

**Minutes of the meeting of the Steering Committee  
held at 2pm on Tuesday 27<sup>th</sup> September 2022 at 36 Salisbury Crescent**

1. **Present:** Shamus Donald (SD, Chair), Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE], Neil MacLennan [NMCL], David Nimmo Smith [DNS], Chris Pownall [CP], Geoffrey Randell [GR], Natasha Robinson [NR, Minutes Secretary]: Cllrs Laurence Fouweather [LF], Andrew Gant [AG] & John Howson [JH]

**Apologies:** David Madden [DM], Cllr Katherine Miles [KM].

The meeting opened at 14:03. SD welcomed all

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

2. **Minutes of the previous steering group held on 30<sup>th</sup> August 2022:** these were reviewed, and an amendment made to the report from Transport Working Group.

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

**Update on Action Log [at end of meeting]**

3. **CIL 2022:**

- **Christmas Lights:** Nicholas Hardyman reported that there are concerns about energy usage, cost/funding, and also availability of tree supplier. The Committee remains supportive of this funded initiative and suggest modification of the display to fit budget, and possible new retailers in Summertown to help fund.
- **Cycle stands [2021]:** slow progress
- **Sunnymead benches:** a quote is required from ODS, and we will transfer funds [via Chris Cameron] direct to ODS. **ACTION: HvE to tell CJ**
- **Library of Things:** a second camera to be funded pending receipt of supporting information **ACTION: NR**
- **CP has updated the CIL guidelines which will be amended on the website.** **ACTION: NR**

4. **Publicity:** a subgroup will be formed to work on branding [BC, NR, DM, DNS] to determine the preferred name for the Forum, when this should be applied [and how to], and logo. It is unlikely that this will be in place for the AGM

5. **Website & IT:** It was agreed that the new website is a great improvement but there have been some technical issues to be resolved. There need to be additions in preparation for the AGM: updates/edits are required from all 3 working groups. **ACTION: HvE, BC, NMCL**  
SD wishes to offload the paperwork accrued as Chair. ?can this go to the County Archives perhaps?

## 6. Working groups:

**Alexandra Park:** The group has now met for over 3 years. GR presented the project to date and plans for the future with illustrations for the overall Park layout and developments. It is a long-term vision likely to cost >£100k. Quotes are high, and all items should be on the list as a phased project.

- There is no longer any need to revise the previous CIL application as plans have reverted to the original submission. Future fundraising may include a CIL application, but also other sources, including local sponsorship.
- DNS requested that funding cover improved signage which will require County Council approval and will be subject to a CIL application. **ACTION: GR**
- GR will meet with St Edward's School [date TBC] to resolve vehicle parking issues. LF/AG & SD are also involved, and DM will lead. It is understood that the land belongs to the City Council, but unclear if it has been used by SES by 'understanding' or 'right'. **ACTION: GR**
- Further work is required to consult with Parks, ODS, SES. Potential funding sources. This will start following the 2025 centenary celebration.
- DNS reiterated his desire to include a table tennis table in the park.
- HvE asked the Committee to approve in principle the long-term vision for AP to 2025 and beyond as a phased development. The Committee **AGREED** nem con.

### Diamond Place Working Group

- The first of the tripartite meetings is imminent [7/10/22]. This will be a meeting about meetings to familiarise the facilitators, understand the process and its objectives.
- HvE & BC had a Zoom call with ICB [Bucks, Oxon, Berks], including Peter Redman [Head of Estates] + 2. They appeared strongly supportive of a new HC at Diamond Place, and may wish to participate in the tripartite process. City Council buy-in will be necessary. The District Valuer will need to determine the rental for the HC site, which is reimbursed by ICB to the practices [funded out of CIL and S106]. This will service an anticipated population rise of >6.5k in <10 years. A pharmacy should be invited to support viability, and a mixed-use building [eg with NOA] would be acceptable in principle. The concepts of 'social value' and 'best value' need to be clarified, and there is concern that the Valuer will need to be familiar with the impact of commercial vs residential vs residential options.
- GR has produced a written report on the June public meeting held to discuss housing. To go on website. **ACTION : NR**

### Planning Working Group

The outcome of NP review was considered. It is likely to require examination as a minimum.

- PWG will produce a framework for NP review in readiness for the AGM. **ACTION: PWG**
- BC has written to Wolvercote NF and has agreed to meet to discuss common issues by end October. **ACTION: BC**

### Transport Working Group

- Next meeting 10/10/22 to consider the current consultation. Issues include the 'bus filter', workplace parking levy, corridor study [it is understood the funding has gone]. JH suggested that a brief response was better than none given the imminent closing date.

## 7. AGM

- The current Steering Committee membership and terms of office were reviewed:
  - SD is leaving the Committee after 2 terms, and his role as Chair.

- DNS, NR, DB & GR will stand for election for a second term [until 2025]
- HvE has served 2 terms and is willing to be co-opted by the new Committee to serve as Treasurer
- BC, CP and NMacL are currently co-opted and will stand for election
- Amendments to the Constitution were **AGREED** nem con and will be voted at the AGM.

8. **Review of Neighbourhood Plan** – see above under Item 6 [PWG]

9. **Treasurers Report:** HvE submitted a brief written report as follows:

- Expenditure £719.38 [Printer £500.88, website work £125, website licence £93.50]
- Income: £10 [donation]
- Balance £3035.99 [includes £224.69 for mural]

10. **AOB:**

- **Cotteslowe Garden Project:** this is not located in our Neighbourhood although it is well used by our residents. At a meeting attended by 2 Committee members a group of 'Friends' was formed to look at raising £15-20k required. We asked to be kept in the loop. NR will invite Steph Jankovic of CCA to attend our AGM
- **New election boundaries:** JH raised the change in boundaries due to come into force in 2023. These might affect the Forum when reviewing the Neighbourhood Plan.
- **Post Office:** a letter from Christopher Gowers [Wolvercote resident] was circulated, describing the current position with finding an alternative location for the PO. LF commented that all the Councillors have tried to work with local retailers to accommodate a PO, but without success.

11. **Action Log:** NR will amend and update.

The meeting ended at 16.00.

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	2023
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	End 2022
Planning group	BC/HvE/CP	Group being constituted and ToR to be drafted.  Meet with Wolvercote NF re Oxford North	October 2021 → February 2022  October 2022
St Edward's School	GR	Re-establish contact	2022
Constitution	NR	Approved at Steering Committee  Vote at 2022 AGM	September 2022  November 2022
8/2/2022 Fundraising	LF	Discuss Councillors contributions with 4 Councillor colleagues	ASAP
10/5/2022 CIL 2023	NR	2 <sup>nd</sup> reminder	November 2022
10/5/2022 Forum letterhead		Pending AGM and Forum name change	2023
REVISE NEIGHBOURHOOD PLAN	ALL	Seek advice from Headington  PWG to consider  Subcommittee to be established	Due for March 2024  29/9/2022  AGM November 2022
CIL process	CP/NR	Update includes ad hoc grants, and role of SuStM in implementation  Update website	October 2022  October 2022
Public notices for CIL funded projects	HvE	Start with Alexandra Park	2023 → September newsletter
SuStM rebrand	ALL	Decide new Forum name	2023
30/8/2022 TOR for working groups	WG leads/NR	All WG leads to provide ToR for website [NR to circulate template]	September 2022
27/9/2022 Contact Library of Things	NR	Request supporting info for 2 <sup>nd</sup> thermal camera	October 2022

Working Groups to provide updates for website	NM/BC/HvE	Contact Sarah Halliday, our webmaster, to upload	October 2022
APWG to explore options for new signage	GR	Contact County Council to identify process	October 2022
Upload report of June DPWG public meeting	NR		October 2022
Produce framework to review NP	PWG	Available for AGM	November Steering Committee