

**Minutes of the meeting of the Steering Committee
held at 5pm on 19th September 2023 at 19 Linton Rd OX2 6UL**

Present: David Nimmo Smith [DNS Chair), Deborah Bryceson [DB], Neil MacLennan [NM], Chris Pownall [CP, from 17.20], Natasha Robinson [NR, Secretary],

Apologies: Bob Colenutt [BC], Henk van Es [HvE, Treasurer, coopted], David Madden [DM], Geoffrey Randell [GR]

Not present: All councillors

1. The meeting opened at 17.05 but was not quorate until 17.20, at which point the discussion of CIL applications took place. The Chairman proposed to cover the matters arising from the previous minutes until the meeting was quorate.

Declaration of Conflict of Interest: DM had recused himself from the meeting due to having involvement in 2 of the applications for CIL funds.

2. **Minutes of the previous Steering Committee held on 15th August 2023 were reviewed and no amendments were made.**

Matters arising from the minutes:

- **AGM:** there has been no response from either Cllr Louise Upton or Layla Moran MP as invited speaker, and so no date has been confirmed [nor venue] **ACTION: NR to follow up**
- **Open meeting in 2024:** Layla Moran has not replied to invitation. **ACTION: NR to follow up**
- **New member for Forum or working groups:** DNS hopes to meet Gareth Winrow in October **ACTION: DNS**
- **Redesignation:** no progress. Due March 2024 NR will send DNS the available information **ACTION: NR**
- **OUFC:** it was noted that a decision to allow OUFC to develop the Triangle had today been made by the County Council. No further information was available.
- **Summertown Arts:** contact has been made with Susie Crow & Peter Street who are leading on the proposal to develop Summertown URC and they will be invited to attend a Steering Committee meeting prior to the AGM. **ACTION: NR**
- **Summertown Christmas Lights:** no action. For next meeting in October. **ACTION: NR**
- **Working groups:** updates deferred to next meeting in October **ACTION: NR**
- **Community bulb planting:** no action. For next meeting in October. **ACTION: NR**
- **Update on Action Log:** deferred

3. **CIL applications:**

- c£60k is available for distribution, although the total applied for was c£30k
- Written submissions with scores were submitted by BC, HvE and GR who were unable to be present
- Each project was discussed in detail focusing on relevant NP priorities where possible
- 5/7 of the applications were approved and awarded in full [total <£10k]

- A nominated link for each project was designated **ACTION: NR/DNS/DB**
- Each applicant will be informed of the decision. **ACTION: NR**
- The decisions will be posted on the website by 21/9/23 for public consultation until 13/10/23 and any comments will be reviewed at the next Steering Committee [17/10/23] **ACTION: NR**
- The relevant Council Officer [Chris Cameron] will be informed of the decisions **ACTION: NR**
- see attached paper for scores, discussion points and decisions
- It was **AGREED** that in view of the significant funds available, a further round of CIL awards would be made in the New Year. **ACTION: NR**

4. Date of next meeting [*note 2 post meeting additions in italics*]:

- October: Tuesday 17th 2-4pm
- November: *Tuesday 21st November 5-7pm [AGM prep]*
- AGM: *7pm Wednesday 22nd November, venue TBC*
- December: Tuesday 19th 2-4pm

The meeting ended at 18.45.

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 HvE	Draft proposal presented to Steering Committee and to be discussed further Continued discussions at PWG supported by NR Funding to be sought from Locality	August 2023 ?2023 - 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 Redesignation	DNS	Write to Tom Morris. Holding reply received 3/4/23	April 2023 September 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	22 nd November, venue TBC Invite Cllr Louise Upton to speak [confirmed 21/9/23]	August 23 22/8/23 & 20/9/23
15/8/23	NR	Invite Layla Moran MP to speak to Forum in New Year	23/7/23 20/9/23
15/8/23	DNS	Contact potential new Forum participant	August 2023 → October 2023
15/8/23	BC	Make formal contact with Summertown Arts Community. Confirmed attendance at SC 17/10/23	August/September 2023
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
19/9/23	ALL	CIL decisions	September 2023

19/9/23	ALL	Restart CIL process in New Year [NR to publicise]	January September 2023