Headington Committee for Development Action (HCDA)

Minutes for meeting on 25th February 2004, 19h00, Headington Hill Hall

Present	**Apologies from**
James Bloice-Smith	Viv Crombie
Andrew Brown	Kat Luddecke
Bob Clarke	Janet Isaac
Angela Cristofoli	David Rundle
Jill Cummings	John Russell
Henrietta Gill	
Mary Hope	
Stephanie Jenkins	
Tony Joyce	
Arthur Treherne	

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1. **Minutes** of last meeting held on 28.01.04.
   Corrections: John Russell was not present at the meeting.
   Item 4: festival meeting date is 8th March.
   Minutes accepted as correct with these amendments.

2. **Any Other Business** – none

3. **Matters arising:**
   - Newsletter/ Information booklet – Mary circulated the FISH booklet that had been produced previously for Headington. It was agreed that it would be very useful to develop this idea especially aimed at providing information for new residents to the area. A working group will take this forward, which will include: James, Angela, Bob and Mary.
     The County leaflet 'welcome to headington' was discussed and it was agreed to await the response from county following the comments submitted from HBA and the City Council. However if HCDA were to be involved, the purpose of this leaflet needed to be more clearly defined, to see how it fitted with the objectives of HCDA.
   - Sculpting the tree in Bury Knowle Park – in order to progress this, it was agreed that Mary would talk to Jason Headley in Parks to agree that this project could proceed
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4. **Headington Festival**
   Henrietta Gill, Cowley Carnival Organiser was welcomed to the meeting. She gave an overview of how the carnival had developed. The original funding came from East Oxford Action and the aim of the carnival is to be as inclusive as possible of local ideas/initiatives. Around 75% of activity is generated from the community and 25% is bought in from outside to complement the local activities. Generally the carnival has a theme and this year, it is water. The carnival committee have to raise £50,000 to support the carnival and the identified core aspects include a staged event and a procession as there is no central large site.
   Issues that may be of relevance to running the Headington Festival:
   - Insurance is getting more and more expensive and it is not enough to have public liability, as there needs to be more emphasis on risk assessment as well. Need to work in partnership with the emergency services. Also need to check insurance covers marquees (Mary to check this with Malcolm). Henrietta is organizing some training for stewards which is 2 x 3 hour sessions.
   - It is not possible to raise much revenue from the carnival to break even, even though attendance can be 10-12,000. They work with the food retailers on the Cowley Road, however if you can provide food etc the may be able to bring in more finance. Producing glossy programmes and selling for 50p did not work

well, so may be better to either produce a simple free programme or get sponsorship.

- They have 20 tables with awnings that can be hired out and are kept in storage by the City Council.

Generally it was felt that there are many benefits in linking together the various festivals/carnivals across the City, especially in relation to publicity. There could also be benefits for stallholders e.g. having a joint package for having stalls for both events or adverts for both events.
Mary thanked Henrietta for attending the meeting and providing so much useful information. HCDA would keep in touch and also share and develop some of the ideas explored during the meeting.

5. Painting of the subway railings

Arthur presented the idea of painting the railings of the Headington subway following the success of painting the actual subway itself. Arthur has some volunteers who can help with the painting, however the cost of the materials needs to be found. There may be some issues regarding permission from highways. Angela to check with county council highways engineers before funding is sought.

6. Treasurer's update

As last month. The Committee agreed for Arthur to purchase public liability funding for the festival at £150 for 4 days.

7. AOB

- Arthur and Bob had completed an assessment of the pubs in the Headington area that might want to link in with the festival. All pubs wanted to be kept informed of the festival and 4/5 wanted to be actively involved. Information to be developed through festival working group.

8. Date of next meeting

Wednesday 31st March at 7.00, Headington Hill Hall