



Registered Charity No. 1170517  
 www.headingtonaction.org  
[headingtonaction@gmail.com](mailto:headingtonaction@gmail.com)

**DRAFT Minutes of Committee Meeting held on 29 May 2024  
 at 7pm in room 401 at Oxford Brookes University**

**Present: 14**

Heather Armitage (HAr)	Friends of Lye Valley (FoLV)
Elsa Bell	HONORARY SECRETARY, VICE CHAIR & TRUSTEE
Rosemary Belton (RBe)	Friends of Bury Knowle Park (FoBKP)
Priscilla Goldby	Market coordinator
Neil Holdstock	FINANCE OFFICER
Sheila Hurst	New Headington RA
Fiona Mckenzie	TREASURER
Viv Miles	Project Lead on Connected Communities - TRUSTEE
Cllr Glynis Phillips	Oxfordshire County Council- TRUSTEE
Andrea Siret	Oxford Brookes University
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: 5**

Richard Bradley (RBr)	Friends of Quarry (FoQ)- CHAIR & TRUSTEE
Patrick Coulter	Headington Neighbourhood Forum
Liz Grosvenor	ADMINISTRATOR
Sonja Roffey	Mileway gardens Residents' Association
Cllr Roz Smith	Oxfordshire County (Headington & Quarry)
Jim Woods	Shotover Preservation Society

<b>Welcome/apologies</b>	Action
1. Attendance and Apologies as above. EB welcomed all to the meeting.	
<p>2. <b>Minutes of previous Committee meeting held on 27 March 2024 and Executive Meeting 29 April 2024</b></p> <p><b>2.1 Accuracy</b> Confirmed as accurate.</p> <p><b>2.2 Matters arising</b></p>	

<p>2.2.1 Item1: GP was to be invited to become a trustee – pleased to welcome GP to the group as a trustee. All actions have been completed so it is official..</p> <p>2.2.2 Item2: Altaf had a meeting to ask people how to spend funds he had available. CS noted the priorities were the entrance to Bury Knowle and seeking improvements there.</p> <p>2.2.3 Item3 no.4:The minutes of the last meeting talked as if the Round Table version of the festival would definitely take place. Sadly this is not the case. NH reported that they were given permission to hold the event at the last minute and that it was then too late to put effective plans in place. Plus other priorities for the Round Table had to be honoured. EB thanked NH for considering the festival.</p> <p>2.2.4 PW raised a query on two points in the Exec minutes related to the items on the website and greening. His reading of these was that they suggested that there were further developments in the Centre Improvement Plan of which members of HNF had not been informed. EB clarified that the item on the website was simply asking PC to update the text to reflect the current position (as shared with HA two meetings ago). On greening, the decision had been not to apply for a specific grant that had been brought to RBe’s notice until HA is clearer about the over-all plan for the centre. PW was reminded that any queries or objections to the Improvement Plan should be directed to HNF.</p>	
<p><b>3. HA plan and budget 2024 25</b></p> <p><b>3.1 Members of HA following City Council elections</b>  After the city council elections Councillor Asima Qayyum was congratulated by HA and also given information about Headington Actions remit. This was specifically how councillors interact with HA, especially with regard to CIL funding since this is public money.</p> <p><b>3.2 HA Sustainability project (GP)</b></p> <p>GP will lead this. To clarify, this project is the sustainability of HA itself and succession planning within this organization.</p> <p>GP has discussed the history and past projects of HA with PC. We have to focus activities within our capability. The long stop date for this to be completed is before the 2025 AGM. EB emphasised that she was not going to be chair again.</p> <p>Another part of the project is looking to see if there is duplication between HA and other organisations.</p>	<b>GP</b>
<p><b>4. Projects/activities update</b></p> <p><b>Festival/Market</b></p> <p><b>4.1 See also Matters Arising 2.2.3</b> PG reported that consideration had been given to having a special market alongside any festival</p>	

<p>replacement. However the date was not suitable for all the stallholders. There was a suggestion of a special market in September, after the holidays, to give the market a boost after the summer.</p> <p>PG reported that there had been some issues with last minute cancellations but otherwise the market was stable.</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><b>4.2 Connected Communities</b></p> <p><b>4.2.1</b> VM reported that Gertie has done more promoting of the sunflowers this year also LW has been working with the schools.</p> <p><b>4.2.2</b> There has also been work on a really accurate list of street contacts.</p> <p><b>4.2.3 Directory</b> :Emma’s baby is due very soon. VM had met with 2 people who were possibilities for using the remaining £371 to keep the directory up to date.</p> <p>VM had spoken to the lottery and it is not possible to reapply until the current money is used up.</p> <p>The social prescribers say that the directory is very useful they use it frequently. VM has explored whether it is possible for some money to come via the surgeries. It is understood the social prescribers are not employed by the surgery possibly by Central NHS England funding. Other funding routes are being explored. The need is for longer term funding but there is an immediate need to cover the cost of Emma’s replacement. GP suggested approaching councillors..</p> <p>Emma has given access to CS so that he can make minor adjustments and updates in the interim.</p> <p><b>4.3 Greening</b></p> <p>PC and RBe went to the Oxford Brooke's presentations from the final year students about the pollinators project. It's supposed primarily to look at areas where more could be done to encourage pollinators. HAr asked whether the project was to look at the range of pollinators or different areas. It is mainly to look at different types of area and how they could be improved. They have given permission for their project to be circulated, so this will be circulated with the minutes.</p> <p><b>4.4 Flowering baskets</b> are in place.</p>	<p><b>VM</b></p> <p><b>CS</b></p> <p><b>RBe</b></p>
<p><b>5. Other HA projects</b></p> <p><b>5.1</b> The planters at the top end of Kennet Rd are being repainted by local residents, hopefully a more acceptable colour.</p>	

<p>5.2 HAr reported that rubble had been dumped on Rock Edge ( the corner near York road and Rock Edge). CS has taken this up with Chewe Munkonge and he's awaiting a reply. This was during the work by SGM; allegedly an officer had given permission for this dumping. This is to be followed up. The meeting agreed that this was wholly inappropriate even short-term on an SSSI.</p> <p>5.3 AS reported that the oxen were coming(!) with a mini herd at Brookes and other ones at local schools. There will be a map available of where they all are.</p>	CS
<p><b>6. Finance and Grant applications</b></p> <p><b>6.1 Finance:</b> RBr and FM reviewed the accounts tabled at the AGM. They have slightly reformatted these to make clearer where money has come from. The headline numbers stay the same as those that were discussed at the AGM. The amended accounts were accepted unanimously.</p> <p>Priscilla noted that the market had made less than the 2 previous years and she will monitor this.</p> <p><b>6.2 CIL application for flower baskets</b> CIL application was approved by the city council.</p> <p><b>6.3</b> John Nealon used to pilot grant applications through the system. This entails accepting applications; checking that they're within the criteria; sending to the executive; if small and approved by the executive follow through to completion or send to the full committee for approval. It would be very useful to have somebody doing this again so that people have one point of contact and there is consistency for applicants. It is hoped that a volunteer will come from the wider committee, thus allowing Executive members to devote their limited time to major projects. Anyone who is willing to take this on should contact RBr</p>	<p>PG</p> <p>All</p>
<p><b>6. AOB</b></p> <p>6.1 VOI scooters a response had been received which had been circulated with the agenda.</p> <p>6.2 HAr reported that orchids have repopulated, a lesson that if the habitat is provided nature will regenerate.</p> <p>Meeting closed at 8 PM</p>	
<p><b>Date of Next Meeting: 7pm 31<sup>st</sup> July 2024</b> in the Executive Suite at Brookes.</p>	

RB