

**Minutes of the meeting of the Steering Committee
held at 2pm on Tuesday 15th August, 2023 at 19 Linton Rd, OX2 6UL.**

1. **Present:** David Nimmo Smith [DNS Chair), Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE, Treasurer, coopted], Neil MacLennan [NM], Chris Pownall [CP], Natasha Robinson [NR, Secretary], Laurence Fouweather [LF], Katherine Miles [KM].

Apologies: David Madden [DM], Geoffrey Randell [GR], Cllrs Andrew Gant [AG] and John Howson

The meeting opened at 14:07

Declaration of Conflicts of Interest: there were none.

Chairman's items:

- It was **AGREED** to invite Cllr Louise Upton [LU, Cabinet Member for Planning and Healthier Communities & Cycling Champion] to speak at the AGM [21-24 November] **ACTION: NR**
- It was **AGREED** to invite Layla Moran [MP for Oxford West/Abingdon] to a public meeting hosted by the Forum **ACTION: NR**
- It was **AGREED** that DNS would meet with Gareth Winrow as a potential member of a working group or Steering Committee, prior to invitation to join/stand for election **ACTION: DNS**
- Redesignation of the Forum is due in 2024 **ACTION: DNS**

2. **Minutes of the previous steering group held on 18th July were reviewed and no amendments were made.**

Matters arising from the minutes [not on the agenda]

- The response of SuStM to the OUFC/Triangle proposal was submitted on 20th July, prior to consultation closure [post meeting note: the wrong version of the response was inadvertently submitted. This has subsequently been rectified]

Action Log: deferred

3. **CIL**

NR reported that 7 applications had been received. They will be posted on the website shortly. The Steering Committee will meet in September to discuss the awarding of funds. NR had drafted a 'scoring sheet' and will amend according to suggestions made. This will enable consistency in scoring and provide an audit trail should there be any come back on decisions made. **ACTION: NR**

It was **AGREED** that an additional sum could be allocated ad hoc to replace the timers for the Christmas Lights, as the information had only become available after the closing date for applications. **ACTION: NR**

4. **Publicity**

The event outside URC on 29/7/23 raised £200 and some useful contacts were made, although few in number. Representatives of the Summertown Arts Community [who are hoping to lease the Church] showed committee members round and discussed their plans. Steering Committee would like to remain in contact with this project which might be a possible recipient for CIL funds. BC to contact the organisers. **ACTION: BC**

It was **AGREED** that we should use the Summertown Christmas Lights even for promotion and fundraising [publicising the fact that the Forum funds them through CIL with signposting]. KM will find out about the date and any arrangements. Could M&S provide mince pies? Find a celebrity to switch on the lights [Tim Stevenson, Alexander Armstrong, John Simpson? – who else?]

ACTION: KM

5. **Website:** OUFC response to be posted. CIL applications to be posted.

ACTION: NR

6. Working Groups

Planning Working Group:

Next meeting 1/9/23 to formulate a programme of work for the NP review. NR will support this workstream.

Alexandra Park:

- Charles Ponsonby House residents have donated £100 towards works in the Park. This will be put towards the Sensory Garden.
- There is still no progress in the arrival of the noticeboard.
- The future of the buildings in the Park remains unclear. LF and AG will meet Council legal representatives to discuss. [Community Ownership Fund](#) might be an option if we have landowners agreement? The Tennis Club may have a proposal which we need to be aware of. Is a pop-up café an option [it would need a power supply]?
- HvE will revisit the possible funding sources, but advised that £ is not the barrier to progress
- NM asked whether there is a vision for the whole area including the Library? KM will explore this with AG and JH

ACTION: KM/AG/JH

Transport Working Group: the impact of school holidays on traffic density is very apparent. There is to be a pilot of a school zone east of Banbury Road using ANPR to limit vehicle access during the school run periods. A meeting date is to be arranged.

Diamond Place Working Group: the report following the workshops is awaited, and will be followed by a meeting with OUD and OCC. HvE & BC are meeting LU to apprise her of the circumstances at DP, and enlist her support in moving the project on, as a phased development if necessary. It is likely that discussions continue without our involvement, and the Head of Regeneration/Economy did not appear supportive of early action. The workshops were successful in engaging some local organisations [eg Cherwell School, Primary Care], but the only Councillors who attended were Cllrs Laurence Fouweather and James Fry.

7. **Finance:** Current account holds £3066: £550 is allocated to previously agreed projects, leaving £2.5k, which will support continuing website maintenance.

8. AOB:

- It was agreed that meetings would continue to be allocated only 2 hrs, which would require a prompt start and strict chairing!
- KM proposed to allocate £200 from her ward budget to pay for bulbs to be planted in the public realm of the Neighbourhood. This was agreed in principle although the implementation was not discussed in any detail. Bulbs should be planted within the next 3 months. **ACTION: KM/NR**
- LF advised that a planning application had been received to develop a Health and Wellbeing Centre in S Parade. The building is currently an HMO.

9. Date of next meetings:

- September: Tuesday 19th 5-7pm and CIL decision meeting [Steering Committee only]
- October: Tuesday 17th 2-4pm
- November: TBC, and AGM [TBC 21-24 November]
- December: Tuesday 19th 2-4pm

The meeting ended at 16: 07

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
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	Draft proposal presented to Steering Committee and to be discussed further	August

	HvE	Funding to be sought from Locality	?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	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	21-24 November Invite Cllr Louise Upton to speak	August 23 22/8/23
18/7/23 OUFC	NR	Edit and send letter drafted by NM & GR	23/7/23
15/8/23	NR	Invite Layla Moran MP to speak to Forum in New Year	23/7/23
15/8/23	DNS	Contact potential new Forum participant	August 2023
15/8/23	BC	Make formal contact with Summertown Arts Community	August
15/8/23	KM/NR	Progress arrangements for Summertown Christmas Lights event as publicity/fundraiser	August 2023
15/8/23	KM/AG/JH	Explore future development of AP alongside Library	2023
15/8/23	KM/NR	Explore community bulb planting	September 2023