

**Minutes of the meeting of the Steering Committee
held at 2.30pm on Tuesday 21st June 2022 at 36 Salisbury Crescent.**

1. **Present:** Shamus Donald [SD], Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE], David Madden [DM], Neil MacLennan [NM], Christopher Pownall [CP]

Apologies: David Nimmo Smith [DNS, Vice Chair], Cllr Andrew Gant [AG], Cllr John Howson [JH] Cllr Laurence Fouweather [LF], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Cllr Katherine Miles [KM]

Declaration of Conflicts of Interest: there were none.

2. **Minutes of the previous Steering Committee held on 10th May 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 update including cycle stands**

Cycle Stands

KM was not available to present further information on this issue. Correspondence between GR and NR on this topic was noted. It was noted that while some proposed locations for the stands (e.g. outside Clinkards shoes) appear sub-optimal, a substantial exercise has been undertaken by the local authority to find suitable locations taking account of the various constraints. As a minority funder the NF should not delay the project nor assume any responsibility for its proper implementation – this is the responsibility of the CIL applicant and the local authority.

SD recommended that the NF should make some additions to its CIL guidance, further to a suggestion from CP to clarify or supplement certain aspects of procedure arising during this round.

ACTION: CP to prepare draft updates to the CIL guidance for comment.

Alexandra Park: see later update.

4. **Publicity**

Cake Stall

This is to be held outside Summertown URC between 10am and 12pm on 13/8/22. Cakes and other suitable produce or provisions for sale will be needed. This will be an opportunity to publicise all functions of SuStM, including the working groups. Publicity materials, leaflets, a table and two banners etc will be required, and the grant from the CIL funds should be used.

HvE, NR and Juliet Field have agreed to form a sub-committee to direct the cake stall and will advise in further detail what is required.

ACTION: HvE + NR, All to contribute as possible.

Letterhead

SD presented three possible letterheads / logos to the meeting. It was agreed that a common visual representation, possibly with a motto or 'strapline', would assist the NF in establishing its identity and in official correspondence. However, there was no quick consensus as to the best format. It was also noted that ward boundary changes may lead to the loss of St Margaret's, possibly requiring a formal name change in any event. DB expressed a preference for using the acronym of 'SuStM'.

DM observed that "Summertown & St Margaret's Neighbourhood Forum" does not exactly trip off the tongue and that we might consider shortening it to "Summertown Neighbourhood Forum". CP suggested a short list of options be presented to the AGM in November and a vote be taken. DM advised that the PWG had considered this matter in the context of the need for a letterhead to use when making representations on planning applications / policies, and that he had agreed to look at options.

ACTION: DM to prepare a paper with options for the letterhead and motto/letterhead.

5. **Website:**

The website needs to be updated to include photos and bios of DM, CP and NM.

ACTION: NR to send details to Sarah Halliday [website support]. Working Group leaders to send any updates as well to NR for website upload/edits at the same time.

6. **Working Groups:**

Alexandra Park

£10,500 is now available in funds including the Wytham Woods funding allocation of £1000.

Planting should take place in the Autumn and a plan is being put together for late August.

Chris Cameron has advised that a cheaper notice board may be available.

GR and HvE have met with the police to discuss security considerations in the NE corner of the Park and been allocated a designated community officer and ODS contact point. Their advice has been to work with the community to address concerns, and that Cherwell School may be able to help with any identified behavioural concerns linked to their pupils.

Diamond Place

The Council has appointed a new officer, Jane Norman, to be responsible for the tripartite meetings. Aaron Crawford may be in attendance.

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. We have submitted our comments.

Expectations are high for the public meeting to take place at NOA, with Graham Smith speaking on urban design matters.

HVE referred to research undertaken by CP into the corporate structure of OUPD, the joint venture company established by Legal & General and Oxford University. Both Professors David Prout and Irene Tracey (incoming VC) are directors of the holding company.

SD wrote 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, however the letter was not published.

Planning Working Group

BC gave a short overview of some aspects of the new Planning Bill. In particular, the neighbourhood Plan may not need to align with the Local Plan, it could potentially supplement or 'enrich' it. BC referred to advice from the local authority to develop fuller character assessments, and that we have been in touch with Adam Symons for his thoughts on how to proceed with this.

DM is preparing a draft letter to be submitted to Prof Tracey upon taking office asking her to consider the University's impact upon local communities when making property disposals and developments.

Transport Working Group

DB and NM agreed to meet in July to conduct a handover of the lead role.

There was a brief discussion of the delay to the proposed works on the Woodstock Rd corridor. The reasons for and length of the delay are rather unclear. BC reminded the SC of the contentious proposal for a 'bus gate' on the Marston Ferry road. It was also noted that the introduction of trial LTNs in east Oxford has been controversial and divided public opinion. It was agreed that the TWG should keep all these matters under close review.

ACTION: DB & NM

7. **Finance:** Modest increase in balance to £1812 following £55 in voluntary donations.

8. AOB:

Post Office: No update.

City Council elections: There was no change affecting our area.

Update on Action Log: This was not actioned.

9. Date of next meetings:

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

The meeting ended at 15.55

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
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 Staverton	June 2022
10/5/2022 Publicity event	ALL	Prepare a plan	June 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
<p>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</p> <p>It would be helpful to know when the CIL funds from the Stavertonia development might become available, and whether all funds from the Easy Hotel development had now been received. ACTION: NR</p>			