness Awareness Week</b> is next June and we have held a stakeholders meeting to prepare for this. The two surgeries, the churches, AgeUK, Brookes and the councils are all involved and the project leader will be Viv Miles; six volunteers at the meeting offered to join the project team. A new name is being sought so as not to use “Loneliness” and terminology based around “building connections” is being considered.</p> <p><b>The Greening Project</b> is being spearheaded by BD and a page on the website is being prepared. This will capture the work that has already been done, and include tips on how to get started. Adam Symons at</p>	

<p>Brookes is helping with a student project to get information on the spaces that can be “greened”. His students worked on the biodiversity element last year and those findings have been given to BD. Photos of greening projects are requested – please send them to BD. Friends of Quarry are planning to plant 1,000 daffodils. <b>Creating Public Art</b> is part of the Neighbourhood Plan and a meeting is being planned for October/November with Brookes to further this. It will be funded by S106 money from Brookes and also some CIL money and there is ongoing engagement with personnel at Brookes to effect this. <b>Hear in Headington</b> – the benches and listening posts project is moving ahead slowly. Eight benches/posts are planned – there will be two in BKP and the rest will be along the main road. The audio text has been written and the recording will take place at Brookes. The City Council will do the installation. It was pointed out by TJ that it is essential to have litter bins near benches!</p>	
<p><b>7. Finance</b> <b>Update</b> – Two grant applications have been submitted. One, mentioned in the Exec Minutes, we are not happy with at the moment. The second one was overlooked earlier in the year and has only just come to light. It is for a projector for Holy Trinity Parish Church and for use by various local organisations at the Coach House. It was decided that we would seek further information about their existing funds and if satisfactory are minded to provide half of the sum requested which was £349. The Council now ask for a fee of £15 to close roads for <b>street parties</b> and we wish to support street parties by paying these fees, and any other incidental expenses, from HA funds. This will be discussed at the next meeting.</p>	JN
<p><b>8. AOB</b> <b>Lye Valley</b> – HA advised that this is the rarest site in the UK. The new building on Warren Crescent is causing concern as it is compromising the stream into the valley by excavating down to the sand level. Once the houses are occupied there will be further pollution. Following the recent heavy rain the Lye Brook is now very deep. Thames Water has agreed to remedy this and will dig out an old silted-up pond. Reforming of the peat is being undertaken – wet peat holds 4% of all CO<sup>2</sup> carbon emissions and it must not be allowed to dry out. KF reports that the County Council is undertaking a <b>Street Audit</b> with the help of Cyclox and the Pedestrians Association to ascertain the quality of the cycling and walking streets in Headington. Out of streets monitored, Old High Street, Osler Road, Headley Way, Gipsy Lane and Windmill Road, the best road was Headley Way and the worst was Old High Street, because of its narrow pavements and tree stumps. <b>Connecting Oxford</b> – the Chair reports that this proposal, which looks at work place parking and bus gates, is taking the form of an informal consultation which concludes on 20 October. Joanne Fellowes (County Council Infrastructure Lead) has been approached and an HA meeting is being planned to discuss this and make a response. <i>(Note added post meeting – this is taking place on 16 October, invitations have gone out)</i> Finally, we say goodbye to Margaret Simpson who is moving out of our area. She has been an invaluable contributor and she will be missed. We had already distributed posters for the UN Older Peoples Day event on 1 October. Brookes are providing tricycles and electric bikes for the stand. There will be 56 stalls.</p>	
<p>The meeting closed at 8.53</p>	
<p><b>Date of next meeting for your diary:</b> <b>27 November</b> <b>Future dates: all in JHB 128</b> <b>29 January 2020</b> <b>25 March</b> <b>27 May</b> <b>29 July</b></p>	