

**Minutes of the meeting of the Steering Committee
held at 19 Linton Road, OX2 6UL at 2pm on Tuesday 20th June 2023**

1. **Present:** David Madden [DM, Chair], Natasha Robinson [NR, Secretary], Deborah Bryceson [DB], Bob Colenutt [BC], Neil Maclennan [NM], Geoffrey Randell [GR], Henk van Es [HvE]

Apologies: David Nimmo Smith [DNS], Chris Pownall [CP], Cllrs Andrew Gant [AG], Laurence Fouweather [LF], John Howson [JH], Katherine Miles [KM]

The meeting opened at 14.06. DM welcomed everyone as acting Chair on this occasion, reminding all of the full agenda and the need to keep to time. There were no Chairman's Items.

Declaration of Conflicts of Interest: there were none

2. **Minutes of the previous steering group held on 16th May 2023 were reviewed without amendment.**

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

Update on Action Log – deferred

3. **CIL**

- Ownership of CIL funded items: NR had received an enquiry from the Library of Things, previous recipients of CIL grants, to clarify the ownership of items purchased with CIL funds should the organisation cease to be a going concern. This enquiry was to inform policy preparation, and not due to current financial concerns. However the previously purchased delivery cycle had not been used to the extent intended and LoT might wish to sell if permitted to do so by SuStM. The Committee felt that it was now their property, and although we might wish that items funded by CIL be used by an alternative qualifying organisation, this might not be within our control. It was agreed to ask for an informal legal opinion from CP. **ACTION: CP**
- NR drew the attention of the meeting to the DLUHC consultation on Infrastructure Levy. The closing date had passed but late comments would be received, although there was no guarantee of inclusion in the report. NR agreed to write on behalf of SuStM confirming that the Neighbourhood Share should remain, and attention be given to a funding stream for a Forum in an unparished area. **ACTION: NR**
- NR will ask ONPA if they had responded to the consultation. We do not currently attend ONPA [we are paid up members] and a volunteer from SuStM should be sought. **ACTION: NR/DNS**
- NR will write to Layla Moran MP to ask for her support as above. **ACTION: NR**

4. **Publicity:** nothing to report.

5. **Website:** Ask at today's DP workshop if attendees agree to have their photographs used for our website. Young people have attended meetings which needs to be taken into consideration. **ACTION: HvE**

6. **Working Groups:**

Transport Working Group Numerous concerns have been received from the Linton Road Neighbourhood Association residents regarding a hotel expansion, Wolfson College expansion, potential school streets to

address traffic to the 4 schools, HGV access, safety on the national cycle route. A letter is planned to Cllr Duncan Enright [Oxford County Council] re the Woodstock Rd upgrades. **ACTION: NM**

Planning Working Group A paper describing the Group's approach to reviewing the Neighbourhood Plan had been circulated. Government guidance suggests a 'light touch' approach to any update, however it is recognised that the previous NP omitted some key areas, and others need strengthening to enable them to be more effective when in use. Transport Working Group will need to focus on their area of interest, and there should be a renewed focus on Alexandra Park, Diamond Place, the Summertown commercial centre, Cutteslowe estate, infill and enlargement construction, and expansion of educational establishments of all kinds.

Design briefs to assist Plan development will require funding, which can be accessed from Locality [DLUHC] but timing of application is critical. **ACTION: HvE**

The current review of the Local Plan by the City Council will be critical to the content of the NP, and SuStM must respond to the draft LP.

A further proposal for review of the NP will be brought to August Steering Committee. **ACTION: PWG**

Diamond Place A further workshop is this evening, and a final meeting in July [11/7/23] to present the findings and discuss the output and next steps following the workshops. OUD and City Council will be present.

Health Centre: Henley Medical are in early discussions with BOB ICB re a site in S Parade, with student accommodation on upper floors. Banbury Rd HC have pulled out of the joint initiative with Summertown HC, reason unknown. The impact on DP development is unclear.

Alexandra Park Following presentation of the future vision proposal, a positive response to consultation was received from Charles Ponsonby House, and also with other neighbours. Chris Bell [Blue & Green spaces], ODS and the tennis club have raised no objections. The grant application to ToE was unsuccessful despite ODS support and encouragement to apply from ToE so alternative funding will need to be sought. A CIL application has previously been made for a noticeboard. A further £45k is needed for the sensory garden.

Car parking in the Park area was deferred until July meeting when it is hoped Councillors will be present at Steering Committee.

7. Treasurer's Report

Our Barclays bank account was temporarily frozen due to communication issues between ourselves and the Bank as a result of a previous change of Treasurer and signatories. This has now been resolved thanks to considerable work by HvE.

8. AOB

- NR and DNS attended a first meeting of North Oxford Community of Practice [NOCOP], which plans to be a network of groups and organisations in the neighbourhood who are undertaking environmental programmes, to allow for cooperative working and shared learning. The Committee agreed that SuStM should continue to participate. **ACTION: DNS/NR**
- GR reported concerns regarding the state of the riverbank in Sunnymead Park. He will take this up with the relevant responsible authorities. **ACTION: GR**

9. Date of next meetings:

- **July: Tuesday 18th 5-7pm**
- August: Tuesday 15th 2-4pm
- September: Tuesday 19th 5-7pm and CIL decision meeting
- October: Tuesday 17th 2-4pm
- November: TBC, and AGM
- December: Tuesday 19th 2-4pm

The meeting ended at 16.10

Signed: _____ [David Madden, Acting 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
20/6/2023 Contact central government on guidance for accessing funding to support Forum functions	PWG NR	Respond to 2023 CIL Consultation Write to DLUHC and Layla Moran MP Write to ONPA	9/6/23 2/7/23 2/7/23
Produce report on 2020-22 CIL process and recipients	NR/GR	All funds are now spent. A report is to be produced.	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 HvE	Draft proposal presented to Steering Committee and to be discussed further Funding to be sought from Locality	August ?2023 or 2024
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 20/6/23	PWG/BC Steering Committee	Request meeting with Adrian Arnold/Tom Morris Review draft LP and respond	ASAP July/August 2023

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 20/6/23 Contact SES	LF ?	LF has written confirmation that the access route is Council owned [not SES]	May 2023 July 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 2023 CIL	NR	Start process for applications in mid July	May 2023
16/5 OUFC	BC	Draft position statement for agreement by SC	July 2023
20/6 Ownership of CIL funded items to be confirmed	CP		July 2023
20/6 ONPA	All	Representative to be identified for next meeting	?