

**Minutes of the meeting of the Steering Committee  
held at 14:00 on Tuesday 8<sup>th</sup> February 2022 on Zoom**

1. **Present:** Shamus Donald (SD, Chair), Deborah Bryceson [DB], Cllr Laurence Fouweather [LF], David Madden [DM], Cllr Katherine Miles [KM], David Nimmo Smith [DNS], Chris Pownall [CP], Geoffrey Randell [GR], Natasha Robinson [NR], Henk van Es [HvE]  
In attendance: Sam McKee [SM]

**Apologies:** Bob Colenutt, Cllrs Andrew Gant, Tom Landell Mills and John Howson

The meeting opened at 14:00: SD welcomed everyone and introduced Sam McKee who is attending to help us with social media publicity.

2. **Declaration of Conflicts of Interest:** there were none
3. **Minutes of the previous steering group held January 11<sup>th</sup> were reviewed and no amendments were made [GR had previously submitted some amendments already included].**

**Matters arising from the minutes [not on the agenda] :** all items on agenda or action log

**Update on Action Log:** deferred to next meeting

4. **CIL 2021:**
  - The cycle stands project is progressing with funding from Councillors for the technical drawings and any consultation required. Possible locations include outside Hamptons, Charles Clinkard, Stevensons, Wild Honey and the laundrette. A minimum of 35 stands with variable cost depending upon location.
  - Marston Ferry Allotments: the work is complete, and an invoice will be forwarded
  - Pollinator sites: £1000 each to 4 schools - Cutteslowe, St Aloysius, Phil & Jim, & Cherwell, plus Alexandra Park. Planting time is not yet confirmed.

**5. CIL 2022:**

NR had circulated the 9 applications that had been submitted by midnight on the previous day and described each briefly. The total is c£30k, we have £68k in the kitty of which £12k is already allocated for CIL 2021. Leaving us with >£55k, which is more than anticipated and sufficient to meet all applications! All are appropriate in content and worth considering for full/partial funding. A further application arrived today [bunting in Summertown for the Jubilee] due to miscommunication re need for estimated costs and date for submission. It was **AGREED** this could be included for consideration. NR will circulate full details to the committee for consideration at the next Steering Committee [SC members only]. DB will circulate the scoring system. This is used as a basis for discussion at the next meeting and provides an audit trail for our discussion process. **ACTION: NR to circulate full CIL application details, DB to circulate assessment paperwork**

Funds roll over for the following year. There is a time limit, ?10 years, on spending of allocated CIL funds. Unlikely to be of concern to SuStM!

There are 2 other applications in the pipeline. We may run a second round this year.

We need to confirm whether we can make grants to organisations without a bank account and if so, how. Can Councillors hold funds? If ODS do the work funds can be directly transferred.

## 6. Publicity

NR & SD met with Sam McKee [notes previously circulated] to discuss the generation of social media messaging from the Forum. SM will join meetings when he is able to, and both SC and working groups must flag messages for publicising [or send brief to SM]. NR raised the importance of different groups issuing consistent messages without any conflicting content. Info going to SM must be circulated to SC to pick up any conflicts. SM will monitor for consistent content. DB suggested there be a 3 day window for messages to be OK'd by committee.

Eg: We should send out a CIL message via social media: applications are closed, there will be a second chance later in the year, have a look at the current applications on the website where we have 10 applications.

SM has provided signature lines for all SC members to use.

KM suggested we also include messaging about meeting dates, consultations.

CP raised the issue of responding to social media comments: SM suggested that the messaging is more to share info rather than debate. We will have to see how it works, and how to manage any hostile/negative comments. NR is happy to answer factual queries.

There are 2 noticeboards in Summertown which are in poor repair. GR has met with Pam Eyton to clear sticky notices off the outside. This has caused some harm to the 'glass' which is actually plastic. KM would like to coordinate with PE to clear up the one outside Co-Op. Do we need to spend some funds on a replacement 'window'? [?future CIL application]

Next newsletter once CIL decisions made.

## 7. Website:

NR is keeping updated and will add the CIL applications to the site as per our standard process, encouraging comments from the neighbourhood as consultation.

## 8. Working group updates:

### • Alexandra Park

Working with Laura Harlow @ ODS. Trees are going in and playground work is underway. This is the work agreed from CIL 2021. Work has suddenly ceased as local residents have complained, at the request of the councillors involved. The installation of benches [for all age groups, young and old], and the planting of the pollinator garden have both been stopped, and the planting season may be missed as a result [end of February]. A meeting between AG and SuStM is imminent. A local resident on the AP committee is needed but hasn't happened. The mural proposal has been well received by Chris Bell and Parks team. LF reported that some emails sent to AG had been received from residents adjacent to the park, expressing concern about the location of seating and lack of information to neighbours. There are statements about potential antisocial behaviour but the direct relation between this and seating is unclear. DB feels we should take local neighbours on a tour of the park and future plans. Plans for Friends of Alexandra Park need to be taken forward to help support the park. HvE agrees but wants to do this once the work is more advanced. A noticeboard is included in future plans. We need to do work to promote the park and encourage website visits for wider information sharing. SD is very keen to meet the Councillors, restart work and perhaps initiate the Friends proposal. KM suggested that the planting is the urgent aspect to resolve. LF agreed that this should be considered separately from the seat installation. **ACTION: SD to meet with Councillors ASAP [?10/2/2022]**

GR: we are awaiting approval in principle for the sensory and pollinator garden work from Chris Bell/Parks

- Diamond Place:  
Notes of previous week's meeting circulated. HvE reported on meeting with OCC [Carolyn Ploszynski] and OUD. Tripartite approach has been agreed. We have written to OCC to propose how this might work, and to clarify the use of Chatham House rules when sharing information with the community. We have also written to Summer Fields School [SFS] who have land next to the carpark which is eligible for development. SFS responded that they would like to be kept informed. DPWG will write back inviting them to a meeting once we have some further information [land registry and ownership of access route to Ewert Place] and have met again with OCC. Matthew Cheetham reported on a proposed meeting with OCC & CCG which was unsatisfactory as a new regeneration manager [Jenny Barker replacing Trudy Godfrey] wished to cancel the meeting due to lack of any new information. MC insisted on meeting going ahead but it was not productive due to OCC stating that the timescale was driven by OUD and OCC could not go it alone. HC are looking at additional temporary space at Ferry Centre.  
FOI for Carter Jonas Report is not planned for now.  
LF said that the Council does not expect movement in the next few years, and has not allocated any capital budget for the next year or two.  
KP has submitted a question to Council Meeting asking about provision of health facilities [the answer from Cllr Upton is attached to these minutes]
- Planning Working Group:
  - ToR are nearly complete.
  - Response to development at 188 Woodstock Rd.
  - Cherwell DC plans have been issued – to be discussed. We need to encourage people to respond as the impact on our neighbourhood will be very significant. Planning approval in principle exists.
  - Stratfield Brake: consultation from County Council re transfer of OUFC stadium to new development at Stratfield Brake. This is not in our neighbourhood. We need to support dissemination of the consultation. We would like to hear feedback from local residents.
  - Police house development [d'Overbroecks] was refused. It is likely to be revised and resubmitted.  
**ACTION: ask SM to send out information about all the above consultations**
- Transport Working Group  
Met 3 weeks previously, and meet again on 15/2/22. Working on the County Council 's 'Connecting Oxford' transport/connectivity plan to come up with a response, and also publicity message for the Forum residents to encourage response to the consultation [ends mid March].

## 9. Finance

Balance in account is now <£2k due to bills [website licence = £216]. £50 artwork costs. We received £100 from Beechcroft Rd residents.

£100 is planned for contactless terminal.

Balance will be £1900.

CIL application for costs has been submitted.

Councillor funds: not available at present.

**ACTION: LF will follow up with all councillors.**

Fundraising: table in Summertown and use terminal

Twitter: regular requests for funds

Do we need a licence if we fundraise?

## 10. Date of next meetings [all to be held on Tuesday over Zoom UFN, at 2pm]:

1<sup>st</sup> March [CIL decisions], 12<sup>th</sup> April, 10<sup>th</sup> May

**AGM:** Thursday 10<sup>th</sup> November at 7:30pm at Cherwell School

The meeting ended at 15:53.

Signed: \_\_\_\_\_ [Shamus Donald, Chair]

Date: \_\_\_\_\_

## ACTION LOG

DATE/ACTION	NAMED PERSON RESPONSIBLE	PROGRESS	[EXPECTED] COMPLETION
2/11/2021	NR	details of election to Committee to go on the website for future reference.	NR 2022
9/12/2020 Contact central government on guidance for accessing funding to support Forum functions	JH	Contact John Howell MP, Layla Moran MP  SD to remind JH ASAP  CC has confirmed that CIL funds could be available for specific Forum projects.	September 2021
Produce report on 2020 CIL process and recipients	NR/GR	CIL 2020 funds are now transferred and the process complete	2022 for AGM
4/21 Identify ownership of access routes to Alexandra Park  Respond to letter from St Edward's bursar	AG/APWG	Response has been received from St Edward's, but further clarification will be sought re access and parking on site	October 2021
Planning group	BC/HvE/CP	Group being constituted and ToR to be drafted.  Meet with Wolvercote NF re Oxford North	October 2021 → February 2022  January 2022
E-Scooters	DB/TWG	Contact AG for further information on project	January 2022
St Edward's School	DM/SD?	Re-establish contact	2022
Contact Summer Fields School re Diamond Place	SD	Write to Bursar	January 2022
Local Transport Connectivity Plan [Consultation closes March 16 <sup>th</sup> ]	DB/TWG	Produce response for approval and information for website	February 2022
Constitution	NR	Revise and agree draft with SD	April 2022
Green roof for bus-stops	NR	Send funding info to KM	January 2022

8/2/2022 CIL 2022 assessment	NR	Circulate all applications	ASAP
	DB	Supply assessment paperwork	ASAP
	ALL	Return assessments to DB	ASAP
8/2/2022 Alexandra Park current works	SD	Meet with councillors to reinstate	ASAP
8/2/2022 Planning working group: consultations	PWG/Sam McKee	Tweet about OUFC and Cherwell consultations	ASAP
8/2/2022 Fundraising	LF	Discuss Councillors contributions with 4 Councillor colleagues	ASAP

## **RESPONSE FROM COUNCILLOR UPTON TO COUNCILLOR KATHERINE MILES:**

**KM:** Summertown residents are suffering from insufficient healthcare facilities to meet the level of demand. What actions is the council taking to address the shortage of capacity of primary healthcare provision for North Oxford residents?

**LU:** As the Councillor will know from the briefings on Diamond Place that we have attended, the City Council is in discussion with both the Oxfordshire Clinical Commissioning Group (CCG) and the two current GP practices in the Summertown area about the potential for Diamond Place to include a replacement building for the two current buildings, which are both poorly laid out for a modern GP practice and on leases that run out later this decade. The CCG's Primary Care Estates Strategy 2020 – 2025, published in December 2020, identifies where plans for new facilities may need to be drawn up by the CCG's successor body, the Integrated Care System for Buckinghamshire, Oxfordshire and West Berkshire (ICS-BOB). This includes Oxford and the Primary Care Network that includes the two Summertown practices and the two associated satellite facilities in Wolvercote and Kendall Crescent. This work needs to be done urgently, so that the City Council as the local planning authority can take into account when developing the Oxford Local Plan 2040, and so that Oxfordshire County Council as the co-ordinator of work on the Oxfordshire Infrastructure Strategy can properly take into account the scale of investment needed in Summertown and across the County as a whole. The lack of such detailed requirements from the CCG before now has been a concern for both the City Council and the other District Councils in Oxfordshire. We welcome the new focus on this urgent priority from the NHS, and are working closely with the CCG (and will do so with its successor body from April onwards) to ensure that this work is fully and quickly carried out. As highlighted in the emerging Oxfordshire Infrastructure Strategy (OXIS) Stage 1 reports, the NHS needs to identify what facilities it needs and where, so that planning authorities like Oxford can try to identify suitable locations for them in their Local Plans and the investment required identified in OXIS. [for transparency I am a registered patient at one of the practices mentioned in this answer but do not regard that as an interest which would preclude me from answering the question]