

**Minutes of the meeting of the Steering Committee
held at 2pm on Tuesday 16th May 2023 at 19 Linton Road**

Present: Chris Pownall [CP, Vice Chair], Deborah Bryceson [DB], Bob Colenutt [BC], Neil MacLennan [NMCL], David Madden [DM], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Cllr Laurence Fouweather [LF]

Apologies: David Nimmo Smith [DNS, Chair], Henk van Es [HvE, Treasurer], Cllrs Andrew Gant [AG], John Howson [JH] Tom Landell Mills [TLM] & Katherine Miles [KM].

The meeting opened at 14:05

1. **Declaration of Conflicts of Interest:** DM wished to discuss a CIL application related to Stavertonia CIL funds

Chairman's items: an invitation has been received from Rev Gavin Knight [St Michael's and All Angels, Summertown] and Rebecca Nestor [LCON] to join a local Community of Practice to address climate change. The first meeting is 5.30-7pm 7/6/23 @ Cherwell School [{North Site, Fiction Library}. NR, CP, and BC will attend. **NR will write and confirm**

Future meeting dates: it was agreed that a later time might enable more to attend Steering Committee meetings, and that meetings would alternate between 2-4pm and 5-7pm, starting with 5-7pm 20/6/23. There might also be occasional Zoom meetings during the winter months. [*Post meeting note: the first 5-7pm meeting will be July 18th due to Diamond Place workshop on 20th June*] **NR to circulate dates**

2. **Minutes of the previous steering group held on 18th April 2023 were reviewed and amendments proposed by GR will be made for factual accuracy related to Alexandra Park.**

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

Update on Action Log – deferred due to lack of time

3. **CIL funds:** the first tranche of money from the Stavertonia development has been received and our reserves now exceed £50k so applications can be invited as previously agreed. Due to possible difficulties with holding meetings according to the agreed timeframe over the summer months the opening date for applications will be mid-July, and decisions will be made in September. NR will email local organisations and contacts [who have already been alerted] to confirm, and update the website. **ACTION: NR**
The CIL reserves spreadsheet provided by the City Council may not be wholly correct as it suggests that funding has been provided for the purchase of benches in Sunnymead Park – these are yet to be installed. CP to follow up, and agreed funding for the Coronation bunting in Summertown is not included.

ACTION: CP

DM plans to submit an application for traffic calming in Rawlinson & Staverton Roads which border the Stavertonia development. There may already be some proposals within the traffic plans and conditions in the planning application. DM to check. **ACTION: DM**

LF stated that AG [as Cabinet Member for Highways at County Council] will be undertaking a North Oxford Traffic assessment which will include the 'ladder roads'.

Andrew Grant, Univ Bursar, has written to DNS & DM to offer support for use of Council CIL funds. DM will reply with suggestions for proposed use and a request for additional funds. **ACTION: DM**
[post meeting note: DNS has already written to AGr]

4. **Publicity:** this was not discussed.

5. **Website:** NR will continue to update including with CIL information. DB will arrange for photos of the Ponsonby House meeting to be posted under Alexandra Park once permission is available. **ACTION: DB**

6. Working Groups

Alexandra Park: LF reported that a letter had been received from Emma Gubbins [EG, Corporate Asset Lead, Oxford City Council] which states that the land alongside the building [previously Jack FM] belongs to Oxford City Council and there is no right of way to traffic, that the Council can determine its use and it does not belong to St Edward's School [SES]. This is useful and welcome information for which LF was thanked, and the Forum will have to consider how to take this information forward in pursuing its wish to reduce the presence of vehicles in the Park [the notice about 'private parking' is invalid]. LF will send the letter to NR for circulation to members with a request not to forward outside the Committee. **ACTION: LF/NR**

EG has also written to GR confirming that there is no record of SES' right to park. She also suggested that the Council is considering the demolition of the building in the park used by the tennis club, and the future of the remaining buildings. There is a very great need for toilet facilities in the Park.

GR witnessed a recent incursion by young people into the tennis courts which was reported to police. He also reported a dangerous episode due to a car reversing into his bike whilst within the Park. Removal of cars will result in loss of parking income, but improve safety.

GR has made a preliminary grant application to TOE for £15k to support further landscape development in the Park. A CIL application will also be made to support signposting.

Diamond Place: 3 workshops have taken place with 35-40 people present at each. OUD/City Council/Consultants have proposed only 5 [not 6 workshops] are required, finishing in June. SuStM disagrees as there is much still to cover and to date insufficient input from OUD and Council representatives. DPWG meets shortly and will discuss. The Committee supports DPWG in their wish to complete the meetings as agreed. LF is to try and understand what the City's position is. **ACTION: BC/LF**

Planning: PWG next meets 26/5.

- A schedule for revising the **NP** will be brought to the next meeting in June. Funding will be required depending on the extent of the revision. HvE has estimates. A helpful meeting took place with Tom Morris and Sarah Harrison. It is more than likely that a referendum will be required. NR suggested that a half day 'away day' might be required to kick-start the process, which is the responsibility of the whole Steering Committee. Redesignation is not the brief of PWG.
 - **OUFC/Stadium:** DNS is leading on this. Members of SC have participated in 3 meetings with OUFC, Wolvercote Neighbourhood Forum and County Council, and Friends of Stratfield Brake. We need to formulate a Forum position, recognising that there is not unanimity amongst SC. PWG will draft a position statement for circulation, which will be posted on the website. **ACTION: BC**
 - **Wolvercote NF:** BC is arranging a joint meeting in June. NR will forward dates. **ACTION: BC/NR**
7. **Finance:** HvE had previously circulated a report showing that we continue to have funds in our account, although most are designated for specific purposes. Contact HvE for more information.

8. **AOB:** LF informed the meeting that the resubmitted development on the corner of Stratfield Road is to be discussed at next Planning Committee [6pm Tuesday 23rd May], and the Planning Officer recommends approval. At the same meeting a very substantial University backland development [OU, Kellogg, Hertford, Reuben Colleges] between Winchester, Banbury and Bevington Roads is being considered for approval.
9. **DoNM:** NR circulated a proposal which has since been revised to the following:
- June: Tuesday 20th 2-4pm [venue TBC]**
 July: Tuesday 18th 5-7pm
 August: Tuesday 15th 2-4pm
 September: Tuesday 19th 5-7pm and CIL decision meeting [TBC]
 October: Tuesday 17th 2-4pm
 November: TBC, and AGM
 December: Tuesday 19th 2-4pm

The meeting ended at 16:05.

Signed: _____

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	PWG	Respond to 2023 CIL Consultation	9/6/23
Produce report on 2020-22 CIL process and recipients	NR/GR	All funds are now spent. A report is to be produced.	2023
Planning group	BC/HvE/CP	Meet with Wolvercote NF re Oxford North	June 2023

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	June 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	June 2023
27/1/23	NR	Post weekly planning lists on website	ongoing
24/3/23 Ownership of parking used by SES in AP	LF	LF has written confirmation that the access route is Council owned [not SES]	May 2023
24/3/23	BC/DNS	Invite Cllr Alex Hollingsworth to attend DP workshop	April 2023
24/3/23 Redesignation	NR/DNS	Write to Tom Morris. Holding reply received 3/4/23	April 2023
16/5 NOxford COP	NR/CP/BC	Attend inaugural meeting	7/6/23
16/5 2023 CIL	NR	Start process for applications in mid July	May 2023
16/5 OUFC	BC	Draft position statement for agreement by SC	May 2023