

**Minutes of the meeting of the Steering Committee  
held at 2pm on Tuesday 29th November 2022 at 5 Rawlinson Road.**

1. **Present:** David Nimmo Smith (DNS, Chair), Natasha Robinson [NR, Secretary], David Madden [DM], Geoffrey Randell [GR], Bob Colenutt [BC], Neil MacLennan [NM], Chris Pownall [from 14.30], Cllr Laurence Fouweather [LF] from 14.30.

**Apologies:** Deborah Bryceson [DB], Cllrs Andrew Gant [AG], Katherine Miles [KM], and John Howson [JH]

The meeting opened at 14:05.

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

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

- **The minutes of the AGM will be reviewed at the next meeting**
- **Matters arising from the minutes [not on the agenda] – there were none**
- **Update on Action Log – deferred**

3. **AGM 2022:**

**The draft minutes will be reviewed at the next meeting, but the following were matters arising:**

- **Vice Chair:** DNS will invite a member of the Committee before the next meeting **ACTION: DNS**
- **Treasurer:** It was **AGREED** by all to coopt Henk van Es, previous committee member and treasurer, to continue in the role of Treasurer and member of the Committee until the 2023 AGM
- **Constitution:** NR to include a sentence about CIL processes for consideration at next meeting [and approval at 2023 AGM] **ACTION: NR**

4. **CIL 2022:** there was a lengthy debate about a single outstanding item, the allocation of funding to CycloX to support the installation of additional cycle parking in Summertown. This CIL grant has been paid out on our behalf, but as yet we have not seen the definitive document showing where the racks will be placed, and considerable concern was expressed that this decision might be made without appropriate consultation. It is understood that there is a necessary planning process to be followed. Further information to be sought and circulated prior to next meeting. **ACTION: DNS**

5. **CIL 2023:** the Committee considered the information provided by the Council which appears to show reserves of c£20k when all previously agreed payments are met. Although there is some uncertainty about the bottom line, it is likely that funds available are <£30k. In this circumstance it was agreed that the next round of funding application should be deferred until there was £50k in the reserves account to ensure that all good applications could be considered. This information will be made available to all potential applicants and via the website. **ACTION: NR**

6. **Publicity:** the Committee recognised that lack of resource limits the Forum's ability to maintain a current public profile. The noticeboards located in Summertown [eg outside the old CoOp building] are difficult to access and maintain. We have both a Twitter and Facebook account but neither is active. CP volunteered to run a Twitter feed if provided with the password. **ACTION: NR**

7. **Website:** material from working groups should be made available on the website, but we need a consistent approach to policy statements which may need to be approved by the Steering Committee beforehand. This may impact on timeliness of public statements and consultations.

## 8. Reports from Working Groups:

### Alexandra Park

Henk van Es had submitted a written note, but GR also spoke to this with additional detail.

The NW corner is the priority in collaboration with the team from Wytham Woods.

- The waste bin has been re-located and GR has prepared a design to disguise it, in combination with enhancing the entrance to make it a focal point, with the notice board. Funding is not yet available.
- A new member of the Tennis Club has joined the Group, and discussions are underway to relocate the courts to allow a perimeter path.
- Input from Charles Ponsonby House and Charlbury Place is awaited.
- DM and GR have met with St Edward's School [SES] Warden and Bursar to discuss the 'private car park'. This will be taken to the SES Governors on 23/11/22 and a decision is awaited.
- The Sensory Garden is expected to receive funding from the Oxford Environment Trust
- Paint for XXXXXX is being provided by SES.

### Diamond Place Working Group

- The first meeting of the tripartite group has taken place. Urbed [facilitators] are reorganising. OU is represented by Aaron XXX and City Council by Jane Norman. ICB [BOB] and GP surgeries attended and mad a strong case [over Zoom].
- Workshops will start in the New Year, following a meeting on January 17 to establish 'red lines'
- DPWG will need to develop a comms process which may include sharing confidential info
- GR advised that the Warden of SES is a governor of Summer Fields School
- Cherwell School [CS] wish to redevelop possibly in coordination with the Diamond Place development. A representative of the Friends of CS has a proposal and wishes to meet SuStM. BC will organise a meeting.

**ACTION: BC**

### Planning Working Group

Tim Treuherz has joined the Group.

The Group has made a submission to the preferred options consultation for the Local Plan 2040.

Tom Morris [Principal Planning Officer, Oxford City Council] has asked to meet.

**ACTION: BC**

**Neighbourhood Plan:** this needs a review, not a rewrite, to give it more teeth to include a rigorous design guide vs current character assessments. Funding will be required from Locality. A policy for hotels is required. It is possible this is unavoidable if we change our boundaries to match the new ward boundaries due in the summer 2023 [check with TM].

We do not have the resource for a full revision which would require consultation/inspection/referendum

**Water Eaton [Cherwell District Council]:** this consultation is live. ChCh has sold the land to Bellway who plan to build 690 houses, a primary school and community facilities. There will be 2 face to face consultation events, including one on 12/12 at NOA.

**Linton Lodge Hotel:** there is a preliminary consultation event today

DM will write to the new Vice Chancellor of Oxford University regarding the relationship between OU and the Neighbourhood [see draft], to coincide with the start of her tenure in January. DNS will sign this.

**ACTION: DM/DNS/NR**

### Transport Working Group

Terms of reference have been produced. Comments should be sent to NM

**ACTION: ALL**

£4m is available for Woodstock Road improvements, which will be followed up by the Group.

9. AOB: none

10. **Date of next meeting:** late January 2023 and monthly meetings on Tuesday afternoons thereafter.

The meeting ended at 16:20.

Signed: \_\_\_\_\_ [David Nimmo Smith, 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 <a href="#">Update constitution via link</a>
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	All funds are now spent. A report is to be produced.	2023
4/21 Identify ownership of access routes to Alexandra Park	DM/APWG	DM/GR have met Warden & Bursar who will take this to Governors in December	January 2023
Planning group	BC/HvE/CP	ToR to be approved  Meet with Wolvercote NF re Oxford North	Jan/Feb 2023  BC to arrange
Constitution	NR	Approved following AGM 2022 and posted on website  Further amendment to include CIL is needed [for approval at 2023 AGM]	January 2023  January 2023

8/2/2022 Fundraising	LF	Discuss Councillors contributions with 4 Councillor colleagues	ASAP
10/5/2022 CIL 2023	NR	Defer due to lack of funds. Notification via email and website	January 2023
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
SuStM rebrand	ALL	Decide new Forum name pending NP update	2024
30/8/2022 TOR for working groups	WG leads/NR	All WG leads to provide ToR for website to be approved by Steering Committee	February 2023
Working Groups to provide updates for website	NM/BC/HvE	Contact Sarah Halliday, our webmaster, to upload artwork/presentation	ongoing
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/BC	Request meeting with Adrian Arnold/Tom Morris	ASAP
1/11/22 Transport Working Group	Steering Committee	Review ToR and statement of purpose	29/11/22
29/11/22 Cycle stands in Summertown	DNS/TWG	Update on location of installation and consultation process	January 2023
29/11/22 Defer January 2023 CIL process for lack of funds	NR	Circulate announcement. Track reserves and reopen process when £50k available	2023
29/11/22 Twitter Account	CP/NR	CP to run Forum Twitter account. NR to provide him with password	January 2023
29/11/22 Cherwell school redevelopment	BC	Attend meeting with Cherwell School Development Group	December 2023

