

Minutes of the meeting of the Steering Committee
held at 19 Linton Road OX2 6UL, at 2pm on Tuesday 1st November 2022

1. **Present:** Shamus Donald [SD, Chair], Natasha Robinson [NR, Minutes Secretary], Bob Colenutt [BC], David Madden [DM], Chris Pownall [CP], Geoffrey Randell [GR], Cllr Laurence Fouweather

Apologies: Deborah Bryceson [DB], Henk van Es [HvE], Neil MacLennan [NM], David Nimmo Smith [DNS], Cllrs Andrew Gant, John Howson, Tom Landell Mills, Katherine Miles.

The meeting opened at 2:06pm. The meeting was quorate [5 elected members present]

Declaration of Conflicts of Interest: there were none

2. **Minutes of the previous steering group held on were reviewed and a minor amendment made.**

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

Update on Action Log [deferred]

3. **AGM 2022:** practical arrangements for the meeting were discussed, and the papers [circulated] reviewed. Publicity [email and website] will be in place later today.

The following committee members elections were confirmed:

- DNS [Proposed NR, seconded SD]
- NR [Proposed GR, seconded BC]
- DB [proposed NR, seconded SD]
- BC [Proposed CP, seconded DM]
- NMacl [Proposed SD, seconded GR]
- CP [Proposed BC, seconded NR]
- GR [proposed BC, seconded SD]

Tim Treuherz – to be invited to join Transport and Planning Working Groups

Rosalind Philps will be put in touch with the Planning Committee

4. **CIL 2022:** Christmas lights are to go ahead [reduced period of illumination], funding for the Jubilee bunting is in the pipeline, CCA kitchen refurbishment is nearly complete, ODS are commissioned to carry out the bench upgrades in Sunnymead Park.

A second IR camera for Library of Things will be funded, as per our original agreement, as there has been very good uptake of the first camera. **ACTION: NR**

5. **CIL 2023:** due to the current level of funds available [c£21k] it may be necessary to defer the planned round of grant applications until reserves increase. If Stavertonia work commences on schedule we can expect significant uplift within the next 6 months. To be discussed at next Steering Group.

6. **Publicity:** the Newsletter has gone out and some responses received

CP suggested that we try and find a celebrity resident who could help promote the work of the Forum – the following names were mentioned: Alexander Armstrong, Will Gompertz, Alan Rusbridger, Will Hutton

7. **Website:** this is being continuously upgraded. New content is needed.

8. **Working Groups:**

- Alexandra Park

Work is ongoing. St Edward's School will complete the painting of the return wall with a nature theme reflecting the pollinators project. Funding for the paint is not confirmed.

Chris Bell [Green Spaces Development Manager for Oxford City Council] and ODS are planning work to install a litter bin, dog waste bin, noticeboard and the development of the sensory garden.

An advertising poster for the Garden could be produced from GR's illustrations.

LF has consulted with immediate neighbours [Charlbury Place] but the local representative resident has withdrawn, and Ponsonby House residents wish to meet. Michael Barnes represents the tennis group.

An application for future funding will be made to the Trust for Oxfordshire's Environment, for which there is approval in principle.

- Diamond Place

The Tripartite Meetings have started OUD, OCC, SuStM – 7/10/22]. The convenor is David Rudlin from Urbed. As yet the objectives, timescale and outputs are not clarified. SuStM needs to drive a defined timetable, topics for discussion, accessing local participation, committee documentation etc. The representatives from OCC and OUD are junior. SuStM has already done the groundwork over the past 10 years and we now need to have a product within 12 months to define land use, funding and timescale for the development.

Planned actions should include updating the website with statements of intent and inviting participants to ensure we have a community voice in order to ensure that the Council views SuStM as 'The Community'.

- Planning Working Group

The consultation document on the 'preferred Options' for the new local plan is thought unlikely to engage the community due to its length, content and omissions. There is no reference to SuStM's Neighbourhood Plan. There are no specific sites for consultation response. We will submit a letter of general comment on behalf of the Committee

ACTION: BC/SD

PWG to request a meeting with Adrian Arnold [Head of Planning Services, Oxford City Council] and/or Tom Morris [Principal Planning Officer, Oxford City Council]

ACTION: BC

- Transport Working Group

We need to debate the position of the Forum in accordance with the current NP to ensure agreement within the Committee [if possible] and also that we are representative of the community.

9. **Treasurers Report:** as per AGM statement

Balance: £2900 [free funds £1798 due to agreed expenditure]

10. **AOB:**

- Post office: no further action

- URC: confirm that this is listed as an Asset of Community Value [confirmed 12//8/22 until 12/8/27]

ACTION: NR

- Grateful thanks were expressed to SD for his chairmanship over the past 4 years.

11. **Date of next meeting:** TBC within a month

The meeting ended at 16:15.

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 nd 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 1/11/22	NR	Request supporting info for 2 nd thermal camera Confirm support to purchase 2 nd camera	October 2022 November 2011
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
1/11/22 Local Plan: preferred options consultation	PWG/Chair	submit a letter to consultation	Closing date [14/11/22]
1/11/22 Local Plan: preferred options consultation	PWG/BC	Request meeting with Adrian Arnold/Tom Morris	ASAP
1/11/22 CIL 2023	Steering Committee	Review date of 2023 round	29/11/22
1/11/22 Transport Working Group	Steering Committee	Review ToR and statement of purpose	29/11/22

Signed: _____

Date: _____