

Headington Community Development Association

Minutes for meeting on 30th April 2003, 19h00, Room 102, Gibbs Building, Oxford
Brookes University

Present

Andrew Brown
Bob Clarke
Angela Cristofoli
Mary Hope
Richard Jeffrey
Stephanie Jenkins
Tony Joyce
Kat Luddecke
David Rundle
John Russell
Arthur Treherne
Glynis Wheatcroft (for Sue Baker)

Apologies from

James Gagg
David Rundle
Jill Cummings
Janet Isaac
Jeanne Bliss

1. Minutes of the previous meeting. Accuracy. Apologies

Minutes for the meeting of 26th March 2003 agreed. Adrian Williams had requested on behalf of Friends of Old Headington that they be removed from the mailing list, as they could access the information through the Residents Association Co-ordinating Committee Secretary.

2. Matters arising

- (i) Nuffield Hospital – Mary reported that it now seems that the Acland Hospital Group are not reconsidering changing the name of the new hospital
- (ii) Co-op forecourt – no further news
- (iii) Headington Clock – Arthur reported that the clock above the estate agents is now working. The Chair expressed the thanks of the group to Arthur and Jill for making this happen.
- (iv) Calendar – Stephanie and Arthur reported back that it seemed to be over ambitious to try and produce a calendar for this year. They had looked at other options and Bob had brought along details of some alternative products which could be produced e.g. tea towels, shopping bags. These items could be produced with a single photograph and would not date, so could be sold throughout the year. Further details of costs were provided at the meeting and will be circulated, to be further discussed at the June meeting. Meanwhile Stephanie would launch the photograph competition for the development of a calendar for next year – this would allow people time to take photographs throughout the seasons. The photograph entries could then be put onto the website and people could vote for their favourite. Information would also be put on the noticeboards for those without access to the internet.
- (v) Poetry competition – judge still to be found, Stephanie to follow up with David. Stephanie to liaise with Frank Cummings about the promotion and organisation of the competition.

3. Notification of AOB

- Getting to Headington leaflet – Angela
- Bury Knowle Park – Bob
- Subway painters - Andrew
- Headington RPZ – Andrew

4. Charities Commission update

- Mary proposed the change of name for HCDA to 'Headington Committee for Development Action'. The group unanimously agreed this. This name will be forwarded for approval to the Charities Commission as part of the response from HCDA. In the meantime, it is recommended that members do not use the proposed new name but refer to the group as 'HCDA' or use the old name in any correspondence.
- Business Plan – the group agreed the Business Plan and thanked Andrew for all his work in putting this together.
- Finances – Angela reported that as the group had an agreed constitution and had set up a bank account, the process to move the finance from the City could proceed. Arthur had sent a letter to Val Johnson, Business Manager at Oxford City Council with details of the HCDA bank account, so that the transfer can take place.

Mary will respond to the Charities Commission as soon as all the information requested is ready.

5. Headington Festival

This was the main item on the agenda and there was much discussion about the event. The outcomes from the discussions are summarised as:

Issue/Task	Actioned by
Parking – could the car park behind Somerfield be free for the Sunday afternoon for those going to the festival especially stallholders. Could the car park at Bury Knowle surgery be made available on Sat/Sun.	Angela
Insurance – Jill had followed up on public liability insurance, Mary to discuss further with her	Mary/Jill
First Aid – needs to be actioned	Mary
Sponsorship – Co-op to design banners to support festival. These will be put up on the Co-op forecourt on London Road.	Kat
Tables – Mary had arranged the trestle tables for the Sunday event. They needed to be transported to the park. John offered to arrange transport through the Co-op Home Delivery Service and some helpers. Arthur also offered to assist.	Mary/John/Arthur
Schools - Wood Farm, St Andrews and Windmill have all agreed to be involved. At a minimum level they will have a stall run by the PTA, but they are interested in developing a short performance for the Sunday afternoon. Also if this is to be a regular event, the schools will build it into their schedule for performing arts. Other schools to be contacted to see if interested in getting involved (Rye St Antony, Headington School, Headington Middle, Cheney, Headington Quarry, Bayswater). Also to contact nursery schools.	Glynis Mary
Stalls – so far 3 stalls have been booked. Stalls will be set up around the playground area and will need to be set up before 1.00 and taken down after 4.00 on the Sunday. There was a lot of discussion on which other groups may be interested in having a stall: Headington Community Association and churches – Mary to contact. Ice Cream van – Angela to contact Anna Dolan Political parties – Andrew/David to follow up Civic Society – Tony Fire/Police – Angela to talk to Laurie Price Oxford Spires - Angela	Andrew Mary Angela Andrew / David Tony Angela Angela

<p>Saturday Event – venues that will have live music: Queens Café, Royal Standard, Quarry Gate. Richard is also pursuing other venues. On the Co-op forecourt will be an information stand so that people can pick up details of what is happening and where.</p> <p>Richard has contacted a variety of dance groups and other live music acts. Once a provisional list is available, it will be put on the noticeboard / website etc to get people interested in the event.</p> <p>It was also suggested to have a music group outside Barclays Bank as a focal point in the centre of Headington. Mary to talk to Jill about how to get permission from the bank. Arthur agreed to talk to Headington Singers</p> <p>Publicity for the event could be helped by having a band/group in Headington 1-2 weeks before to hand out information.</p> <p>Stewards will be required for info desk and at live music events and to guide performers to venues, take pictures of artists performing etc. Probably need 8 in total. Andrew agreed to talk to Oxford Brookes re students to act as stewards for Saturday. Richard to provide programme of confirmed performers to Andrew, so that students can sign up.</p>	<p>Richard</p> <p>Mary</p> <p>Arthur</p> <p>Richard</p> <p>Andrew</p> <p>Richard</p>
<p>Publicity/PR – agreed that should have opening ceremony for both days. Bill Heine to be contacted by David for opening the Sat event. Lord Mayor to be contacted by Angela for Sun event.</p> <p>Agreed timings for weekend: Saturday 10.30 – 6.00 Sunday 1.00 – 5.00</p> <p>There was a discussion about having a competition linked to businesses in Headington. This could involve having musical instruments in shop windows and giving a prize to those who find them all. Bob to follow up with Business Association.</p> <p>Also suggested that School of Music may be interested in taking part – Andrew to contact.</p> <p>Need to design poster for event – Angela to talk to City Council contact and let Stephanie know.</p> <p>Stephanie/Richard to liaise with press/radio etc to promote event.</p> <p>Bob to follow up on getting balloons/banners etc.</p> <p>Stephanie reported that the Friends of Old Headington would include details of event in their publicity for the open gardens day and they would be included in any publicity for the Festival.</p> <p>Jeanne Bliss had put forward an idea to have open gardens in Headington on the Saturday. The group felt that these would need to be close to the London Road as the festival is focused on this area. Stephanie to liaise with Jeanne.</p> <p>Jo Duckles would like to do some publicity in Oxford Mail as soon as there are confirmed details of the programme.</p>	<p>David Angela</p> <p>Bob</p> <p>Andrew</p> <p>Angela</p> <p>Stephanie/Richard</p> <p>Bob</p> <p>Stephanie</p> <p>Stephanie</p>

<p>Overall Co-ordination – Richard agreed to co-ordinate overall Festival. Stephanie, Mary and Bob agreed to be on the working party. There also needs to be an ongoing link to City Council Events Officer, Anna Dolan re use of the Park – Angela to talk with Anna</p>	Richard Stephanie Bob Mary Angela
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6. AOB

- Getting to Headington leaflet – Angela reported that an outline of this leaflet had been produced and work would continue with County and Headington Business Association
- Bury Knowle Park – Bob asked about some seats that need to be moved and there was a general discussion about putting in a capital project bid to the Area Committee. The item will be further discussed at the June meeting.
- Subway painters – Andrew reported that although the subway painters had been nominated for a Jubilee award as part of the Queens Golden Jubilee, unfortunately they were not successful.
- Headington Residents Parking Zone – Andrew circulated information from the County Council.

7. Date of next meeting:

Wednesday 28th May 2003 at 19.00, Headington Hill Hall