

Registered Charity No. 1170517

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DRAFT Minutes of Committee Meeting
held on 26 July 2023 at 7.00pm in the Executive Suite
Oxford Brookes University

Present: 17

Marion Ackrill	Friends of Headington Hill Park (FoHHP)
Heather Armitage (HAr)	Friends of Lye Valley (FoLV)
Elsa Bell	HONORARY SECRETARY, VICE CHAIR & TRUSTEE
Rosemary Belton (RBe)	Friends of Bury Knowle Park (FoBKP)
Richard Bradley (RBr)	Friends of Quarry (FoQ) – TRUSTEE & ACTING CHAIR
Patrick Coulter	Headington Neighbourhood Forum – TRUSTEE
Priscilla Goldby	Market coordinator
Liz Grosvenor	ADMINISTRATOR
Fiona Mckenzie	TREASURER
Cllr Glynis Phillips	Oxfordshire County (Barton, Sandhills & Risinghurst
Hilary Seal	St Anne’s Road, Gathorne Road, Rock Edge, Margaret Road
Cllr Chris Snowton	Oxford City (Headington)
Howard Stanbury	Friends of Old Headington
Peter West	Oxford Business Action Group
Lesley Williams	Headington Schools Partnership

Guests: 2 Sarah Flexen (Hedena Health - Social Prescriber)
Michelle Morbey (Hedena Health – PCN)

Apologies: 6

Neil Holdstock	FINANCE OFFICER
Sheila Hurst	New Headington Residents’ Association
Viv Miles	Project Lead on Connected Communities – TRUSTEE
Andrea Siret	Oxford Brookes University
Cllr Roz Smith	Oxfordshire County (Headington & Quarry)
	& Oxford City (Quarry & Risinghurst)
Jim Woods	Shotover Preservation Society

1.	<p>Richard Bradley in the Chair Welcome and introductions, and apologies as above.</p> <p>The item on Connected Communities will now take place at our next meeting in September as VM was unable to attend this evening.</p> <p>The Chair then announced the sad news that Tony Joyce had died on 21 July. He was a founder member of Headington Action and had lived, until a few years ago, in Latimer Road. He was a great contributor to the Headington</p>	Action
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	Neighbourhood Plan and Highfield Residents' Association and he will be greatly missed. He was also a previous Chairman of the Oxford Civic Society and actively involved in its working groups. RBr has written to his step-daughter expressing our condolences.	
2.	<p>Confirm Minutes of previous Committee Meeting held on 31 May 2023, and Exec Minutes of 26 June & Matters arising</p> <p>Corrections to Minutes:</p> <p>Item 6: last bullet point: the project involved 150 adults and children (rather than 50); it was pollinator friendly planting (not just bee friendly); and the tidying-up activity was actually a renovation project. The Minutes were then agreed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • CS will follow up on the improvement needed to the council finance system to indicate which ward councillor has provided a grant. • The revised plans from Cheney School have been received – see attached • The Windmill Road planters will be filled with new plants in the Autumn. HA are still holding £2k of money from RS for this project. MA had offered to help with this but the time ran out for this to be implemented. 	CS
3.	<p>HA organizational matters</p> <p>Succession planning</p> <p>PC will report to the next committee meeting after discussions with the Executive. He feels that we are in a stronger position than we were but we still need a permanent Chair.</p>	PC
4.	<p>HA projects/ activities update-</p> <p>Festival – 3 & 4 June</p> <p>RBr reported that this was extremely successful with a huge attendance on the Sunday. Two films were shown on the Saturday (by Oxford Round Table) and were very well attended. Having been unsuccessful in getting Lottery money this year we were expecting a large loss, but with the monetary help of our councillors and the Round Table we only incurred a loss of c. £2K. We are very grateful for this help.</p> <p>For 2024 we are considering whether to make changes. The Round Table is wondering about the cinema which is costly, and we are considering the Sunday format which we feel might be more community-focused rather than entertainment-based. As part of that we recommend a trial next year without the Fun Fair. Several have commented it is expensive for parents to fund and is noisy for the stall holders. In addition we need to reduce the complexity of the project.</p> <p>RBr has decided to stand down from the festival committee after nearly 10 years. We therefore need a Festival Chair and Treasurer by September/October to form a new committee and set the ball rolling applying for grants.</p>	ALL

We felt that employing a project manager this year did not really work as he had to refer queries to the committee (not being familiar with the format) and we really needed a more locally knowledgeable person. The ideal set-up would be to return to having a Chair and an Administrator who could do the chasing of personnel. We may consider paying for an administrator.

CS offered to be more involved – he was “herding” stall holders this year, and if this could be done by someone else then he would be free to help elsewhere such as procurement /treasurer.

We will enhance the job specifications to make it clearer what would be involved in taking over these posts.

RBr

Market

PG subsequently sent this report which expanded what was said at the meeting.

Market update – July 2023

- Festival Saturday, 3 June: There was a good turn-out and increased selection of stalls, both food and crafts. Busy day for the manager and assistants. Volunteer stewards circulated and got sign-ups for the weekly email. For future, there was not a great need for stewarding of the children’s activities. The queuing for the face painting was orderly. And there seemed less of a crowd doing pavement chalking.
- Manager review: RB and PG met with Joe Bastin, about 6 weeks after starting the role. Good feedback on both sides generally. JB encouraged to circulate more and be available for both traders (especially new ones) and customers. This is dependent on having help on his stall (his wife Hannah, who also helps with the weekly email and social media, photos, etc).
- Stall cancellations: this has been a problem for JB recently, with some regular traders cancelling with short or no notice. Planning to send out stricter guideline on how much notice he needs, so can fill gaps (unless an unforeseen emergency, of course).
- New stalls: JB has been actively seeking a reliable fish stall and also eco/refill stall, and others. Has some leads. Hope to see some new stalls over next month or two.
- Website: PG liaising with John Nealon. At the moment, we have a page on the main HA site as well as a separate market website (set up by previous coordinator, Cari). It would cut down on admin, expense, and confusion to just use the HA market page, which does require updating.
- Risk assessment: last done formally July 2021, before move back to London Rd. JB to update.

Headington Centre Improvement Plan (HCIP)

PC explained, for the benefit of the newcomers, the vision for central Headington.

A meeting has been arranged with Tom Bridgeman (Executive Director-Development, Oxford City Council) to discuss the plan and the implementation of the prioritized projects, and how we can take this forward.

The plan is on the website [Headington Centre Improvement - Headington Action](#)
Go to Chapter 11 for the salient points.

Connected Communities

VM sent these notes as she was unable to attend.

In the process of forming an advisory group for CC focusing on developing current projects - Street Contacts and local directory plus thinking of future work. Any future work would need additional volunteers to be feasible.

Directory: 1st draft completed and now focusing on giving it more prominence on HA website plus other ways of promoting it. Also, making it as user friendly as possible and adding further groups following feedback. Street Contacts: Gertie has a list of events to continue to promote Street Contacts. Should we have a Neighbours' Day?

RBr explained the strands of the project as:

- Development of street contacts with Gertie. A Neighbours' Day is being planned
- Developing a directory of activities and organisations that will cover Barton and Risinghurst as well as Headington.

The two social prescribers present have been involved and helped procure funds for this project. They advised that they had been working closely with Emma on the directory which was going to be, and is already, a vital source of information in their work. They deal with people with social and financial issues and for problems that medication cannot help. They support people in crisis whose circumstances change and they told us that services and charities are being accessed more than ever before. People with mental health problems need to see the options available to them as there are very long delays in seeing mental health practitioners. This list will be an online source open to everyone, but for people with no internet access a written list or pamphlet will be produced.

HAr pointed out that the list needs to specify where help is available eg. F of Lye valley is a **resource** for getting people out into the valley, but it is not a source for mental help.

Greening

Nothing to help on the Headington front but the FOHHP have ongoing activities as mentioned above, and Risinghurst have blooming project which we will advertise on our website when the information is provided.

Winter lights/event

The lights will be on from 12 November (Divali) and remain on until 7 January (Orthodox Christmas) and the switch-on of the Christmas tree will be on 2 December. As mentioned before we are having to replace the lights on this tree as they are life-expired.

NH is currently collating the costs of lighting and maintenance of the trees. We are investigating the attendance of a choir and will investigate the local schools.

Details will follow later.

5.	<p>Other projects of interest to members</p> <p>MA has obtained grants for HHP planting and improving the five entrances to Headington Hill Park. She is meeting with the Parks department for further discussions. Massive clearance projects have been taking place.</p> <p>HAr advertised their AGM of the FoLV and commented that the recent bad weather had undone some of their dam work in the valley.</p>	
6.	<p>Finance update</p> <p>FM is our new Treasurer, and NH is Finance Director.</p> <ul style="list-style-type: none"> • The half- year accounts are attached– please contact FM if you have any queries. • RBr reminded us that a figure of £33K had been recommended (two years ago) from CIL monies for the Courtside project in BKP. Delays occasioned by Courtside needing more funding meant that costs had escalated but all funds are now available to start the project. Work has already started on the tennis courts. • A planning application has been submitted and members may wish to respond. HA will support the revised application as will the HNF in writing. We are obliged to publicise the allocation of CIL funds, and this will be done on social media ad on the central Headington noticeboards. Following this, and provided there are no material objections, we shall ask formally for the funds to be transferred. 	JN
7.	<p>AOB</p> <p>CS advised that the local press had incorrectly reported the outcome of the London Road Co-op development planning application. There were two applications: one for a hotel on the site, and another outline application for offices and labs on the same site. The latter has been withdrawn.</p> <p>The main application for a hotel was a variation on a previous application which the planning committee had rejected on a number of grounds including excessive bulk and insufficient guest parking.</p> <p>The new hotel application was appealed by the developer before the City Council rendered a decision, on grounds of non-determination. The planning committee then met and resolved that, had it not been appealed, it would have been declined for similar reasons to the previously-rejected application. Because of the appeal, the application will now be judged by the Planning Inspectorate, not the City Council. This will typically happen in 3 to 4 months.</p> <p>CS will investigate whether the public have a further opportunity to comment.</p> <p>A subsequent message from Oxford Brookes:</p> <p>You may be interested to know that next year Sobell House is undertaking an art installation next year in Oxford called OxTrail, which they are doing in partnership with Wild in Art. They are keen to attract businesses, artists, state schools etc. who might be interested in taking part. The OxTrail installation will see more than 30 life-sized Ox sculptures in the streets of</p>	CS

	<p>Oxford. The launch will take place on 6 July 2024 with a series of Ox sculptures decorated by local and international artists. The artworks will be on display in Oxford until the end of August 2024 and then will be auctioned off to raise money for the hospice.</p> <p>Oxford Brookes University is supporting the project and will support schools to create their own ox sculptures.</p> <p>You can find out about OxTrail at Sobel House's website and webpages. If you know of anyone interested in supporting or sponsoring this event, please share the details with them.</p>	
8.	<p>Rotating Chair</p> <p>The highlighted months indicate the Committee meeting dates, and the others are Exec meeting dates.</p> <p>August, 27 September - Richard October, 29 November, December – Patrick 2024 January, February, March – Elsa</p>	
8.	<p>DONM 27 September Committee Meeting at 7pm – venue tba.</p>	
	<p>The meeting closed at 8.35pm</p>	

LG 31/7/23