

**Minutes of the meeting of the Steering Committee  
held at 2pm on Friday 27<sup>th</sup> January 2023 at 13 Moreton Road**

1. **Present:** David Nimmo Smith [DNS, Chair), Natasha Robinson [NR, Secretary], Neil MacLennan [NM], Chris Pownall [CP], Bob Colenutt [BC]. Cllr Laurence Fouweather [LF].

**Apologies:** Geoffrey Randell [GR], David Madden [DM], Henk van Es [HvE], Deborah Bryceson [DB], Cllr Katherine Miles [KM]

**Not present:** Cllrs Howson, Gant, Landell Mills.

The meeting opened at 14:05 when quorate.

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

2. **Minutes of the previous steering group held on 29/11 were reviewed and no amendments were made.**

**Matters arising from the minutes [not on the agenda]**

- Cycle parking in Summertown: [CIL 2022]. No plans have been seen yet. NM has contacted KM: ODS are slow, costly and in charge of the planning application for the installation. DNS will speak with KM, recognising that at this stage the process is no longer our responsibility. **ACTION DNS**

**Draft AGM minutes can be posted**

**ACTION: NR**

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

3. **CIL:**
- Amendment to the constitution **AGREED** [for final agreement at 2023 AGM]
  - Amendment to guidance on website was provisionally agreed other than level of grant at which more than one quote is required. We will ask Chris Cameron about the appropriate threshold. **ACTION: LF**

4. **PUBLICITY**

CP now has access to the Twitter account and can use it to publicise eg planning responses **ACTION: CP**  
Weekly planning lists should be listed on our website **ACTION: NR**

5. **WEBSITE**

Updates are ongoing

6. **WORKING GROUP UPDATES**

**Alexandra Park**

An update on the parking issues with St Edward's School is awaited. It is unclear what rights were acquired when the building was purchased. **ACTION: DM/GR**

### **Diamond Place**

The Steering Group met this morning to discuss the tripartite meetings with OCC and OUD. It appears that the Forum is expected to recruit the representative cohorts of residents etc. There is an initial meeting on Teams on 15/2 to invite the Community [including Councillors] with a Council and OUD representative. An invitation letter is to be sent out. **ACTION: NR**

A list of key issues for discussion will be provided, to include the Health Centre [NB this is NOT on the Council agenda but we need to find a way to force this issue] Cherwell School is also an interested party.

### **Planning**

Oxford United Football Club may be offered an alternative site close by Stratfield Brake [which is considered to be 'problematic'] called 'The Triangle', located at the approach to Kidlington, near Parkway Station. GR has written to the County Council.

Neighbourhood Plan: the drawing up of Design Codes will be a costly process which will require funding for a Consultant [quote @ £20k]. We can seek funding from Locality, and perhaps Civic Society, OPT. It may be possible to use CIL funds. We will contact Chris Cameron at City Council for advice. **ACTION: NR**  
We will be seeking advice from Tom Morris at the City Council. **ACTION: BC**

### **Transport**

Civic Society has submitted an objection to St Edwards School's recent planning application due to its impact on traffic management in Woodstock Rd and lack of provision for coach parking on the school site. We will do the same, and copy any responses to Cllrs Gant & Enright at County Council.

DNS is attending a meeting of the South Summertown Terraces tomorrow **ACTION: DNS**  
The Banbury Road project is not currently active.

7. **FINANCE:** No report as HvE unable to attend at short notice.

#### **8. AOB**

- ONPA: we remain members but current work may be more relevant to rural groups than ourselves. DNS has previously attended.

#### **9. Date of next meeting:**

**February:** Tuesday 21st, 11-1 [19 Linton Road]

**March:** Friday 24th March 1030-12.30

**April 2023 - November 2023:** 3rd Tuesday of the month, 2pm-4pm

#### **AGM 2023 TBC**

The meeting ended at 16:40.

**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 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 27/1/23	DNS/TWG	Update on location of installation and consultation process. DNS to speak to KM	January 2023
29/11/22 Twitter Account	CP/NR	CP to run Forum Twitter account. NR to provide him with password	January 2023
27/1/23	DNS	Identify Vice Chair	February 2023
27/1/23	NR	Post AGM 2022 draft minutes	February 2023
27/1/23	LF	Contact Council to determine threshold for CIL grants to obtain >1 quote	February 2023
27/1/23	NR	Post weekly planning lists on website	February 2023
27/1/23	NR	Diamond Place consultation publicity	ASAP
27/1/23	NR	Contact Council to ask for CIL funding for new NP	February 2023
27/1/23	BC	Meet with Tom Morris to progress NP update	February 2023