



DRAFT Minutes of the meeting held on 29 May 2019 at 7.00pm
Room JHB 128, John Henry Brookes Building, London Road.

Present: 20

Elsa Bell	HONORARY SECRETARY, VICE CHAIR & TRUSTEE
Rosemary Belton	Friends of Bury Knowle Park
Richard Bradley	Friends of Quarry – CHAIR & TRUSTEE
Cllr Liz Brighouse	Oxfordshire County (Churchill & Lye Valley)
Patrick Coulter	Headington Neighbourhood Forum – TRUSTEE
Keith Frayn	Ramblers
Liz Grosvenor	ADMIN SUPPORT
Carolyn Gulliver	London Court Residents’
Cari Morningstar	Joint Chair Market Committee
John Nealon	TREASURER & TRUSTEE
Judith Palmer	Ramblers
Cllr Glynis Phillips	Oxfordshire County (Barton Sandhills & Risinghurst)
Mary Ross	Churches Together
Andrea Siret	Oxford Brookes University
Margaret Simpson	U3A Headington
Jason Smith	Joint Chair Market Committee
Cllr Roz Smith	Oxfordshire County (Headington & Quarry) Oxford City (Quarry & Risinghurst)
Howard Stanbury	Friends of Old Headington
Peter West	St Anne’s Road etc. Residents’ Associations
Lesley Williams	Headington Schools Partnership

Apologies: 10

Heather Armitage	Friends of Lye Valley
Cllr Susan Brown	Oxford City (Churchill)
Cllr Stef Garden	Oxford City (Headington)
Sheila Hurst	New Headington Residents’ Association
Tony Joyce	Oxford Civic Society
Cllr Altaf-Khan	Oxford City (Headington)
Philippa Logan	Shotover Preservation Society
Anne Partridge	U3A Headington
Sonja Roffey	Mileway Gardens Residents’ Association
Emily Shipway	Manor Surgery

With thanks to Oxford Brookes for providing the venue	Action
<p>1. Apologies, welcome and introductions.</p> <p>Apologies as above.</p> <p>A reminder that if you are unable to attend a meeting it is acceptable that you send a representative on your behalf.</p> <p>A special welcome was extended to Cari Morningstar and Jason Smith, our new Joint Chairs of the Market</p>	

<p>Committee; also to Mary Ross who represents Churches Together in Headington.</p>	
<p>2. Headington Market</p> <p>CM thanked Headington Action (HA) and the market committee for making their job so easy, and particularly thanked the previous Chair, Keith Frayn, and the Market manager, Charlie.</p> <p>Plans for the future:</p> <ul style="list-style-type: none"> • Increasing the use of social media – the new Twitter account already has 68 followers. This is seen as making engagement easier with stakeholders and businesses. Instagram will be adopted soon too. • There are currently 102 email contacts for the weekly email and increasing this number is an ongoing aim. • The Market Facebook has 1,000 followers. • A new Headington Market poster has been produced and it now includes a QR code to gain access to the website. The current poster features fruit and vegetables – future posters will reflect the diversity of other products on the market. • The Chairs are requesting that the committee approves expenditure of £250 for two standing tables to aid the consumption of takeaway food from the market. There will be bins nearby and there is sufficient space in the store to keep them. They will be placed in existing spaces that do not impede pedestrians or impact on local businesses. The committee approved this expenditure. • KF pointed out that we need a permanent signing-in sheet on the market to increase the email list. • EB thanked the new chairs for taking over. 	
<p>3. Minutes of the last meeting held on 27 March were amended as follows:</p> <p>The derelict property should be <u>Old</u> High Street, not <u>New</u> High Street.</p> <p>Subject to the above the Minutes were agreed.</p>	
<p>4. Matters Arising not elsewhere on the Agenda (including Executive Minutes of 24 April 2019)</p> <p>The Chair updated his comments made at the last meeting:</p> <ul style="list-style-type: none"> • Regarding resources, we now have new Market Chairs • The desire to have a trustee leading on Community matters will not now be a reciprocal one with the Community Centre. Discussions have commenced with a potential new trustee. <p>2) We await a response regarding ongoing park maintenance, and the scale of City Council charges for community events. The Chair will chase. The Neighbourhood Plan (HNP) policies need to be scrutinised to ensure that they comply with the new Local Plan.</p> <p>4) The Chair has written to Greene King regarding the removal of trees from the frontage of the White Horse, but has not received a reply.</p> <p>5) Regarding Age-Friendly Oxford, the Chief Executive of Age UK Oxfordshire, Penny Thewlis, wishes to come to our next meeting to give a presentation. This was agreed.</p> <p>Executive Minutes: At a special meeting held at 6.50pm on 29 May 2019 the Trustees met to approve the new Treasurer being one of two signatories on the bank account. We are required to register this in the Minutes together with the text of the HSBC form as follows, which was agreed:</p> <p><i>3.1 That a bank account or accounts be opened/continued* with the Bank and the Bank is authorised to act on any instruction provided they have been given by those persons named in the Specimen Signatures section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:</i> <i>Please choose one of the following three options</i> Any one listed person or Any two listed persons together YES</p>	<p>Chair PC</p>

<p><i>Please note in respect of opening additional accounts, making applications for and signing agreements relating to electronic banking and/or telephone banking and debit, credit or charge card facilities, if more than one person is authorised and the CIO has allocated individual signing limits, only the individual(s) with the highest limit will be authorised to apply to open additional account(s), make applications and/or sign agreements.</i></p> <p><i>3.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.</i></p> <p><i>3.3 That the following is/are authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the CIO, and that the Bank may rely on such lists (please tick one option).</i> Any two Charity Trustees or Any one Charity Trustees YES</p> <p><i>3.4 That the CIO accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the CIO.</i></p> <p><i>3.5 That these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Charity Trustees or other committee of management of the CIO and a copy, certified by the Chairperson, is received by the Bank.</i></p> <ul style="list-style-type: none"> • The meeting with Councillors to discuss local issues has been arranged for late June. • KF expressed a concern regarding the Cuckoo Lane resurfacing as there had been little consultation beforehand. The surface looks as if it is being set up for cycling – RS will investigate further, and it will be brought up at the HA Councillors’ Meeting. • The moving of the footpath near Warren Crescent is subject to local consultation and this expires on 21 June. There are issues of security in relation to nearby housing and there are conflicting views as to whether it is a County or City responsibility and decision. KF and PC will make a joint representation to the City from the Headington Neighbourhood Forum and will copy in the County. MS suggested that we invite the footpath people to make a presentation to us, and this will be brought up at the consultation. 	RS KF/PC
<p>5. Festival 2019 – 1st and 2nd June</p> <p>The Saturday will stage the market, entertainments and animals, and there will be films at 6pm and 9pm. It was gratefully noted that the Round Table has agreed to underwrite the additional costs for a film screen that can be used in the daylight</p> <p>Sunday in Bury Knowle Park will have the stalls, a raffle with extra prizes to include vouchers for the Butcher’s Arms and Café Noir.</p> <p>MS asked for extra volunteers to help on Saturday between 2 and 3pm to sell raffle tickets.</p> <p>HA and HNP will have a joint stall – PC will run the HNP stall with help, and the HA stall will be staffed by members of the committee.</p> <p>The budget is on track.</p> <p>Electronic versions of the handout posters have been circulated.</p> <p>EB was warmly thanked for all her hard work in organising this year’s event.</p>	
<p>6. Planning – update on Neighbourhood Plan and Community Council</p> <p>Community Infrastructure Levy (CIL) is money received from local developments as a condition of planning. For example, Beech House, Latimer Road generated £30,000, and a house in Stoke place, £6,000.</p> <p>The City consultation on the proposed community council should have taken place in late April early May, but because of the European elections this is being delayed until June. The Council is obliged to ask the residents if they want a community council and will be leafletting all households in Headington accordingly. We (HA/HNF) shall also be leafletting with details on what the Council could do for Headington. If it is ultimately approved there will be elections next May to elect councillors.</p>	

• **Loneliness project – conclusion of scoping exercise and stakeholder workshop on 7 May**

Details of the Loneliness workshop were distributed with the papers for this meeting and the slides from the workshop were shown to the committee.

These laid out the Objectives, the Participants, How to Tackle the Problem, and Community-based ideas.

There was a lot of support for taking part in Loneliness Awareness Week in 2020.

PC and the Chair had visited Frome in Somerset to see how their scheme works and they were very impressed. Their approach is Primary Care driven which ultimately creates savings for the NHS.

They emphasise the value of community connections, friends and family and local organisations, and instead of concentrating on separate groups they link them by socialising the health groups which improves social connections and has been proven to reduce hospital admissions.

Our aim is to find a local agency via the new NHS GP contract effective from July to become proactive rather than reactive. There is government money available for this new contract. Hedena Health and the Manor Surgery have sufficient numbers of patients to qualify for this money.

The recommendations, therefore, following the workshop are:

- **Maintain contact with Hedena Health and the Manor Surgery**
- **Organise a programme for Loneliness Awareness Week 17 to 21 June 2020.**

Comments from the meeting:

- The term “loneliness” needs to be re-badged for those that do not recognise that they are lonely.
- It was suggested that the festival next year could lead immediately into the Awareness week, but current planned dates do not coincide.
- In local areas of high levels of loneliness there are some Health and Wellbeing Awareness meetings.
- A group called the Marmalade Trust runs a website <https://www.marmalade.io/> that may be used as a platform for other groups to link with. Their theme for 2019 includes:

RELATIONSHIPS

Marmalade is an opportunity to explore how relationships can help us achieve positive social change – connecting within organisations, across different organisations and in the wider ecosystem. We are looking for sessions that will contribute to build new relationships and deepen existing ones.

- It was also suggested that we approach local businesses to participate.
- Local churches do receive referrals from doctors’ surgeries and they all liaise with Age UK.
- Make a point of talking to strangers – on buses, in shops etc.
- Preparation for the Awareness Week needs to start very soon. It is important to forge some relationships by encouraging people on their own to join with others so that they do not feel awkward going to events on their own.
- Transport can be a problem, but there are an increasing number of community transport set-ups that should help to alleviate this problem.
- Look at the Mendip Community Directory for ideas. <https://healthconnections mendip.org/mendip-directory/>
- Any volunteers to help with this project should make themselves known to the Chair.

• **Projects – update**

- The festive lights are an ongoing project.
- The friends of Headington Hill Park are re-submitting their application but this will be contingent on the result of the park maintenance issue mentioned above.
- The hanging baskets within the greening project, are up and extending this in future along the London Road is being investigated.
- The Hearing project – benches and audio - is making slow progress. Joe Carr, of Oxford Brookes, may

<p>be able to do the recordings.</p> <ul style="list-style-type: none"> • Future projects include some public art works in central Headington. 	
<p>7. Finance – update and grant applications and CIL process and applications</p> <p>Finances are on a sound footing, we have obtained some monies for baskets and the festival, and the budget is on track.</p> <p>The revised CIL process was distributed with papers for this meeting. In brief, the City council holds the CIL money – the project group assesses the application for funds – this is put to the committee – if approved we ask the City to make the payment to the applicant.</p> <p>As to future requests for funds, first approach the local councillors. For ideas look at the HNP projects. For any small grant approaches they may be diverted towards CIL money, particularly for infrastructure projects.</p> <p>Any applications are prioritised on the basis of:</p> <p>Do they fit the HNP and Local Plan?</p> <p>Who would benefit from it?</p> <p>Are there environmental gains?</p> <p>Is it value for money?</p> <p>There are three distinct periods within the year when applications can be made. However we can be flexible with regard to application deadlines if need be.</p> <p>The revised CIL process was agreed.</p> <p>Future grants are likely to include provision of more bike racks, some trees for Quarry, more Christmas Lights, and brackets for extra hanging baskets.</p>	
<p>8. AOB</p> <p>The Chair drew attention to a local petition for multi-storey car parking at the JR. This is a contentious issue, but the hospital does not have funds for building car parks. ANPR has recently been introduced and this may have an effect. This will be brought up at the next Headington Forward meeting.</p>	
<p>The meeting closed at 8.56pm</p>	
<p>Date of next meeting for your diary: Wednesday 31 July (in JHB 128)</p>	

LG 30/5/19