

**Minutes of the meeting of the Steering Committee
held at 14:00 on Tuesday 17th October 2023 at 19 Linton Road**

Present: David Nimmo Smith [DNS Chair), Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE, Treasurer, coopted], Neil MacLennan [NM], David Madden [DM], Chris Pownall [CP], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Cllr Laurence Fouweather [LF] [from 14:20].

Apologies: Cllrs Andrew Gant [AG], John Howson [JH], Katherine Miles [KM],

Not present: Cllr Tom Landell Mills [TLM]

In attendance: Susie Crow and Peter Street [for item 5]

1. The meeting opened at 14:07. It was quorate. DNS welcomed those present.

Declaration of Conflicts of Interest: there were none

AGM arrangements: this will take place at 7.30pm at Cutteslowe Community Association who will make no charge. The AV will be hired from Share. **ACTION: NR**

- DNS will meet Gareth Winrow who has expressed interest in being involved in the Forum, in the next few days **ACTION: DNS**
- Note DM has stepped down **ACTION: DNS**
- Invitations to stand for the Forum have already been sent out in the newsletter, and a reminder of the meeting will be sent out nearer the time **ACTION: NR**
- Reports from the working groups will be incorporated into the Chair's report which NR will make into slides for projection **ACTION: BC, NM, DNS NR**
- Refreshments will be provided afterwards **ACTION: DNS**
- Posters will be placed in the 3 community centres and in Summertown **ACTION: NR**

2. **CIL**

The consultation period has now closed. NR reported support for Summertown lights [and one objection] and support for ATTHEBUS. NR reported that Chris Cameron [CC, Oxford City Council] has already given provisional agreement to all the successful applications. Successful applicants will be told that they can proceed with their projects and submit invoices to CC. **ACTION: NR**

The refusal to fund the 2 VAS proposals [Staverton Road and Rawlinson Road] due to insufficient supporting information in the application has raised concerns on the Committee. David Madden [Rawlinson Road] has resigned from Steering Committee, JH has written expressing disappointment, and a resident of Staverton Road has written at length expressing regret at the decision. There was much discussion as to how best to proceed. It was **AGREED** that the Committee would invite JH, and the applicants, to meet with Committee representatives [DNS + 1] to discuss the applications. **ACTION: NR**

3. **Minutes of the previous Steering Committee held on Tuesday 19th September [CIL Decisions] were reviewed and no amendments were made.**

Matters arising from the minutes [not on the agenda]

- **Redesignation:** Due March 2024. NR will resend the emails to DNS re process. **ACTION: DNS**

4. Publicity

- **Summertown lights:** the switch on of the Christmas Trees is a potential fundraising opportunity. It will be held at **5pm Tuesday 5th December** outside ?Mayfield House. There will be live music. We hope that Raymond Blanc will switch the lights on. We will hope to display posters for SuStM and have collection buckets and a payment terminal for contributions. **ALL STEERING COMMITTEE TO BE PRESENT**
- **Projector/screen:** as part of the NP project we will need our own AV. We will submit a CIL application for this. **ACTION: NR**

5. Summertown Arts Community [briefing note circulated]

Susie Crow and Peter Street, who are currently driving a project to turn the recently redundant United Reformed Church into an arts centre, attended to present their project and describe how they would like to make an application for CIL funds to support the refurbishment of the building to make a more usable space for a range of artistic activities including rehearsal, teaching and exhibition. There is a significant lack of such space in Oxford currently which affects the availability of live arts performances in the City. The Committee were impressed by the professionalism and progress to date, and encouraged SC and PS to visit the SuStM website to prepare an application for CIL funds in 2024, and to get in touch with NR if they have further questions. They were advised that grants of >£10k, if approved by SuStM, would require authorisation by the City Executive Board. The Committee thanked SC and PS and look forward to hearing of further progress.

6. Website update Nil to report.

7. Working Groups update

Alexandra Park

- No progress with the noticeboard which is an essential next step in order to engage the community
- Part of the mural is incomplete and if no school will do it then GR will. **ACTION: GR**
- Parking: a letter to the City Council from the Chair will be drafted by GR & HvE stating that the current car parking is illegal and St Edward's School should be asked to stop using the site as a car park, and the sign that supports it should be removed **ACTION: GR & HvE**

Diamond Place Working Group

- A meeting was held with OUD & OCC to finalise the report from the workshops. It will then be available on Council and SuStM websites. The response has been disappointing: Council officers have not been encouraging, and OUD appear to set the pace. SuStM wish to see a phased development.
- The situation has become more complex due to the alternative option for the health centre in South Parade [Henley Med]. The details of what is on offer are not clear [health centre or GP surgery?] BC will try and contact them **ACTION: BC**
- BC and HvE requested a meeting with Cllr Louise Upton but no response has been received.

Planning Working Group

- A response to LP2040 is underway.
- We have received advice from a member of ONPA regarding the provision of a Health Centre
- A first review of policies has been undertaken, and a further review of character assessments will take place in November. We may commission specialist advisers for this.
- An objection to the Wellbeing Centre development in S Parade was submitted based on the NP. It has yet to be decided.

Transport Working Group

- notes from previous meeting have been circulated
- The Group intends to start reviewing the relevant sections of the NP.

8. Finance

- Our current balance is £2831 and includes some allocated funds not yet spent.
- 2023 Income £700 and expenditure £900.

9. AOB

- **OUGC:** there is an exhibition this week which LF recommends the Forum attends. DNS will then write to AG and our response will be posted on our website. **ACTION: DNS**
- NR is working with KM to order and distribute these in good time for planting. **ACTION: NR**

10. Date of next meetings:

Tuesday 21st November at 17:00, venue TBC

AGM 7:30 Wednesday 22nd November at Cutteslowe Community Centre

Tuesday 19th December at 14:00, venue TBC

The meeting ended at 16:05.

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 → 2024
REVISE NEIGHBOURHOOD PLAN	PWG HvE NR/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 CIL application to be made	August 2023 ?2023 – 2024 2024
Public notices for CIL funded projects	HvE	Start with Alexandra Park Noticeboard awaited	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 17/10/2023	LF ?	LF has written confirmation that the access route is Council owned [not SES] Write to Oxford City Council re cease & desist of parking	May 2023 August 2023 October 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
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	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 Bulbs ordered	September 2023 October 2023
19/9/23	ALL	Restart CIL process in New Year [NR to publicise]	January September 2023
17/10/23	NR	Invite refused CIL applicants to meet with committee [letter to JH]	18/10/23
17/10/23	ALL	Attend switch on for Summertown lights	5/12/2023
17/10/23	BC	Meet with Henley Med to understand proposal	