



Annual General Meeting

Thursday, October 20th 2016

7.30 – 9pm

Richard Benson Hall, Cowley Road

AGENDA

There will not be a break, to enable us to finish on time. Refreshments will be however, available from the start.

1. Welcome
2. Apologies for Absence
3. Chair's Report, followed by
4. Minutes of the AGM held on 15 October 2015
5. Matters Arising
6. Treasurer's Report
7. Election of Committee
8. Policing in our Community; key challenges and activities– Guest Speaker, Sgt Neil Bouse, Oxford East Neighbourhood Police Team
9. Open Discussion: What's important for DRARA to focus on in the year ahead?
10. AOB
11. Date of the next AGM: 19 October 2017 (tbc)

Committee nominations to Clare Ridley, DRARA secretary, secretary@drara.org.uk or in person on the night

Welcome to the 2016 Annual General Meeting for the Divinity Road Area Residents Association. I will be presenting a verbal report and the slides will be available, along with this document, on the DRARA website www.drara.org.uk. Following the talk from our guest speaker, Sgt Neil Bouse, we will move to the open discussion agenda item. This has become a key and lively part of our AGM, where the points raised become very much the focus for your committee in the year ahead.

It has again, been a very busy year and I **wish to thank** some distinct groups of people who have very much helped to make it so successful and enjoyable!! You are amazing.

<p>The DRARA Committee</p> <ul style="list-style-type: none"> • Nick Welch, Chair • Clare Ridley, Secretary • Tamasin & Clare Ridley, Events • Deborah Tricker, Planning • Anne Hall, Membership • Leila Lake, Traffic • Karen Metcalfe, University Liaison • Jane Bingham, Newsletter • Dom Parkinson, Website • Mark Redhead, Treasurer • Maggie Hartford, Environment • Sophie Mason, Student representative • Rob Waterston, Friends of South Park <p>With additional support from</p> <ul style="list-style-type: none"> • Jacquie Thorndyke – Facebook • Margaret Wolf, Newsletter 	<p>The Events Team</p> <ul style="list-style-type: none"> • Rebecca Phillipson • Linda Forrest • Jess Moorhouse • Reynold Greenlaw • Ron and Lucy Gibbons • Andy Roscoe • Catriona Davidson • Chris Livingston-Campbell • Maggie Hartford • George Wormald • Nick Welch • Tim Coulson and fellow friends of Warneford Meadow • Andrew Lack • Joe Gibbons and colleagues from Warneford Trust
<p>The Newsletter Distribution Team</p> <ul style="list-style-type: none"> • Glen & Alison Williams • Anna Eden • Trish Attwooll • Laura Elliott • Susan Lisk • Martin Stott • Nick Welch • Amanda Green • Ivon Asquith • Catherine Weston • Pauline Edwards • Henrietta Gill • Richard Josephy • Tess Ward • Stephen Heneghan • Julie St Clair Hoare 	<p>The Subscriptions Team</p> <ul style="list-style-type: none"> • Ann Edmunds • Bernadette Urtz • Catherine Barnes • Catherine Weston • Claire Ball • Deborah Tricker • Geraldine Coggins • Joanna Gilmour • Maggie Budden • Mariabelle Headlam • Martin Stott • Rob Waterston • Ros Lacey • Sarah Lacey • Trish Attwooll
<p>The Environment Action Team AND the Tree Garden adopters</p>	<p>The Dementia Friendly Team</p>

In addition, I would like to thank Margaret and Martin Coombs for continuing to gather our press clippings and thanks also, to Tom Knollys and Sietske Boeles for their help with HMO audits and planning this year. A particular thank you to Jacquie Thorndyke for creating our Facebook page and Mary Chesson who has worked to raise the profile of our traffic concerns. Both are stepping down this year, and I would like to thank them for their great support. The continued dedication of Andrea Siret and her team to work with us to build positive and constructive relations with our student members in the community has been very much appreciated. Thank you also to our city councillors, Jamila Azad and Tom Hayes for their sustained support to raise and address our issues through this year, and for donations of £400 this year towards a new community noticeboard.

DRARA is a voluntary organisation. What we do, we do because we care for our community and because we believe that together, we can make a difference. I would like to give an especial thank you to the committee members. Individually they give so much of their precious time, energy and commitment to moving forward issues and making events and speedwatches happen that enrich the life of so many people in our community. In addition there is a stalwart group of special people who always are ready to help and give a hand to making things possible. YOU make all the difference. Thank you and see you in the year ahead!

Nick Welch, Chair Divinity Road Area Residents Association, October 2016

Reports from Committee Members

Year 2015-16

University Liaison (Karen Metcalfe)

DRARA works with both universities to improve relations between residents and students. The majority of students in this area are from Brookes University, and DRARA is in regular communication with Brookes about measures that can be taken to promote understanding and harmonious relationships. These include:

Student Community Wardens: Brookes now has sixteen student community wardens who aim to improve communication between students and residents and help to resolve issues. Student Community Wardens have continued to provide assistance and support to local residents, including students living in the private rented sector. They have worked closely with residents' groups including OxClean and May Day Olympics.

House Champions: Brookes aims to ensure that every student HMO (House in Multiple Occupation) has a House Champion who is the point of communication for any issues which arise in the house. Last year 213 House Champions were appointed, 192 of these were Oxford Brookes students. This scheme has been running for two years and will continue for this academic year.

Communication with Residents: DRARA has two meetings a year with student leaders from both universities. Brookes organises three meetings each year with all the residents associations so that common issues can be discussed together. From mid-September Brookes writes to all residents with leaflets about the facilities at Brookes which are open to the public, Brookes' role in the community, and a year planner.

Complaints: Brookes maintains a record of all complaints about student behaviour- number, type and location. The Brookes Community Engagement team, led by Emma Trundley, responds to complaints and lets residents know what action is being taken. Last year the total number of complaints received by Brookes was 140, which is similar to previous years. Approximately 85% of the complaints were about noise. There has been a marked increase in complaints, especially about noise, at the start of this academic year. DRARA has met with senior members of the Brookes team. They are taking proactive steps to address antisocial behaviour and noise, which include a review of the disciplinary procedure. The decision to return the weekly student party night to Cowley Road is viewed as a key factor behind increased drunken behaviour.

Any complaints regarding noise should be reported to the Environmental Health team. Their out of hours number is 249811. Complaints about antisocial behaviour should be made to the police using the 101 telephone number.

Education: Brookes is trying to do more to educate its students about how to behave when they move out of purpose built accommodation into private rented accommodation in their second year, and has been running a "From Hall to Home" campaign. The number of complaints is always highest at the start of the academic year.

Residents and Students: can contribute greatly to improving relations by getting to know each other.

Please also see an update from Andrea Siret on this year and the Brookes community liaison work she has led and supported.

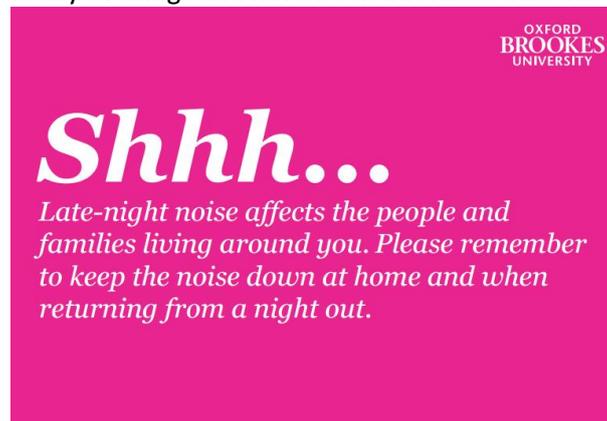
Oxford Brookes Community Engagement

The Oxford Brookes Community Engagement Team works to establish and strengthen positive relationships with residents/resident groups. Listed below are some of the activities and information provided by the team to assist residents, both student and permanent.

- **The Team:** Oxford Brookes now employ three full time members of staff within the Community Engagement Team, led by Andrea Siret, Head of Alumni and Community Engagement. The team work to ensure that concerns raised are properly dealt with as well as pro-actively engaging with residents to implement new initiatives that enable students and residents to live harmoniously in the community.
- **Student Community Wardens:** The University employs a team of 16 Student Community Wardens to cover areas of East Oxford, including DRARA. The wardens work to help students settle into living in their private rented accommodation and assist in resolving tension that may arise between residents. They can be contacted via email on studentcommunitywardens@brookes.ac.uk.
- **Agency links:** The Community Engagement Team have strong working relationships with the council and police. We work in partnership to tackle issues that arise within the community and share information to ensure that this process is more joined up. The University employs two full-time Police Community Support Officers and they work closely with our Student Community Wardens to assist in the local community.
- **House Champion Scheme:** This is a joint initiative which includes the council, police and both universities. All student properties are asked to nominate a House Champion to act as the main contact should any concerns arise about that property.
- **DRARA Link:** The University has a link person, Karen Metcalfe, and we have met on a number of occasions to discuss student and university issues and how we can work together to address resident concerns.
- **Communication:** The Community Engagement Team has a programme of communication for all residents including: an arrivals letter (to inform that students will be returning shortly), a year planner, a Brookes and the Community leaflet and Police Community Support Officers leaflet.

All of these provide information on our processes and how to contact us. The Student Community Wardens also distribute an Introductory Card when they start.

- **Complaints process:** There is a formal complaints process that is followed by the Community Engagement team to ensure that all concerns raised to the University are logged and action is taken.
- **Resident Association Meetings:** The University meets three times a year with Resident Associations to discuss topics of mutual interest. This provides a forum for concerns to be raised by local residents to senior members of staff.
- **Education:** One of the key initiatives that provides information and encourage students to be good is the 'From Hall to Home' campaign. Students living in halls are visited at the end of the academic year and provided with advice before moving into the private rented sector.
- **Wednesday night noise specific:**
 - Brookes Union has been liaising with the promoters of the events held at the O2 on Wednesday evenings. The name has now changed and references to Brookes Union and Brookes Sport have been removed. The promoters have also committed to trying to assist with addressing the late night noise generated by customers leaving the O2 Academy on Wednesday nights.
 - Brookes Sport sent an email communication to all Club Captains and Committee members regarding behaviour and what is expected of them.
 - A general extended communication specific to 2016 in the form of Shhh flyers have been sent to all students, either via email or hard copy to their home addresses, as well as posters being displayed in communal areas. This is to encourage students to consider residents when going to and returning from nights out as well as informing them of consequences of their actions under the Student Conduct Regulations.
 - A separate communication with a similar message regarding considerate behaviour, targeted at students living in certain streets in East Oxford, specifically regarding Wednesday night, is due to be issued shortly.
 - The University has spoken to the police regarding increased presence on Cowley Road during Wednesday evenings and have been informed that this is taking place.



- **General Communication:** We encourage residents to engage with Brookes and invite you to come to visit any of our campuses at any time. There are regular events open to all including the Open Lectures and there are also a number of facilities open to the public, which can be found in our Open Campus leaflets. We do hope that you will come and visit us soon.

Andrea Siret, Head of Alumni and Community Engagement, 19 October 2016

Newsletter (Jane Bingham)

The newsletter has a new editorial team, following on from Nick Welch's great work. Jane Bingham is the new editor and she is strongly supported by Margaret Wolf.

We have decided to reduce the number of issues per year from four to three, to be published in September, January and May, but have kept the same format of a four-sided full-colour newsletter. The print run remains at 600 each edition. Our aim is to include articles designed to appeal to all sectors of our community and the response to the September issue has been very positive.

Local estate agents, Scott Fraser, are kindly acting as sponsors and supporting our printing costs. Their sponsorship is acknowledged in the newsletter and is greatly appreciated.

We welcome all suggestions for articles as well as volunteers to write for the newsletter. Maybe the next issue could include an article from one of the children or teenagers in our area, describing what it's like to grow up here, or highlighting something that's relevant to them? This could perhaps develop into a regular 'From our young reporters' feature, with a different reporter for each issue?

Do please let me know your newsletter thoughts via Clare, the DRARA secretary on secretary@drara.org.uk

Membership (Anne Hall)

Thank you to everyone who has subscribed to DRARA in 2015-16. The annual subscription remained £5 per household (£2 per household for students and concessions). £1,231 has been collected. We appreciated those of you who responded to the leaflets the collectors left if you were out after a couple of calls and paid your subscriptions directly to the membership secretary.

We would like as many members as possible to pay by standing order. This saves time for the collectors and it would be a great help if more of you would consider setting one up – please email me for a form or visit the website to download the form yourself.

If you change your email address during the year please let collectors or the membership secretary know so we can keep lists up to date.

In 2016-17 we hope to slightly change the way we collect subs in the lower part of Divinity Road. The plan is for Karen Metcalfe to call on houses with student volunteers from Brookes to meet and greet new residents whilst continuing contact and liaison with more permanent ones.

Our collectors have done a fantastic job and we thank them for generously giving their time and being prepared to turn out in all weathers to collect during the autumn and winter months. The team included Catherine Barnes, Jon Bliss, Maggie Budden, Judy Casserley, Geraldine Coggins, Ann Edmunds, Pauline Edwards, Jo Gilmour, Ros Lacey, Sarah Lacey, Rebecca Philipson, Linda Thomas and Rob Waterston. We would be very grateful for more volunteers. Please contact me at membership@drara.org.uk

DRARA Events (Tamasin Lilwall and Clare Ridley)

The last year has been an event-filled one for DRARA, with some exciting new additions and welcome return of some old favourites. Our aim is always to bring people together and celebrate our community.

- **Mayday Olympics** was born from an idea by the inspirational Jess Moorehouse, who, with her background in fitness training, wanted to bring new fitness ideas to our community. It was a

first of its kind – spinning bikes in the street, pilates and karate classes, military fitness, kids races and a May Pole. So many residents were inspired to try new activities, and we were delighted to have help on the day from Brookes students, staff from our local Co-op and many fitness specialists brought together by Jess. The Co-op also kindly donated fruit for participants and Brookes donated some prizes.

- Another first was the launch of DRARA Talks designed to informal meetings of likeminded residents to talk about topics of interest. Our first meeting was an **EU Referendum Debate**, held in the golf club. The two sides of the debate were represented by Catherine Bearder MEP, speaker to remain in the EU, and Lord Willoughby de Brook DL, speaker to leave the EU, and ably chaired by Nick Welch. There was a fantastic turn out from residents who provided a wide range of questions which provide much food for thought – thank you very much to Peter Coggins for organising this.
- **Open Gardens**, in June, was again a wonderful success. Rebecca Phillipson, who had the original idea for this and has organised it for 10 years, again co-ordinated an inspiring trail around 13 gardens in our neighbourhood, with plant sales, teas, cakes and pina colodas provided en route. Many thanks to Rebecca and her open gardens team; Danny, Tom, Linda, Tanya, Claire, Clare, Jo, Paul, Maggie, Susan, Stephan, Pauline, Anna- and Alan.
- A new idea has been launched this year, **DRARA in the Park**. This is the simple idea of setting a date and meeting with neighbours for games, chat and biscuits, under the gazebo in our much loved South Park, with (relatively) little organisation required. We have held 3 of these so far (one being a **Picnic in the Park**), with the next one organised for November. There has been a great turn out to each, particularly from families (but they are open to all!).
- Following discussions at last year's AGM, in July we had the return of **Meal in the Street**. With wonderful weather, a delicious array of food, amazing fireworks, a local band and musicians, our beloved swimming pool, yummy strawberries and meringues, beautifully floral dressed tables and a puppet show, courtesy of a very talented DRARA resident, Emma Boor. It was a wonderful evening to remember for many years. Ably co-ordinated by Linda Forrest, the core team of Maggie, Catriona, and George with a wonderful group of helpers created a new version of this legendary event that was extremely well attended by residents young and less young.
- In April and again in July, Andrew Lack led us on some of his much loved **Nature Walks**, through Warneford Meadow – one of which culminated in the planting of a walnut tree. Gloriously relaxing and right on our doorstep.
- In September, **Film in the Street** returned after a year off. Thanks to Reynold Greenlaw, who kindly stepped forward to lead the organisation of this legendry DRARA event. Great weather (again!) and clear skies made for an atmospheric backdrop to this year's film Close Encounters of the Third Kind. Thank you to Andy and Sue who's home they so amazingly allow us to project onto and whose energy and knowledge (along with Chris') of how to make this event go smoothly made all the difference.
- **Apple Day**, previously run by Friends of Warneford Meadow, returned in October after a break of a three years to celebrate the beautiful meadow and magical orchard. Much team work was witnessed to collect, wash, mash and press the apples to create the most delicious apple juice ever tasted, under the expert guidance of Rupert Griffin (of Tiddly Pommes) who kindly brought his equipment, press and expertise. Staff from the Warneford Hospital were an integral part of the planning team for Apple Day and were very generous with their time on the day, providing tables, water supply, tea urns and even apple pies!

We were very fortunate to receive a grant from Oxford City Council in honour of the Queen's 90th birthday towards holding our street parties, which we used to provide crafting activities (aptly making crowns!) and serving strawberries for all at Meal In the Street, buying materials to enable us to create some DRARA-themed community bunting, and buying equipment to use at our events,

such as our now much-used pop-up gazebo and chairs, face paints and street chalks, all of which have really contributed to the fun this year!

In the main, DRARA events are organised to bring the community together rather than to raise money, and any prices are kept low to encourage participation. That said some have actively raised money for particular causes:

- Open Gardens raised £208 for the Cowley Road Carnival, and sales of refreshments and plants raised £341.10 shared between three local Dementia charities: A Place to Be, Music Therapy for Guideposts and Young Dementia UK.
- At Meal in the Street, donations raised £40 each for Prostate Cancer and Asylum Welcome.
- The loan of our new (to replace the stolen) swimming pool, to a neighbouring residents association was thanked by a £25 donation.

Bringing together the community is a really important aim, and we feel that this year's events, have reached further than ever in this regard; involving long-standing residents and new neighbours, all age groups, and with involvement from Brookes students, the Co-op staff and the Warneford Hospital.

In addition those already mentioned, there are many who come and offer a helping hand on the day of the events, willingly deliver fliers and put up posters, lend us their garage, gardens and houses to store equipment... too numerous to mention, but very much appreciated. A special thank you must go to Deborah Tricker who provides a lot of support with events, particularly with printing and publicity and tea, and to Christopher Livingston-Campbell who organises the event licences.

And really importantly, thank you to everyone that comes along to our DRARA events – it is the people in this community that make it really special!

We will be holding a meeting of all those involved in DRARA Events in November to plan the year ahead – if you would like to get involved, please come along, or speak to Tamasin or Clare, or email secretary@drara.org.uk.

Planning (Deborah Tricker)

This year, as always, planning was at the centre of DRARA's activity, with a renewed focus on the registration and maintenance of HMOs. Divinity Road has the second greatest number of HMOs in Oxford and the highest density. Residents in our area continue to report the usual concerns related to life in an area with a high density of HMOs, particularly in relation to those occupied by students: poorly managed refuse and front gardens, anti-social behaviour, and the effect on social cohesion and community of a transient population which disappears in summer and changes every year.

In 2015 Oxford City Council renewed the Houses in Multiple Occupation (HMO) licensing scheme for another five years in recognition of the fact that 'a significant proportion of HMOs in the City are being managed ineffectively'. DRARA are monitoring closely both the maintenance of existing HMOs and applications for new licences. This year we have undertaken our own audit and have raised several concerns about the licensing procedure with the Council. We have discovered several anomalies and are concerned both that the Council's data does not reflect the reality of our area in terms of HMO density and also that the existing regulations do not contemplate some of the developments we have seen which are legal and permitted under the current licensing but are against their stated purpose of protecting neighbourhoods from further saturation by HMOs.

Please contact DRARA if you are have any concerns about an HMO, whether as a tenant, a neighbour or indeed a landlord. You can also subscribe to weekly planning alerts from Oxford City Council to keep track of planning applications in your immediate area.

**DIVINITY ROAD AREA RESIDENTS' ASSOCIATION
TREASURER's REPORT
YEAR ENDED 30 SEPTEMBER 2016**

Income

Subscription income of £969 has been augmented by £634.09 from events - Open Gardens, Film In The Street and Meal In The Street

We have also received sponsorship of £138 from Scott Fraser Estate Agents and £450 from Oxford City Council.

Expenditure

The usual costs for printing, insurance and running the DRARA website have been incurred.

Sundry expenditure of £24.50 relates to the cost of the AGM.

Events expenditure of £661.41 includes the £50 cost of hiring the golf club for the EU debate and £130 to replace the stolen paddling pool. The other significant cost is £166.80 for a licence to show Close Encounters at the Film In The Street.

Other expenditure of £250 is our usual payment to sponsor the hugely popular Cowley Road Carnival

Mark Redhead
Treasurer

16-Oct-16

**DIVINITY ROAD AREA RESIDENTS' ASSOCIATION
FINANCIAL STATEMENTS
YEAR ENDED 30 SEPTEMBER 2016**

	2016		2015	
Income & Expenditure	£	£	£	£
Income				
Subscriptions	969.00		1,169.00	
Events	634.09		1,012.22	
Bartlemas appeal	0.00		0.00	
Other	728.00		146.00	
		<u>2,331.09</u>		<u>2,327.22</u>
Expenditure				
Printing	481.40		573.70	
Insurance	253.00		253.00	
Sundries	24.50		0.00	
drara.org.uk	120.00		120.00	
Events	661.41		637.07	
Charitable donations	0.00		200.00	
Other	250.00		250.00	
Planning and appeals	0.00		0.00	
		<u>(1,790.31)</u>		<u>(2,033.77)</u>
Surplus for the year		<u>540.78</u>		<u>293.45</u>
Balance sheet				
Cash at bank		1,632.40		1,091.62
Creditors		0.00		0.00
		<u>1,632.40</u>		<u>1,091.62</u>
Represented by:				
Historical surplus brought forward		1,091.62		798.17
Surplus for the year		540.78		293.45
		<u>1,632.40</u>		<u>1,091.62</u>
By Fund				
East Oxford Forum		10.00		10.00
General fund		1,622.40		1,081.62
		<u>1,632.40</u>		<u>1,091.62</u>