

**Minutes of the meeting of the Steering Committee
held at 5pm on Tuesday 18th July 2023 at 36 Salisbury Crescent**

Present: Chris Pownall [Vice Chair, CP], Natasha Robinson [NR, Minutes Secretary], Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE, coopted], David Madden [DM], Cllr Andrew Gant [AG]

Apologies: David Nimmo Smith [DNS], Neil MacLennan [NM], Geoffrey Randell [GR], Cllrs Fouweather [LF], Howson [JH], Landell Mills [TLM], Miles [KM].

The meeting opened at 17:05

1. CP chaired the meeting on behalf of DNS, and welcomed those present. The meeting was quorate. A date for the AGM [21st November] was provisionally agreed subject to DNS' availability [if not, then 28th November]. Once confirmed, NR will seek a venue, approaching NOA, Cherwell School and WRBC. A guest speaker will also be sought. **ACTION: NR**

Declaration of Conflicts of Interest: AG will absent himself for the discussion of OUFC due to his County Council Cabinet role.

2. **Minutes of the previous steering group held on 20th June 2023 were reviewed and a single correction made to TWG re a letter to Cllr Duncan Enright [not to AG].**

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

3. **CIL:**
 - CP reported that new benches are now in Sunnymead Park and in good use, although it was thought that a further bench was still to be installed.
 - NR reported that the application window is open. No new applications have yet been received but the closing date is still 3 weeks away. Previous applications from Cherwell School, Cutteslowe School, and for Xmas lights will be considered. A further reminder will be sent out next week. **ACTION: NR**
 - NR and CP have discussed the request from Library of Things regarding disposal of CIL grant funded items. It appears that these are their property to dispose of as wished, however we would want to be informed should this happen.
 - NR has responded to the DLUHC Technical Consultation on CIL funding [to ask that it be maintained at 25%, and consideration of a precept for non-parished areas be considered], and this will be supported by Layla Moran MP on our behalf. ONPA will also submit a response. **ACTION: NR**

4. **Publicity:**

A public event will be held 10am -12pm on 29/7/23 in Summertown outside URC to promote SuStM and raise funds from baked goods and produce. A rota has been arranged. **ACTION: ALL**

Publicity materials will show progress from the working groups, and it was agreed that printing costs would be met from SuStM funds. A white board asking for views to be addressed by the revised NP will be available. **ACTION: HvE**

NR will send out a reminder email to SuStM members to raise awareness. **ACTION: NR**

5. Website

The Alexandra Park pages have been updated to a high standard incurring total costs of £190. It is recognised that the website will continue to incur charges to ensure that it is kept up to date and reflects the work of the Forum.

6. Workshops

Diamond Place

The last workshop was well attended, including the CEO of OUD [Anna Strongman] and Head of Regeneration and Economy at OCityC [Carolyn Ploszynski]. However it became apparent that neither landowner is wishing to expedite the project, and are attributing delays to development at Wellington Square, the existing planned capital programme including Oxpens, and also the Leisure Centre, until 2028. SuStM strongly believe that a masterplan with phased implementation is the solution and will push for this going forward. The medical centre remains a priority, but the background is complex due to the lack of cooperative working between the 2 Summertown practices, and the possibility of a new privately funded establishment in S Parade being considered by BOB ICB. Other perceived obstacles include the loss of car parking income and difficulty in ascertaining land ownership. A GANTT chart representing a forward plan would be a welcome next step as an output from the workshop process.

We will invite Cllr Louise Upton Louise, City Councillor for neighbouring Walton Manor, and Cabinet Member for Planning and Healthier Communities & Cycling Champion to meet with DPWG and also possibly as guest speaker at our AGM in November.

ACTION: BC

We will need the final report for our website.

Planning Working Group

A Neighbourhood Plan subgroup is to be established. NR will provide admin support. The first task will be to review the current policies to understand what additional work is required, to include accessing professional support which may incur significant costs.

CP has contacted Create Streets who have relevant expertise but their charges [£15k+] are beyond our capacity. In the previous round we spent £18k [which included 2 leaflet drops @ £1200 each] and were supported by Adam Symons [AS]. We will again need some professional expertise to ensure compliance and AS is familiar with our locale.

O UFC: see end of meeting

Alexandra Park

A noticeboard [previously funded from CIL] has been selected and will be used to attract volunteers to help support the Park ['Friends of Alexandra Park']

Transport Working Group

AG [as County Council Cabinet Member for Highways] updated with the following:

- Woodstock Rd will undergo much needed maintenance [potholes] along its entire length, starting shortly.
- Work is planned to establish a northbound bus lane along the length of Woodstock Road.
- A group at County Council have a £1.6m budget to scope an integrated approach to central and north Oxford from a traffic and place perspective, as part of growth deal. This will address the issue of coach parking in St Giles and in the residential streets further north.
- DB [reporting on behalf of NM]/NR/AG reported on the 'schools streets' initiative planned for the roads on the east of Banbury Rd between Park Town and Cunliffe Close. This is supported by the County Council, and also the local schools in the neighbourhood. There will be a trial of ANPR for 6 weeks towards the end of 2023. The main focus is on ensuring the safety of pedestrians and cyclists using the National Route 51 down Charlbury Rd during the school arrival/departure times, but also general safety in the surrounding streets. Additional plans will address coach parking, parent/child drop off locations.

- Bike stands are now in place in Summertown.

7. Finance

HvE reported £190 was spent on the recent work to the AP website pages. We have £2756 in our account.

8. AOB:

NR proposed that we rotate the responsibility for attending ONPA meetings, and volunteered to attend the next ONPA Exec meeting on 23/8/23 [Zoom]. This was **AGREED**. **ACTION: NR**

9. Date of next meeting:

August: Tuesday 15th 2-4pm @ 19 Linton Road

September: Tuesday 19th 5-7pm and CIL decision meeting, venue TBC [Committee only]

October: Tuesday 10th 2-4pm

November: 14th 5-7pm , and AGM [provisionally 21st, possibly 28th]

December: Tuesday 19th 2-4pm

Meeting dates will be reviewed to minimise clashes with Councillor commitments to ensure that we have Council representation at every meeting. **ACTION: NR**

Cllr Gant left the meeting.

6. [cont] OUFC

A draft response to the consultation by Oxfordshire County Council re the location of OUFC stadium on 'The Triangle' had previously been circulated. GR and NM were the authors but could not be present. Those present at the meeting were generally supportive of the concerns expressed, and HvE, CP and NR are strongly supportive of a stadium in our City area. It was agreed that NR would edit the document to make it more concise, and submit on behalf of SuStM with a covering letter expressing concern that Oxford City Council were not engaging in the issue in any meaningful way, and that alternative sites as identified by Savills did not appear to have been considered in as thorough way as possible. **ACTION: NR**

Signed: _____ [Chris Pownall, Vice 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
18/7/23 Contact central government on guidance for accessing funding to support Forum functions	NR	Await further CIL consultation by DLUHC	
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
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 August 2023
24/3/23	BC	Invite Cllr Louise Upton to meet DPWG and possibly speak at AGM	August
24/3/23 Redesignation	NR/DNS	Write to Tom Morris. Holding reply received 3/4/23	April 2023
18/7/23 Review meeting dates to enable Councillors to attend	NR	Look at Council calendars	July 2023

18/7/2023 Set up AGM	NR	21 st or 28 th November	August 23
18/7/23 OUFC	NR	Edit and send letter drafted by NM & GR	23/7/23