

**Minutes of the meeting of the Steering Committee
held at 11am on Tuesday 21st February 2023 at 19 Linton Road**

Present: David Nimmo Smith [DNS Chair), Natasha Robinson [NR, Minutes Secretary], Henk van Es [HvE], David Madden [DM], Bob Colenutt [BC], Chris Pownall [CP], Deborah Bryceson [DB].

Apologies: Neil McLennan [NM], Geoffrey Randell [GR], Cllrs Katherine Miles [KM], Laurence Fouweather [LF], John Howson [JH].

Not present: Cllrs Andrew Gant [AG] & Tom Landell Mills [TLM].

The meeting opened at 11:05.

1. DNS welcomed those present.
2. **Minutes of the previous steering group held on were reviewed and no amendments were made.**
3. **Matters arising from the minutes [not on the agenda]** – there were none
4. **CIL** Despite announcing that the January round of applications was deferred, 2 have been received from AtTheBus and Cutteslowe School. Expressions of interest have also been received from CCA [summer children's programme], Share Oxford, and Christmas Lights. The formal applications will be held on file until the next round opens. It may be necessary to make interim ad hoc grants to CCA and Christmas Lights. As yet we have not been made aware of funding arising from Staverton. NR to contact Oxford Council for funding update **ACTION: NR**

CIL advice on website: LF advised that only one quote is required for projects <£10k. For higher awards 2 quotes and the approval of the Head and Planning are required. We may request 2 quotes for smaller amounts if it is appropriate to the project. The website will be updated accordingly. **ACTION: NR**

5. **Publicity:** DB suggested that the choice of Teams as the platform for the preliminary DP meeting might have discouraged some potential participants.

CP has offered to run the Forum's Twitter feed, to explore our Facebook status, and to consider a presence on LinkedIn. **ACTION: CP**

6. **Website:** NR continues to update basic information as far as possible

7. **Working Group Updates**

Alexandra Park:

- ODS have restarted works [bin, sensory garden]. Work undertaken is not always as planned! Wytham Woods will finish the sensory garden by the spring.
- GR has written to St Edward's School re parking, and DM has written further. We need to find our original documents describing ownership.

Diamond Place:

- the facilitator, David Rudkin of BDP, gave a good presentation in line with our objectives at the inaugural online meeting, but more delegates are needed including from NOA, CCA, and individuals. NR to make personal contact with above, and Diana Roberts. **ACTION: NR**
- 1st workshop is 28 Feb, then 21 March. Booking is via Eventbrite for each meeting. There is concern about who does the ongoing work for this project.

Planning

- No further news re Cherwell School project.
- Next meeting is 2/3/23.
- Revising the Neighbourhood plan is a significant project which will require funding. £18k is available from Locality in 2 tranches, £10k and £8k focusing on tech support and subject to conditions. We may have to defer in order to align with the emerging Local Plan.
- BC will write to Tom Morris to understand the impact of the revised boundaries and requirement for a referendum **ACTION: BC**
- Create Streets is a consultancy which will assist us with our NP at a cost of £80k. Design code work at £15k.
- It was **AGREED** that PWG would discuss how to proceed with revising the NP and a proposed timescale. NR commented that the NP is our mandate for the work of the Forum.
- DM reported the Vice Chancellor's response to his letter which was interpreted as indicating she had other priorities at this stage. We should write again when the DP development progresses.

Transport

- DB reported for NM.
- The group met the previous week, and the following items were discussed:
Cycle racks in Summertown; traffic filters; LTN's; universal 20mph speed limit; coach parking by St Edward's School [planning application]; NP; Vision Zero to end cyclist deaths; Summertown book.

8. **Finance:** Account contains approximately £3k of which £1200 is from CIL.
9. **AOB:** DNS attend the South Summertown Terraces meeting where local views were expressed on traffic and parking
10. **Date of next meeting:** 10:30 am Friday 24th March at Henk van Es' home.
Subsequent meetings will take place on the third Tuesday of the month at 2pm

The meeting ended at 12:30: NR and DNS reviewed the Action Log for outstanding issues and updating.

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 Update constitution via link
9/12/2020 Contact central government on guidance for accessing funding to support Forum functions	JH	Contact John Howell MP, Layla Moran MP	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	Meet with Wolvercote NF re Oxford North	BC to arrange
Constitution	NR	CIL amendments to be approved at AGM 2023	NR
8/2/2022 Fundraising	LF	Discuss Councillors contributions with 4 Councillor colleagues	ASAP
10/5/2022 Forum letterhead & rebrand		Pending revision of NP, referendum, AGM and Forum name change	2023
REVISE NEIGHBOURHOOD PLAN	PWG	PWG to consider	April 2023
Public notices for CIL funded projects	HvE	Start with Alexandra Park	2023
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
1/11/22 Local Plan: preferred options consultation	PWG/BC	Request meeting with Adrian Arnold/Tom Morris	ASAP
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 weekly planning lists on website	February 2023