

Registered Charity No. 1170517

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**Minutes of Committee Meeting**

**held on 31 May 2023 at 7.00pm in the Executive Suite**

**Oxford Brookes University**

**Present: 15**

<b>Marion Ackrill</b>	Friends of Headington Hill Park (FoHHP)
<b>Elsa Bell</b>	<b>HONORARY SECRETARY, VICE CHAIR &amp; TRUSTEE</b>
<b>Rosemary Belton (RBe)</b>	Friends of Bury Knowle Park (FoBKP)
<b>Patrick Coulter</b>	Headington Neighbourhood Forum – <b>ACTING CHAIR &amp; TRUSTEE</b>
<b>Priscilla Goldby</b>	Market coordinator
<b>Liz Grosvenor</b>	<b>ADMINISTRATOR</b>
<b>Fiona Mckenzie</b>	<b>TREASURER</b>
<b>Viv Miles</b>	<b>Project Lead on Connected Communities - TRUSTEE</b>
<b>John Nealon</b>	Webmaster
<b>Hilary Seal</b>	St Anne's Road, Gathorne Road, Rock Edge, Margaret Road
<b>Andrea Siret</b>	Oxford Brookes University
<b>Cllr Chris Smowton</b>	Oxford City (Headington)
<b>Peter West</b>	Oxford Business Action Group
<b>Lesley Williams</b>	Headington Schools Partnership
<b>Jim Woods</b>	Shotover Preservation Society

**Apologies: 7**

Heather Armitage (HAr)	Friends of Lye Valley (FoLV)
Richard Bradley (RBr)	Friends of Quarry (FoQ) – <b>TRUSTEE</b>
Neil Holdstock	<b>FINANCE OFFICER</b>
Phillipa Logan	Shotover Preservation Society
Cllr Glynis Phillips	Oxfordshire County (Barton, Sandhills & Risinghurst)
Sonja Roffey	Mileway Gardens RA
Cllr Roz Smith	Oxfordshire County (Headington & Quarry) & Oxford City (Quarry & Risinghurst)

1.	<b>Elsa Bell in the Chair</b> <b>Welcome and introductions, and apologies as above.</b> A special welcome was given to Jim Woods who was attending his first meeting.	Action
2.	<b>Confirm Minutes of previous Committee Meeting held on 29 March 2023, and Exec Minutes of 3 May &amp; Matters arising</b>  <b>Corrections to Minutes:</b>  <ul style="list-style-type: none"> <li>Hilary Seal added to Apologies</li> </ul>	

	<ul style="list-style-type: none"> <li>Item 3: <i>We will ask the market steward if he would be available to help at the Festival</i> should read: We will ask the market <b>stewards</b> if <b>they</b> would be available to help at the Festival.</li> </ul> <p>The Minutes were then agreed. No Matters arising</p>	
3.	<p><b>HA organizational matters</b></p> <p><b>Succession planning</b></p> <p>PC has been checking with the Charity Commission on this but it is geared more to large charities. On reflection we can see that we have recently taken on new younger members, and if we succeed in getting a Community Council then this will aid our onward activities. Discussions will be resurrected with the Councils to sound them out as to whether they might be able to sanction a new Community Council and if they would be able to assist us with organising projects.</p> <p><b>Coordination with Councillors and income planning</b></p> <ol style="list-style-type: none"> <li>1. We met with Chewe and Roz (out of 12 councillors in our area). One of their recommendations was that we should plan ahead in relation to our respective budgets so that mutual interests can be timetabled into spending forecasts. A meeting with all councillors is being planned for November.</li> <li>2. We have asked them Chewe and Roz to speak with officers at the councils to discuss the Community Council as we need their support to take this forward. We await their response.</li> <li>3. We plan for the Executive to meet with all our local councillors, maybe twice a year, as we have the same interests, and for example, if possible plan ahead in terms of likely requests from HA on their community budgets.</li> </ol> <p>Q. CS asked what were the objections to not sanctioning a Community Council last time. A. There was no prime reason and the “fors” and “againsts” from the consultation were fairly evenly matched. They also implied that HA was already doing a good job! One comment from the “againsts” was that we are already paying council tax, why should we pay some more.</p> <p><b>Neighbourhood Plan</b></p> <p>We need to discuss the next stages. We need a new strong steering committee (PC is acting Chair only). A meeting will be called later in the year. CS expressed an interest to be involved.</p>	
4.	<p><b>HA projects/ activities update-</b></p> <p><b>Festival – 3 &amp; 4 June</b></p> <p>We are pleased that we have had a good response to our request for volunteers this year. All members were encouraged to attend and send reminders to their organisation’s members</p> <p><b>Market</b></p> <p>PG reiterated that the “extended” market on 3 June was not in terms of time but for content. We have a new market manager – Joe Bastin – and his wife is also assisting. They run the cheese stall. She and RBr will arrange a review meeting with them shortly</p>	

	<p>to discuss progress and will include the hygiene issues noted in the Executive Minutes. She is pleased that they have taken over the social media aspect and the sending out of the weekly emails. Weekly footfall is satisfactory.</p> <p><b>Headington Centre Improvement Plan (HCIP)</b></p> <p>As previously advised, we have sponsored this project with CIL money and the final report came out at the beginning of the year. Eleven projects, from a long list, have been prioritised and meetings with both councils to discuss these are being planned. We now need to prioritise these eleven and we hope to do this in June. <b>The projects need managing and we invite anyone to help us.</b> PW reported that in part of the report London Road was described as “High Street” – this had been picked up by others. He also requested that the local businesses be involved in the next stages. He was assured that this had always been the plan,</p> <p><b>Connected Communities</b></p> <ul style="list-style-type: none"> <li>• VM reported that the list of activities in Headington is being incorporated into an electronic document, with more sophisticated search facilities. This is likely to go on our website. Owing to the receipt of lottery funds she, and RBe, were able to recruit Emma Parker, who has the necessary IT skills, to take this forward. She also hopes to incorporate some analytics for measuring the impact of this initiative using either Weebly or Google Analytics. She will be asked to liaise with JN who has responsibility for HA’s website</li> <li>• Gertie is looking after the street contacts. For the Coronation street parties there were 30 applications to close streets in Oxford, of which 9 were from Headington. They contacted HA for advice about closing streets and how to run a street party. We are aware that one local street attracted c.200 residents.</li> <li>• The sunflower project for local schoolchildren has been facilitated by LW and cards advertising the project have been distributed, together with sunflower seeds. Details regarding the organisation of the project will follow.</li> <li>• A Connected Communities week will be scheduled for later in the year, and more street contacts are being sought.</li> <li>• A new steering committee is required, and new ideas are being sought. <b>Contact VM if you can help or have any new ideas.</b> Ideas put forward at the meeting included talking cafés and benches.</li> </ul> <p><b>Greening</b></p> <p>RBe advised that a memorial tree for those affected by Covid has been suggested by a member of the public, and the Committee agreed that this was a good idea. Greening projects <i>per se</i> have been put on hold as she is involved with Connected communities at the moment. Future projects from HCIP will involve greening activities.</p> <p><b>Hanging Baskets</b> These have now been installed.</p> <p><b>Winter lights/event</b></p> <p>It was agreed at Executive that we spend £712 from our own funds to replace the lights on the Christmas Tree (in front of ex-Barclays – now Treatz). The committee supported this expenditure. The lights in the other trees will be illuminated from November 12<sup>th</sup> (Divali) until 7<sup>th</sup> January. The switch-on of the lights will be on 2<sup>nd</sup> December.</p>	<p>ALL</p> <p>VM</p> <p>ALL</p>
5.	<b>Other projects of interest to members</b>	

	<ul style="list-style-type: none"> <li>AS advised that Brookes are undertaking a “Willow Space” project – this is using willow woven into a shape around a quad. There are workshops for schools and the local community to take part. This will take place in June, and there are limited spaces left. Details will follow.</li> <li>Brookes will be helping with any greening projects that come along for HCIP.</li> <li>HRA (Highfield) received £10K compensation for the disruption caused by the Energy pipeline, and these funds are being used to improve the open spaces and streets in the area. This includes removing tarmac around trees and introducing planting, adding seating, and improving the local urban environment in general. Their progress is on the website, and HRA would like other areas to do something similar. RBe to liaise with PC re possible photos and information to be incorporated into the Greening section of HA website</li> <li>The Friends of Old Headington are holding their open gardens on 4<sup>th</sup> June from 2.30 to 5.00pm</li> <li>The Friends of Headington Hill Park are undertaking a pollinating project involving c.50 children. It is a tidying-up project with bee-friendly planting. See Appendix for further details which are also on our website and will be distributed via social media. This project is being carried out without the need of any hardware or infrastructure.</li> </ul>	<p>AS</p> <p>RBe/PC</p>
6.	<p><b>Finance update</b></p> <p>FM is our new Treasurer, and NH is Finance Director.</p> <p>FM is currently analysing the grants that have been received and trying to relate these to the projects. The council does not specify what sums of money being paid to us are for. CS is going to see if he can encourage the council to improve their system.</p> <p>After the festival the Executive will review the performance against budget.</p> <p>We agreed, in principle, to support the Cheney School project, and we will ask for a progress report in due course.</p>	<p>CS</p> <p>Exec</p>
7.	<p><b>AOB</b></p> <p>CS advised about the Cyclability scheme whereby people can try out e-bikes. Only 5 bikes were available and there have been 50 applications. He is investigating other channels to see if this need can be met. HA may be asked to make a monetary contribution. It was suggested that approaching bike shops may be the answer – he will put it to the organisation and report back.</p>	
8.	<p><b>Rotating Chair</b></p> <p><b>The highlighted months indicate the Committee meeting dates</b>, and the others are Exec meeting dates.</p> <p>June – Richard  <b>26 July,(Exec Suite)</b> August, <b>27 September</b> - Viv  October, <b>29 November</b>, December – Patrick  2024  <b>January</b>, February, <b>March</b> – Elsa</p>	
8.	<p><b>DONM</b></p> <p><b>26 July Committee Meeting in the Executive Suite at Oxford Brookes at 7pm</b></p>	

**Appendix**



Friends of Headington Hill



Park

P3 - PEOPLE, PLANTS, POLLINATORS!

DURING 2023, THE FRIENDS OF THE PARK ARE REGENERATING PARK ENTRANCES WITH A WIDE VARIETY OF FLOWERING PLANTS

The project aims to enliven our shared environment by introducing flowering plants in style and scale with each entrance. We hope to attract pollinators, vital to our ecosystem but in dramatic decline at the moment. Suitable shrubs, perennials, ferns and bulbs will bring new opportunities for wildlife to thrive.

School and student groups are kindly helping on the ground, along with the Friends.

IF YOU'D LIKE TO KNOW MORE OR TO OFFER HELP, CONTACT MARION [amackrill@hotmail.com](mailto:amackrill@hotmail.com) Secretary, FoHHP Volunteer Ranger, HHP

