

**Minutes of the meeting of the Steering Committee
held at 36 Salisbury Crescent at 10:30am on Friday 24th March 2023**

1. **Present:** David Nimmo Smith [DNS Chair), Natasha Robinson [NR, Minutes Secretary], Henk van Es [HvE], Neil McLennan [NM], Deborah Bryceson [DB], Bob Colenutt [BC], Chris Pownall [CP], Geoffrey Randell [GR], Cllr John Howson [JH], Cllr Laurence Fouweather [LF].

Apologies: David Madden [DM], Cllrs Katherine Miles & Andrew Gant.

Not present: Cllr Tom Landell-Mills

The meeting opened at 10:35. DNS welcomed those present.

Declaration of Conflicts of Interest: there were none

2. **Minutes of the previous steering group held on 21st February were reviewed and no amendments were made.**

- **Matters arising from the minutes [not on the agenda]** – there were none
- **Update on Action Log [deferred]**

3. **CIL:** NR reported on progress and will action the following:

- that there was still a single amendment to be made to the advice on the website re number of estimates required for projects.
- 7 applications have been received despite the application period not yet opened.
 - An ad hoc grant has been made to support street bunting in Summertown for the Coronation.
 - A request for confirmation of funding for Xmas lights in Summertown has been requested. This was **AGREED** for the same amount as last year. It was proposed that Nicholas Hardyman should be asked whether any additional funding for additional lights was required.
 - Cutteslowe CCA have asked if there is any funding available for the Summer Childrens' Programme. JH suggested that they speak to AG who has a source of funding available.
 - The remaining applications will be kept on file pending the next grant round
- The reserves remain c£30k and no income from Stavertonia has arrived. It was **AGREED** that this would be monitored and the next round of grants would open once £50k was available **ACTION: NR**

4. **Publicity**

CP has been managing our Twitter feed, and will contact Sam McKee to access the Facebook page.

ACTION: CP

It was **AGREED** that we would not participate in NextDoor due to lack of active oversight of hostile content. We will continue to send out emails/newsletters no more than monthly unless necessary for specific events.

Steering Committee members should forward information within their own local communication channels.

ACTION: ALL

Noticeboards in Summertown are currently not being used.

5. **Website**

Nothing to report.

6. Working groups:

Alexandra Park

- The first apple trees have been planted by Wytham Woods team. The remainder, and hedges, may follow next year in the planting season, to include cherry trees.
- GR has completed the garden design and entrance to the avenue which has been approved by the Council and ODS. Funding from OET will be sought in April, to include a pergola. All plans must be finally approved by the Council, the landowner. Help from LF would be welcome, and consultation will take place with Charles Ponsonby residents. The police representatives have been very encouraging re the positive impact of park transformation on previous antisocial behaviour.
- There was discussion about the small buildings and their functional state [?condemned?] and possible uses by the tennis club and the need for toilets [see later discussion].
- GR identified the need for local ['brown'] signage in the surrounding streets. This would be agreed with the County Council, and could be funded through CIL.
- The ongoing issue of car parking by St Edward's School staff, and ownership of the land, and the relevance of the existing double yellow lines was considered length. GR has identified earlier ownership of the land by the Council in 1925, but there remains concern about recent accepted custom & practice use by SES which may have some force. Letters have been written to the Governors by DM & GR, but they appear resistant to accept any change of use despite the 100 acres of land at their disposal. The following was **AGREED**: LF to seek advice from Council legal services before any other contact with SES **ACTION: LF**
- BC raised the wider issue of how SES sees itself in the local community and its charitable status. The role of the Trustees/Governors in preserving the assets of the charity was noted.
- Council parking income on the site is £28.5k pa.

Diamond Place

- 2 well attended workshops have been held, with students from Cherwell School participating at the second. Those present have enjoyed the workshops which are well run. There are 4 more to go.
- It is difficult to discern the views of OUD who are present but do not contribute. Alex Hollingsworth has been invited but has not attended. He is to be personally invited. **ACTION: DNS or BC**
- It appears that the preference is for a single design of 2 separate developments. Finance has not yet been addressed.
- The Health Centre has been very visible and is a driver of local engagement, with Dr Matthew Cheetham representing the 2 practices. MC informed the meeting that a separate issue has arisen with interest expressed by [Henley Med](#) as a developer of primary care health centres. They have expressed an interest in the Cibo site on N Parade, with additional provision of student accommodation. MC believes we must not be distracted by this alternative which is at a preliminary stage, and we must act on both fronts. The City remained uncommitted to a new HC at DP. [Note: the Cibo site must be addressed in the Neighbourhood Plan].
- NM raised whether Summerfields School had expressed any intentions, but there has been no representation.
- The next workshop [Parking & Connectivity] is 6.45 18th April.

Planning Working Group

- An objection was submitted re the Doverbroecks development at the Banbury Rd Roundabout. It was approved subject to a travel plan. JH will review the approval and consider whether it should be called in by the County Council due to concerns about large coaches parking illegally on roads by Doverbroecks various sites, of which we have photographic evidence. LF had expressed health concerns from traffic pollution about a school for young persons being located on a busy ring road roundabout.
- Neighbourhood Plan: the following points have been discussed at PWG:

- Timescale in relation to Local Plan. We need to redesignate the Forum by March 2024
- Our options for the process:- 3 stages [1] Plan [2] Consultation [3] Legal review → referendum
- Funding: £18k in total is available but the timing of expenditure is critical
- Design code [ask Council for an acceptable approach
- Meeting with Tom Morris [PPO @ OCC] was productive. Sarah Harrison [Team Leader for Planning Policy @ OCC] attended
- Redesignation: this runs out for SuStM in March 2024 so we need to write to TM now to understand the process, including name change **ACTION: NR**
- Stratfield Road development [2nd round]: this has been called in

Transport Working Group

Information is needed to assist in addressing ultra-local issues

Parking is to be prevented by the installation of wands on the Lloyds Bank corner of Oakthorpe Road [this is under the management of the County Council]. Photographs are awaited

7. Treasurer/Finance

Councillors Miles and Howson have agreed to make contributions to Forum funds from their Councillor's allowance. LF may also do so depending on how much remains in his allowance.

A fundraising/publicity event is needed in the summer [outside Summertown URC] as previously. Doodle poll will be resent to determine Committee members' availability. **ACTION: NR**

8. AOB

- **Community Fund**

This government funded pot is available to support the purchase/management of local assets which are at risk of loss to the community. There are several possible proposals in SuStM which will need working up for the next round

- Alexandra Park toilet block
- Library
- Cutteslowe Community Centre

- **ONPA**

HvE and GR to attend on Saturday 25th.

- **Oxfordshire Cricket Club**

AG and LF have met with them to try and identify a venue

- **County Council Boundaries**

Under consultation at Local Govt Boundary Commission: <https://www.lgbce.org.uk/news/press-release/have-your-say-new-political-map-oxfordshire-county-council>. Until 8/5/23.

9. Date of next meeting: 2pm Tuesday 18th April at 13 Moreton Road

The meeting ended at 12.52

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
27/1/23	DNS	Identify Vice Chair	February 2023
27/1/23	NR	Post weekly planning lists on website	February 2023
24/3/23 Ownership of parking used by SES in AP	LF	LF to seek advice from Council legal services before any other contact with SES	April 2023

24/3/23	BC/DNS	Invite Cllr Alex Hollingsworth to attend DP workshop	April 2023
24/3/23 Redesignation	NR	Write to Tom Morris. Holding reply received 3/4/23	April 2023
24/3/23 Fundraising/Publicity cake stall	NR	Doodle to find summer date	Confirmed for 29 th July