

**Minutes of the meeting of the Steering Committee  
held at 2pm on Tuesday 10<sup>th</sup> May 2022 at 19 Linton Road.**

1. **Present:** David Nimmo Smith [DNS, Vice Chair], Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE], Cllr Laurence Fouweather [LF], David Madden [DM], Neil MacLennan [NM], Chris Pownall [CP], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Cllr Katherine Miles [KM]

**Apologies:** Shamus Donald [SD], Cllr Andrew Gant [AG], Cllr John Howson [JH]

The meeting opened at 2:03. DNS chaired the meeting on behalf of Shamus Donald. He introduced Neil MacLennan who has agreed to be co-opted to the Steering Committee, as the next Chair of the Transport Working Group [of which NM is currently a member]. SD had invited Juliet Field, a member of the Diamond Place working Group to join the Committee, but she is unable to do so. A reply is awaited from Brenda Boardman.

**Declaration of Conflicts of Interest:** there were none.

2. **Minutes of the previous Steering Committee held on 12<sup>th</sup> April 2022 were agreed without amendment.**

**Matters arising from the minutes [not on the agenda]**

- A newsletter is still outstanding.

**ACTION: NR/SD**

3. **CIL 2022**

GR raised concerns about a previously agreed and funded project from the CIL 2021 round [installation of cycle stands in Summertown]. KM provided information about the progress of the project which was following due process according to statutory requirements of both City & County Councils. There was lengthy discussion, and it was agreed that the map of proposed sites with dimensions would be brought back to the meeting.

**ACTION: KM**

- Jubilee bunting: NR to contact Nicholas Hardyman for update and advice on accessing funds.
- Xmas lights: no action at present
- CCA Kitchen and school playground improvements: NR to contact CCA manager to advise on need for quotes in order to access funds
- Alexandra Park: see later

If all funded projects complete in 2022 then it is likely that there will be insufficient funds [<£20k] remaining to start 2022 Round 2, although income is unpredictable. It was **AGREED** that the next round of grants would be started in January 2023. A reminder will be sent out in September. **ACTION: NR**

It would be helpful to know when the CIL funds from the Staverton development might become available, and whether all funds from the Easy Hotel development had now been received. **ACTION: NR**

4. **PUBLICITY**

A 'cake stall' is to be held outside Summertown URC on 13/8/22. This will be an opportunity to publicise all functions of SuStM, including the working groups. Publicity materials [leaflets, banners] will be required, and the grant from the CIL funds should be used.

The following are needed:

- Neighbourhood Forum leaflet
- Petitions
- Rota etc for the event

**ACTION: ALL**

5. **Website:** this should be used for public consultations [eg transport] which need to be timely, and information supplied by Councillors as early as possible.

Sarah Halliday [website support] to be asked to add names of those involved in the working groups.

## 6. Working Groups:

### Alexandra Park

£7500 of CIL funding will be used for the next upgrades as per the application. GR and HvE have met with the police to discuss security considerations in the NE corner of the Park.

The Wytham Woods funding allocation has yet to be spent.

£600 of CIL funds is also allocated for the paint costs for the mural [Penny & Sinclair have donated £250 to cover the costs of a supervisor for the work]

### Diamond Place

A meeting has been held with Summer Fields School whose proposed development site is adjacent to DP and could be 'landlocked' by the proposed new buildings. The Bursar, James Kirk, will engage with the Governors and HM, and revert back should they wish to participate in future meetings with Council/OUN. A tender has gone out for a convenor for the future tripartite meetings, but the proposed schedule is not thought to offer sufficient time and scope for discussions as previously understood to be necessary, and does not match what was expected.

The Co-Op store backing onto DP is to close, with the loss of the Post Office. The building could be a site for a new Health Centre [GR is contacting the Agent for more information, and Dr Matthew Cheetham will contact the CCG]. KM & LF will raise this option with the City Council and also the County Council Health Scrutiny Committee.

LF has canvassed retailers in Summertown for possible relocation of the PO without success [contractual details are demanding, and there are also potential non-compete concerns]. KM will raise this as part of the digital infrastructure role of the County Council. The possibility of relocating the PO to the Library was raised.

It was **AGREED** that SD should write on behalf of SuStM to the Oxford Times regarding the closure of both Co-Op and the PO and the possibility of future use of the site as a Health Centre.

A petition for the PO relocation could be included at the 13<sup>th</sup> August publicity event.

### Planning Working Group

Representatives of the group have met with the Council and will become statutory consultees for all planning applications in the Forum area [currently NR receives the weekly list and forwards relevant applications to PWG]. This does not guarantee that our views will have additional weight when applications are considered. PWG will ensure that a response is made to all applications even if there are no objections. In order to be influential in decision making, our future Neighbourhood Plan [revision date 2024] must be more specific than the current version [eg brick type] and in line with NOVSCA criteria. Our plan must align with the new Local Plan [?dates]

### Transport Working Group

DB is stepping down, and the Committee welcomed NM as the next Chair. DB outlined the work done to date but regretted that the website does not give due prominence to what has been achieved.

NR suggested that TWG [and the other working groups] should post a terms of reference for their Group [along with the names of members].

**ACTION: NR & TWG**

There is some uncertainty about the future of the Banbury and Woodstock Rd corridor. LF read out a statement from Duncan Enright [County Council] stating that this project is still to proceed, but there is concern that funding has been reallocated.

7. **Finance:** No change [£1722]. We have an additional £2495 available from CIL funds for our publicity project.

**8. AOB:**

The Forum needs a letterhead and formal contact details [?a registered address?]

**ACTION: NR**

LF reported that improvements to the riverbank in Sunnymead park swimming area are to take place.

9. **Update on Action Log:** as the meeting overran this was not actioned

**10. Date of next meetings:**

- **2:30** Tuesday 21<sup>st</sup> June [venue TBC] -SuStM Steering Committee
- Diamond Place Open Meeting: 7:15pm Tuesday 21<sup>st</sup> June at NOA
- 2pm Tuesday 12<sup>th</sup> July @ 19 Linton Road – SuStM Steering Committee
- SuStM Publicity event & cake stall: Saturday 13<sup>th</sup> August @ 10am, Summertown URC.
- AGM: Evening of Tuesday 1<sup>st</sup> or 8<sup>th</sup> November 2022 [TBC] at NOA

**The meeting ended at 16:15.**

Signed: \_\_\_\_\_ [David Nimmo Smith, Vice Chair]

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

## **ACTION LOG**

| <b>DATE/ACTION</b> | <b>NAMED PERSON RESPONSIBLE</b> | <b>PROGRESS</b>   | <b>[EXPECTED] COMPLETION</b> |
|--------------------|---------------------------------|---|------------------------------|
| 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<br><br>SD to remind JH ASAP<br><br>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<br><br>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.<br><br>Meet with Wolvercote NF re Oxford North   | October 2021 → February 2022<br><br>January 2022 |
| St Edward's School  | DM/SD?    | Re-establish contact  | 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 Fundraising  | LF        | Discuss Councillors contributions with 4 Councillor colleagues  | ASAP   |
| 10/5/2022 Newsletter  | NR/SD     |   |  |
| 10/5/2022 CIL 2023  | NR        | Reminder for 2023 round   | September 2022                                   |
| 10/5/2022 CIL funds   | NR        | Write to Chris Cameron re Stavertonia [reply awaited]   | 31/5/2022  |
| 10/5/2022 Publicity event 13/8/22   | ALL       | Prepare a plan  | June/July 2022                                   |
| 10/5/2022 Forum letterhead  | NR        | Work with Sarah Halliday  | July/August 2022                                 |
| 10/5/22   | SD/BC/NR  | Write to Oxford Times re Co-op site   | Complete [unsuccessful]                          |
| 10/5/2022 Meeting dates   | NR        | AGM and Steering Committee  | ASAP   |
| REVISE NEIGHBOURHOOD PLAN   | ALL       |   | Due for March 2024                               |