

**Minutes of the meeting of the Steering Committee
held at 5pm on Tuesday 21st November 2023 at 36 Salisbury Crescent**

Present: David Nimmo Smith [DNS Chair), Deborah Bryceson [DB], Bob Colenutt [BC], Henk van Es [HvE, Treasurer], Neil MacLennan [NM], David Chris Pownall [CP], Natasha Robinson [NR, Secretary].

Apologies: Geoffrey Randell [GR], all councillors

The meeting opened at 5pm but the start was delayed due to setting up the technology to run through the AGM presentation.

Declaration of Conflicts of Interest: there were none

1. Chairman's items: there were none

AGM preparations: the running and content of the meeting were reviewed.

- There had been no new applications to stand for Steering Committee.
- HvE, currently coopted, had previously agreed to stand to be re-elected.
- The Chairman's report slides were reviewed
- The guest speaker, Louise Upton, had not submitted a presentation
- The minutes and agenda are on the website
- Projector and screen have been collected from SHARE
- The constitution will need to be amended to accommodate the CIL process, which is already conducted according to an agreed method, but is not included in the constitution. This was agreed by Steering Committee at the January 2023 meeting. As this amendment was not on the website for the required duration [21 days] it cannot be approved until after the meeting
- It was agreed that there would be a break between AGM business and the speaker, and a champagne raffle would be held [£5 a ticket invited from all present]. NR will bring a bottle of champagne and DB will get raffle tickets. DNS will get refreshments

2. **Minutes of the previous Steering Committee held on 17th October were reviewed and no amendments were made.**

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

3. **CIL:**

- Amendment to the constitution at AGM
- Next round starts in January

4. **Publicity:**

Christmas lights switch on in Summertown at 5pm on Tuesday 5th December will be used as a fundraising event. All to be present.

5. Website:

Following his resignation, David Madden's details have been removed from the Committee page. The AGM papers are all on the website and have been announced well over a month ago

6. Working Groups:

Planning

- Review of the NP has begun. A design code study will be commissioned. The review is likely to continue into 2025
- Planning applications are being responded to. A 'Wellbeing Centre' has been approved in Summertown at the Old Baker site, despite it resulting in loss of dwellings.
- OUFC: we await the planning application to Cherwell District Council
- Rt Hon Sir David Keene, a retired judge with extensive experience of planning, has joined the group.

Diamond Place

- A timetable for the development would be desirable
- We have yet to see the final document from the workshops, which will be brought to Steering Committee when available.
- The indication is that the City Council is not wishing to progress the project at present, and OUD has its own timetable determined by a sequence of other works yet to start. We hope that Louise Upton will be supportive.

Transport

- The previous Woodstock Rd coproduction is no longer current, and the bulk of the funds have been redeployed. A smaller project is now expected.
- Danny Lee, a transport planner, has joined the group
- TWG needs to be proactive wrt the cycle track from N Oxford to Parkway [and OUFC]
- We need to invite Cllr Andrew Gant to speak to Steering Committee about the overall plans for our Neighbourhood **ACTION: NR**

Alexandra Park

- Gareth Winrow has joined the group

7. Finance

We hope to fundraise at the AGM and Christmas lights

8. AOB: none

9. Date of next meeting: Tuesday 19th December @ 2pm on Zoom.

The meeting ended at 7pm

ACTION LOG

DATE/ACTION	NAMED PERSON RESPONSIBLE	PROGRESS	[EXPECTED] COMPLETION
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	January 2023
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
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
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	KM/AG/JH	Explore future development of AP alongside Library	2023
19/9/23	ALL	Restart CIL process in New Year	January 2024
17/10/23	NR	Invite the refused CIL applicants to meet with committee [letter to JH]	18/10/23
17/10/23	BC	Meet with Henley Med to understand proposal	

21/11/23	NR	Invite AG to speak to Steering Committee about local traffic plans	NR [v30/11/23]

Signed: _____ [David Nimmo Smith, Chair]

Date: _____