

# Headington Committee for Development Action (HCDA)

Minutes for meeting on 26<sup>th</sup> October, 19h00, Oxford Brookes University, Gipsy Lane

## Present

James Bloice-Smith  
Angela Cristofoli  
Jill Cummings  
Paul Cunningham  
Marion Fiddes  
Mary Hope  
Janet Isaac  
Stephanie Jenkins  
Kat Luddecke  
Audrey Mullender  
Mike Stranks  
Arthur Treherne  
Marie Vickers  
Stella Welford  
Jean White

## Apologies from

Anne Ashley  
Susan Baker  
Tim Chapman  
Bob Clarke  
Tony Joyce  
David Rundle

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### 1. Minutes of last meeting held on 28.09.05.

Minutes approved subject to changes:

1.1 Apologies were received from Steve Walker

1.2 Item 1 - the suggested amendment to the previous minutes should read that 'Ruskin College had suggested to the County Council that an area behind Ruskin adjacent to the ring road might be established as an additional park and shuttle facility in the future'

1.3 Item 12 - AOB add - Stephanie asked whether 'Make a Difference Day' is something that HCDA also could get involved in.

1.4 Item 7 – Headington Festival – move sentence ' It was also noted that St. Andrews School Craft Fair event was scheduled for the first weekend in June' to Item 9 Christmas Funday and change it to " It was also noted that St. Andrews School Craft Fair event was scheduled to be on 4<sup>th</sup> December as well'.

### 2. Any Other Business

- Change of planning permission for 138-140 London Road - Stephanie

### 3. Annual General Meeting

3.1 **Annual General Report** – an updated version was circulated at the meeting.

The group approved the report and agreed that it gave a good overview of the work of HCDA in the last year. Membership of HCDA was discussed as a result of the audit of attendance from member organisations. Some member organisations attended very few of the monthly meetings, however some were active as members of sub-groups. It was suggested that an associate type of membership might be developed where organisations could join HCDA without voting rights. It was also suggested to change the format of meetings so that there could be special themed meetings every quarter where member organisations could provide more in depth information about their work. Also other residents' groups could be invited to these meetings. It was agreed that all these ideas would be explored further and a paper on the options brought to a future meeting.

3.2 **Accounts of HCDA for 2004/05** – the Treasurer circulated a paper detailing the financial accounts. The group approved the accounts.

3.3 **Election of Officers** – The Chair and Vice-Chair had agreed to stand again as Officers. Mary Hope had been proposed to be re-elected as Chair by Tony Joyce prior to the meeting. This was seconded at the meeting by Marion Fiddes and agreed by the group. James Bloice-Smith expressed, on behalf of HCDA, his

thanks to Mary for all the hard work that she puts into HCDA and was pleased that Mary would be continuing as Chair.

James Bloice-Smith was proposed to be re-elected as Vice-Chair by Mary Hope and this was seconded by Kat Luddecke and agreed by the group.

The Chair thanked Angela Cristofoli for her work as Secretary for HCDA. Tony Joyce nominated Stella Welford for the post of Secretary prior to the meeting. This was seconded by Janet Isaac and agreed by the group.

The Chair thanked Arthur Treherne for his work as Treasurer for HCDA.

However as there were no nominations for Treasurer, Arthur agreed to remain as Treasurer until January 2006. He would provide a brief on the role of Treasurer, so that members would know what the post entailed.

Honorary Officers 2005/06:

Chair	Mary Hope
Vice-Chair	James Bloice-Smith
Secretary	Stella Welford
Treasurer	Arthur Treherne (until January 2006)

**3.4 Names of the person's appointed/elected as members of the General Committee** – the list circulated with the Annual Report was agreed. A new membership list with the updated Officers list would be circulated with the minutes of this meeting.

**3.5 Appointment of auditor/independent examiner of the accounts** – Arthur informed the group that as the accounts were below the £10,000 threshold, there was no requirement to have an independent examiner of the accounts. The fee for the accountancy work is around £188 and the accountant had offered to continue this work. The group felt that in light of Arthur resigning as Treasurer from January, it would be helpful to continue with the external audit of the accounts.

**3.6 Any other business** – None submitted.

#### **4. Matters arising from the minutes**

- **Headington Festival** – a paper had been circulated and was also available at the meeting regarding the proposals for the festival in 2006. The key decisions are whether to have to one or two day festival, level of funding available and availability of people to help organise the festival. There followed a full discussion on these issues and the group agreed that the festival for 2006 should be a one-day event on the first Sunday in June. It was recognised that festivals/events often take a few years to establish themselves, however the group felt that in light of some key people not being available next year it would be better to concentrate on a one-day event.

It was agreed that there needed to be a more proactive approach to attracting sponsorship for the festival. There would also need to be a commitment to underwrite the costs of the festival, if necessary, from the reserves of HCDA and the level of this would have to be agreed by members. The amount of risk capital suggested was £2,000. This needed to be further discussed by the festival sub-group and a definite proposal to be brought back to a future meeting.

- **Noticeboards** – Janet had now set up a routine for putting new notices on the board. Any new information would be put in on Mondays or Tuesdays. The shop 'West of Java' agreed to have a box for collecting any notices. One of the keys to the noticeboards was missing and a replacement was being followed up.

#### **5. Christmas Event**

The Christmas event is on Sunday 4<sup>th</sup> December and this will be the 6<sup>th</sup> year of having lights in Headington. Jill gave an overview of the activities planned that include: churches programme, Waterloo Band, shops events and also St Andrews Christmas Fair.

**6. OX3 Guide**

Audrey congratulated James for his presentation on the Guide at North-East Area Committee. It was confirmed that the City Council had agreed to fund the Guide up to £3,000 but that it expected the County Council to contribute to this amount. Angela to arrange to release at least £1,500 of the funding from the City Council to HCDA. The group agreed that the Guide needed to go to every address within the area identified and organisations/residents' groups within this area would be asked whether they could help with distribution. A notice would also be put on the Headington noticeboard to inform people about the Guide. The sub-group would continue to take the work forward and report back on progress.

**7. Ideas for future liaison with key stakeholders**

James suggested that as HCDA has a number of large organisations as members, it would be helpful to hear more about them and their current issues at meetings. This could be programmed bi-monthly or quarterly and invite other residents' groups to come along as well. The group thought that this would be a good idea. It was also suggested that other HCDA community/residents' groups give updates and these could be programmed into meetings as well. Initially it was suggested that the Primary Care Trust be asked to address the meeting in November as there are currently some significant issues regarding their reconfiguration. This could be followed by the Hospital organisations (JR, NOC and the Manor) in Jan/Feb and then Ruskin College in Apr/May. A record of the organisations that have addressed the group will be kept so that all organisations represented on HCDA have an opportunity to be programmed in over a period of time.

Mike to contact Tim Chapman regarding November meeting and Marion to liaise with other hospitals for Jan/Feb meeting.

**8. Treasurer's update**

Current account £2090 and savings account £6360.

**9. AOB**

**9.1 Change of planning permission for 138-140 London Road.** Stephanie brought to the attention of the group that a revised application had been submitted for this site to change the use of the permitted ground floor retail unit (Class A1) to financial and professional services (Class A2). The group discussed the issue of Headington being eroded as a shopping centre if more retail shops were lost. It was agreed that Mike would draft a letter to send to the Planning Authority on behalf of HCDA and agree it with the Chair before submitting it. The ward councillors would also be contacted to ensure that this application was called in to be heard by the Area Committee.

**10. Date of next meeting**

Wednesday 30<sup>th</sup> November from 7pm - 9pm in the Board Room, Oxford Brookes, Gipsy Lane.