

**DRAFT Minutes of the meeting held on 26 January 2022
at 7.00pm**

Via video

Present: 20

Heather Armitage (HAr)	Friends of Lye Valley
Elsa Bell	HONORARY SECRETARY, <u>VICE CHAIR</u> & TRUSTEE
Rosemary Belton (RB)	Friends of Bury Knowle Park
Richard Bradley	Friends of Quarry – CHAIR & TRUSTEE
Patrick Coulter	Headington Neighbourhood Forum – TRUSTEE
Bridget Durning	Community Schools Alliance Trust – TRUSTEE
Liz Grosvenor	ADMIN SUPPORT
Sheila Hurst	New Headington RA
Tony Joyce	Oxford Civic Society
Philippa Logan	Shotover Preservation Society
Viv Miles	Project Lead on Connected Communities
John Nealon	TREASURER & TRUSTEE
Anne Partridge	U3A
Cllr Glynis Phillips	Oxfordshire County (Barton Sandhills & Risinghurst)
Hilary Seal (HSe)	St Annes’s, Gathorne, Rock Edge, St Margaret Roads RA
Cllr Chris Smowton	Oxford City (Headington)
Howard Stanbury (HSt)	Friends of Old Headington
Wendy Vrij	Oxford Brookes
Lesley Williams	Headington Schools Partnership

Guest Speaker: Jeff Hunter Chief Executive *Courtside Hubs CIC*

Apologies: 3

David Colbeck	Friends of Headington Hill Park
Frank Mckenna	Headington Liveable Streets
Cllr Roz Smith	Oxfordshire County (Headington & Quarry) Oxford City (Quarry & Risinghurst)

1.	The Chair welcomed Jeff Hunter Chief Executive Courtside Apologies as above	Action
2.	Confirm Minutes of previous meeting held on 24 November Agreed	
3.	Matters Arising including those from the Exec Committee meeting report of 13 December Whilst the Sn106 monies emanating from Brookes were not governed by HA, the figure of c. £30,000 needs to be spent soon. Projects planned: <ul style="list-style-type: none"> 1. Replacing a tree stump on Headington Road near Gypsy Lane 2. Shrubs outside Dorset House 3. Planters at the end of Kennett Road – subject to a local consultation 4. Replacement of bike racks outside St Andrew’s school 	

4.	<p>CIL process review – changes to process Consultation and contracting party</p> <p>JN advised that CIL applications go to the Council for approval, and that they have queried the amount of consultation we undertake. We do consult widely but, at the Council’s suggestion, we shall have a new process in place to reach more people. Applications will go on the HA and the Neighbourhood Forum websites to explain the process and also to list applications including those we have dealt with in the past.</p> <p>It is important that the process is transparent as large amounts of money are involved. An amendment to the CIL application process had been distributed with the papers for this meeting to explain what is involved.</p> <p>HSe pointed out that, as she is not a formally elected representative of her local RA, she does not have the authority to vote on their behalf. She feels that the consultation needs to be wider and take longer, particularly if large sums of money are involved..</p> <p>The Chair replied that all 12 locally elected councillors get all the papers, and the Council has said that they are happy for the consultation to consist of the website presence as well as putting notices on the notice boards. He advised that the increased length of the process of consultation and publicity will amount to 3 weeks. He acknowledged that HSe had raised an important point and that the Exec would give some thought to it. The revision to the process was agreed.</p>	
5	<p>CIL Applications The Chair advised that as he had been involved with both the applications he considered it more proper that the item should be chaired by someone else. JN agreed to chair. Introductory notes were distributed on the back of the Agenda</p> <p>Draft CIL application for Headington Centre consultant The application is for £50,000 Draft CIL application for Headington Centre consultant; report from PC</p> <p>The application is for £50k maximum which will include the project manager's fee. PC explained that following discussions with City Council officers last year Headington Action held a series of workshops and prepared a vision for the regeneration of the Centre. This vision was approved by the Committee and it was decided to appoint a consultant to translate the vision into a series of practical projects.</p> <p>This application is to cover the cost of an expert consultant. The work involves undertaking a consultation exercise with local stakeholders including local businesses. A survey of the Centre will be made and a series of concept plans developed. These plans will be prioritised by stakeholders and translated into detailed project plans ready for implementation. Having these plans will enable funds to be attracted to carry them out.</p> <p>HA will employ a project manager to oversee the contract and maintain progress. They will report to a project board appointed by HA which includes a local councillor. The board will report to HA Executive.</p> <p>This application is <u>in principle only</u> to allow HA to call for tenders. When the consultant has been selected the final details of the contract and the contract price will be circulated to the Committee for final approval probably during March 2022. At this point a formal application for CIL money will be submitted. If approved the work will commence in April/May for a period of six months. The Committee will be kept in touch with progress.</p> <p>H Ar asked if the 50K was for the consultant then where was the money coming from for the work. PC advised that this would come from CIL money or from investors if the project was large. HSe said that there was some cynicism over consultations – they should not be a tick box exercise. She also pointed out that with the rising cost of living for ordinary people, then this project could look like an unnecessary vanity project.</p> <p>PC advised that they had already met 3 potential consultants, all of whom were familiar with this type of community consultation. HSt asked if these plans would have statutory status with the Council – the answer was that the HNP may need to be tweaked to ensure that it was.</p>	

PC advised that consultations would take place whenever there were plans to compare

**Draft CIL application for BK Park Multi-activity Hub
Application for £33,000**

Jeff Hunter from Courtside explained that the objective of this hub was to bring people together. He explained that he lived locally and had enjoyed being near BKP and knew it well. Courtside works in partnership with OCC and has been in conversation with HA for about a year. He has been in touch with Keith Frayn who lobbied for improvements to the tennis courts, and realised that lockdown demonstrated the value of the park.

The development centres on the NE corner of the park and consists of upgrading the tennis courts, introducing crazy golf and repurposing the pavilion. All plans come under permitted development as these areas are all existing.

The objective is to improve physical and mental well-being, connect people, create jobs and raise funds to safeguard the facilities to be self-sustaining.

A similar project has been undertaken in Witney and has been well received.

The Hub will promote Health, Community, Active Environment, Regeneration, Employments and Optimism – a force for good.

There has been a request for a skate park but there is no space at the moment.

Bike racks might be introduced.

It needs to attract different user groups and programmed activities.

The Critical success factors are:

- Place – its transformation
- People – recruitment and training
- Programme – coordination of events
- Platform – online booking
- Promotion – marketing
- Partnership – Oxford Brookes, BKP, HA, Councils etc

The papers explained the sources of funding to achieve a total budget of £315,000.

£185K has been confirmed. Money from FFC (an environmental organisation) is pending – they are hopeful it will be approved, but if not there are other similar organisations to approach.

VM had visited the Witney hub and was impressed. She said there was a need for a community café as a meeting place.

TJ asked if there was any change of use, pointing out that getting this through planning was a difficult process – **JH** said no.

Is cycling in the park permitted? – apparently authorized cycling is – and anyone can be an authorised cyclist! We understand that cycling on the diagonal path is definitely permitted.

Because the pavilion originally housed a refreshment area then there is no change of use. It can easily house toilets, a kitchen and seating within its footprint, and the seating can be converted for committee meeting uses.

A later stage might enable the pavilion to be extended, but that is not in the current plans.

Staffing will be undertaken by Courtside.

HAr suggested a half pipe for skateboards as the only skateboard facility is in Meadow Lane. This is a sport that can be undertaken by individuals rather than teams.

Basketball, football and netball are being planned for the future.

HSt said that FoOH would welcome these ideas but have slight concerns over increased traffic and parking. He also wondered if it was being rather ambitious fitting so much into that space.

JH replied that he had no remit over car parks and parking, and that the development is in a limited sector that cannot be expanded.

TJ asked about fencing – future fencing is going to be much the same as existing.

The Friends of **BKP** are supportive.

CS is supportive particularly over the tennis courts.

EB likewise and thinks that it will bring the centre alive together with the regenerated Headington centre.

LW is pleased about the netball plans and noted that initially at least there will not be floodlights.

Voting: absentees were not permitted to vote

	<p>Headington Centre 12 voted for, 0 against and 7 abstentions or did not vote – this was approved</p> <p>BKP 13 for, 1 against and 5 abstentions or did not vote – this was approved</p> <p>Note that the Chair and PC both abstained since they had been actively involved in the development of the proposals.</p>	
6.	<p>Brief update on projects and activities</p> <p>Headington Festival and Connected Communities Week Taking place 28/29 May with a similar structure to previous years. There will be no cinema on Saturday evening due to resources. It will be badged as Connected Communities as it comes at the end of CC activities week. There is an active project team in place but we still need one person to organise the entertainment.</p> <p>Street contact coordinator The role has been re-thought. We want more street contacts and contact between streets. Neighbours' Day was very successful as was the distribution of Christmas lights.</p> <p>Greening of Headington Owing to pressure of work BD had resigned from this project. – we need a new leader. The planters at the top of Kennett Road are going ahead following feedback by the City Council and a local survey. SH provided a summary of the survey after the meeting and advised that of 31 responses to the survey 21 were in favour, 7 were against. In the same survey 9 people were willing to join a maintenance rota and 12 would like to be more involved. There is a preference for green or neutral planters, and filled with shrubs and climbers and for them to be placed next to the wall so as not to create an obstruction. Planting trees was suggested but the utility infrastructure under the road there precludes this. Cycle racks will be removed. The objections included the possibility of rubbish collecting behind the planters and generating damp in the walls of <i>Up and Running</i>. An A5 notice will be put on the notice boards about this. GP is aware of the possibility of using S106 monies.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
7.	<p>Neighbourhood Plan update Proposed AGM: present state of plan and possible revision The Plan needs renewing and will be brought to the AGM in March. There will need to be a new steering committee to take this forward, and a discussion in March will be welcomed.</p>	
8.	<p>Finance update JN said there was nothing to report</p>	
9.	<p>HA Chair The Chair is resigning after the AGM having completed 3 years. EB as deputy will take the chair initially but there will be a rolling chair every 2 months from among the trustees. The current trustees having served in this capacity over the years do not want to take on the role. Committee members are asked if they are interested in taking a more active role in the organisation. We will shortly circulate a briefing paper to encourage active participation in HA – please encourage your members to take an active interest. We need new ideas and new blood.</p>	ALL
10.	<p>AOB</p> <ul style="list-style-type: none"> • There is a Parks Consultation: Have your say on parks and open spaces Oxford City Council. Multiple applications can be made. The number of entries count and can effect keeping a park open. • WJ thanked CS for spearheading the dropped kerb issue mentioned in the last minutes. She advised that she is leaving Brookes and will therefore be standing down from this committee. She will seek a replacement. • CS has alerted us to the need for brighter Belisha beacons on the Windmill crossing currently powered by solar panels. ODS have advised that improved LED lighting will cost c3k and if this is approved for going forward for CIL funding then the project can begin. PC wondered if the city should pay for this, but with HA approval it could be considered for CIL monies. 	
7.	<p>Dates of the next Committee meetings during 2022 30 March & AGM via Zoom or at Brookes tba then 25 May, 27 July, 28 September, 30 November</p>	
8.	The meeting closed at 8.44pm	