

**Minutes of the meeting of the Steering Committee
held at 2pm on 19th December 2023 on Zoom**

1. **Present:** Chris Pownall [CP, Vice Chair, until 15.20], Bob Colenutt [BC], Neil MacLennan [NM], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Cllrs Laurence Fouweather [LF, until 15.35] and Katherine Miles [KM, until 15.15].

Apologies: David Nimmo Smith [DNS], Deborah Bryceson [DB], Henk van Es [HvE], Cllrs Andrew Gant [AG] and John Howson [JH]

The meeting opened at 14:02 but was not quorate until GR arrived shortly after. It was chaired by CP who welcomed all and emphasised that the meeting would be brief and would not be receiving reports from working groups other than Planning Working Group.

Declaration of Conflicts of Interest: there were none

2. **Minutes of the previous Steering Committee held on 21st November were reviewed and no amendments were made.**

The minutes of the AGM were reviewed and agreed subject to approval at the next AGM. The following points were raised:

- Additional time for refreshments and networking should be allowed for
- A wider age range [eg school parents] would be welcome
- A central location for the AGM will potentially attract a larger audience
- The raffle was an effective fundraiser
- Minor amendments to the minutes had already been made

Matters arising from the minutes of the last meeting [not on the agenda]

- Amendments to the Constitution to reflect CIL process are outstanding and will be addressed in the New Year **ACTION: NR**
- Councillor Andrew Gant will be invited to join the Steering Committee for a rescheduled meeting on 6th or 13th February 2024 to discuss traffic management plans **ACTION: NR**

3. **CIL [paper circulated]:**

The revised charging schedule is under consultation to raise additional funds for infrastructure projects within the City. NR proposes that a submission is made on behalf of SuStM as follows:

- Support for uplift
- Maximum uplift should include hotels and educational establishments [residential and non-residential] which were currently uplifted to a much lower amount
- Maximum uplift should be the default charge [eg for sui generis, and 'all other' classes, unless exceptional circumstances could be demonstrated
- 5% of Neighbourhood CIL allocation should be automatically designated for Forum admin as is the case for the City Council administration charge

This was **AGREED** by all present. NR will complete submission before deadline 5/1/24. **ACTION: NR**

4. Response to Oxford City Council Local Plan 2040 Regulation 19 consultation [paper circulated]

BC described how Planning Working Group had reviewed the Regulation 19 draft which is currently out for consultation until 5/1/24. PWG are aware that at this stage comments must focus on the soundness/effectiveness/legality of the Plan, rather than details of its content. However it was agreed that we should make a submission according to our priorities, and that engagement at this stage would be helpful in informing our review of the SuStM Neighbourhood Plan, which will be subsidiary to the Local Plan. However there was agreement that the 2040 Plan was a considerable improvement on the 2036 Plan and contained much that was good [if it were to be successfully implemented].

The following concerns were raised and will be included in our response:

- Cumulative effect: this needs to be better articulated as failure to recognise it could allow harm due to sequential development with additive impacts
- Transport networks: there is insufficient consideration given to interface between cycling provision within developments and their connectivity with the surrounding area [the City/County relationship is problematic]
- Cascade process: this methodology effectively allows all the beneficial policy objectives [environment, biodiversity, net zero] to be subsidiary to affordable housing, which is itself subject to viability considerations. On this basis alone the Plan is unsound as it will fail to deliver its objectives if viability is the primary consideration. Such applications must be rejected.
- Education expansion: there is no overarching policy that addresses land use by all types of educational establishment, the consequences of which are pressure on available land for housing.
- Green/blue spaces: there is no mention of front garden protection, and a ready acceptance of backland development, both of which need strengthening to meet the biodiversity/green space objectives, especially in a Conservation Area.
- Traffic: there is insufficient attention to the impact of traffic [especially HGV's] on the City roads, although it is accepted that this is not an issue easily amenable to City regulation, and cooperative working with the County is included in the narrative supporting the relevant policy.

NR will combine the various submissions together to create a response to each of the relevant policies in time for the submission deadline of 5/1/24. **ACTION: NR**

5. **Finance:** a brief report from HvE was received, and it was noted that a generous donation meant that our financial position was currently stable.

6. **AOB:** A letter was received from Dot Merriott, secretary of South Summertown Terraces group, to be sent to AG expressing concern about potential traffic arrangements in the vicinity of the Moreton Rd/Marston Ferry Rd junction. NM, as Chair of Transport Working Group, will respond on behalf of SuStM Committee.

ACTION: NM

7. Dates of next meetings:

Tuesday 16th January 5-7pm [Zoom]

February: TBC

Tuesday 19th March 5pm [venue TBC]

Tuesday 16th April 2pm

Tuesday 21st May 5pm

Tuesday 18th June 2pm

The meeting ended at 15.40.

Signed: _____ [Chris Pownall, Vice-Chair]

Date: _____

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: follow up via newsletter	January 2023 January 2024
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]
19/12/23	NR	Submission to City Council CIL consultation	NR [v 5/1/24]
19/12/23	NR	Submission to LP2040 Reg 19 consultation	NR [v 4/1/24]
19/12/23	NM	Respond to letter from South Summertown Terraces	NM [v dec 23]]