

**Minutes of the meeting of the Steering Committee
held at 2pm on 30th August 2022 at 19 Linton Road OX2 6UL**

1. **Present:** Shamus Donald (SD, Chair), Deborah Bryceson [DB], David Madden [DM], David Nimmo Smith [DNS], Chris Pownall [CP], Natasha Robinson [NR, Minutes Secretary]: Cllrs Andrew Gant & Katherine Miles [KM].

Apologies: Bob Colenutt [BC], Henk van Es [HvE], Neil MacLennan [NMcl], Geoffrey Randell [GR]: Cllrs Laurence Fouweather [LF], John Howson [JH] & Tom Landell Mills [TLM].

The meeting opened at 14:06. SD welcomed all

Declaration of Conflicts of Interest: there were none

2. **Minutes of the previous steering group held on 12th July 2022 were reviewed and the no amendments were made.**

Matters arising from the minutes [not on the agenda] – there were none

Update on Action Log: deferred to end of meeting

3. **CIL:** The first notification of the next round [January 2023] will be going out shortly. **ACTION: NR**
Payments have been made for the Jubilee bunting, Alexandra Park works [including mural] Cutteslowe School playground and the SuStM publicity project. The following need to be chased up by their liaison Committee members: Sunnymead Park benches [CP], Library of Things [NR], CCA kitchen [GR]

ACTION: CP/NR/GR

KM updated the Committee on progress with the Summertown cycle stands which are being managed following due process within the Councils. There are delays due to staffing shortages.

4. **PUBLICITY:** payments have been made for payment for website training for NR, and a new printer which NR is housing

There was discussion about renaming the Forum and options included North Oxford NF or Summertown NF. The latter was preferred by those present as it was more inclusive for those areas in the NE part of the Neighbourhood. However renaming may not be possible before the next referendum [March 2024] without administrative support from the Council. AG has confirmation from Tom Morris [Principal Planning Officer at Oxford City Council] as follows: ‘cannot be easily achieved under the Regulations, without going through the process of withdrawing the designation and then making a new designation’. This will be discussed further in order to support rebranding which is felt necessary for future events and other publicity functions.

Either Sarah Halliday or ‘Stig’ will be commissioned to design a new logo etc.

No decision has been made re address for SuStM.

The meeting outside URC on 13/8 attracted some interest, although it was felt that a more high profile visual presence [eg flags] would have helped. It raised £135 net from sales of cakes and produce.

5. **WEBSITE:** this urgently requires updating with Committee personnel details prior to AGM **ACTION: NR**
Consultations of local importance should be tweeted and added to website **ACTION: NR**

All working groups were reminded that we need clear Terms of Reference for each Group to be placed on the web pages for the Group. Any new material that the Group wishes to upload can be done by contacting Sarah Halliday [minor amendments to be sent to NR] **ACTION: All WG leads**

6. WORKING GROUPS

Alexandra Park: HvE was unable to attend but had forwarded a useful update, as had GR, both of which had been circulated prior to the meeting.

Thanks were given to DB for hosting a very convivial opening event to celebrate the mural

We will need to have a small public consultation on the repurposing of the CIL grant from sensory garden to sandpit. This will be done via the newsletter and website.

Diamond Place: No members were present but as above reports had been circulated. The CJ report is now available and can be circulated to all Committee members and placed on the website. **ACTION: NR**
Progress is underway to set up the Tripartite Meetings. The facilitator has been agreed. There may be confidentiality concerns around financials.

HvE reports that there may be a willingness from the development team to adopt a staged approach to the overall development. This would be very welcome to all Forum representatives.

We need to keep Summer Fields School in the loop.

A meeting with the appropriate NHS body re the Health Centre has been requested, date TBC.

Planning Working Group:

DM reported that when the new OU Vice Chancellor [Irene Tracey] arrives in Jan 2023 PWG will write to her on behalf of SuStM to express concerns about the impact of OU and its Colleges as very active developers within a pre-existing community.

CP has spoken informally to Rev Prof William Whyte [Chair of OPT, Fellow of St John's College, Team Minister at Wytham Church] regarding ESG principles underpinning College/University development projects and understands that these are becoming more relevant to decision making. AG noted that Christ Church has previously been more sensitive to local concerns.

Local Plan: we need to formulate our input to the consultation, to include eg HMO's, installation of solar panels. **ACTION: PWG**

NR asked about future responses to smaller planning applications which have not been made to date. KM asked that if there is to be a proposal to 'call in' an application, this should be made as early as possible as it is very time consuming, especially if made near the decision deadline. **ACTION: PWG**

ToR: CP has drafted this and will forward to NR for inclusion on website

ACTION: CP

Transport Working Group

DB has transferred the role of Chair to NMaCL.

The management of the breadth/scope is difficult and needs to be defined in ToR

ACTION: NMaCL

A meeting is to be scheduled.

ACTION: NMaCL

7. AGM:

Date confirmed as 7pm Tuesday 8th November, in person at NOA.

SD will stand down following his report. DNS has volunteered as Chair Elect [this role is decided by the Committee members]. NR will circulate the list of current Committee members and tenure **ACTION: NR**

SD & DNS will meet with Tim Treuherz who has volunteered assistance to SuStM. **ACTION: SD & DNS**

Following Committee business, AG [County Council Cabinet Member for Highways] will be the guest speaker and will talk for up to 30 minutes and take questions for same. He will highlight current transport initiatives and update on progress.

8. Review of Neighbourhood Plan

We will need the help of Adam Symons [Planning Consultant, Symons Consulting] who assisted our original application. HvE has already contacted him and he has responded. This will require funding [? CIL application]

KM will find out City Council timetable FOR Local Plan

ACTION: KM

SD proposed that a sub committee of SuStM meets to discuss what our key issues are for LP, and the relationship with the Neighbourhood Plan

ACTION: SD

For next meeting [27/9] we need an outline process for how we are going to revise our NP, noting whether examination or referendum will be required, and how we will advance this.

ACTION: PWG

9. Treasurers Report:

HvE was unable to attend but circulated a report as below:

Summertown & St Margaret's Neighbourhood Forum

Recent transactions

30-8-22

Income

CIL	2495.00	(for publicity and admin)
DP meeting	25.20	(balance after refreshments)
Cake stall	135.00	
Donations	20.00	

Total 2675.20

Expenditure

Sarah Halliday 976.00 (training and website)

Current Balance £3,745.00 of which £224.69 left over from Mural

10. AOB

URC: Committee have received the outline proposal from Susie Crow/Peter Street to fund the purchase of this redundant church as a community asset [it is already listed as a heritage asset]. The Forum is supportive and wishes to be kept informed on progress with this project.

Sunnymead bathing place: information noted that renovation work is taking place, spec not certain. This is not currently a project for which SuStM has provided financial support. Work is funded by the Council.

ToR for working groups [see previous]: NR will circulate a proposed structure.

ACTION: NR

Summertown Post Office: this is due to close on 12/9/22 when the CoOp closes. There is an advert for applicants to take over the PO function, which closes on 18/11.

11. Date of next meeting:

2pm Tuesday 27th September 2022 @ 36 Salisbury Crescent

2pm Tuesday 1st November 2022 – run through for AGM

The meeting ended at 16:10.

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 FOR AGM

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 2020-22 CIL process and recipients	NR/GR	CIL 2020 & 2021 funds are now transferred and the process complete. 2022 funding allocations are nearly 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 → AGM 2022
St Edward's School	DM/SD?	Re-establish contact	2022
Constitution	NR	Revise and agree draft with SD	September 2022
8/2/2022 Fundraising	LF	Discuss Councillors contributions with 4 Councillor colleagues	ASAP
10/5/2022 CIL 2023	NR	Reminder for 2023 round	September 2022
10/5/2022 Forum letterhead		Pending AGM and Forum name change	2023
REVISE NEIGHBOURHOOD PLAN	ALL	Seek advice from Headington PWG to consider Sub committee to be established	Due for March 2024 29/9/2022 AGM November 2022
CIL process	CP/NR	Update to include ad hoc grants, and role of SuStM in implementation	29/9/22
Public notices for CIL funded projects	HvE	Start with Alexandra Park	2023 → September newsletter
SuStM rebrand	ALL	Decide new Forum name	27/9/22
Alexandra Park CIL funding change	SD/HvE/NR	Publicity re revised consultation for change of plan	August 2022 → September newsletter
30/8/2022 TOR for working groups	WG leads/NR	All WG leads to provide ToR for website [NR to circulate template]	September 2022