

**Minutes of the meeting of the Steering Committee
held on Zoom at 5pm on Tuesday 16th January 2024**

Present: David Nimmo Smith [DNS Chair), Deborah Bryceson [DB], Bob Colenutt [BC until 18.44], Henk van Es [HvE, Treasurer], Neil MacLennan [NM], Chris Pownall [CP], Geoffrey Randell [GR], Natasha Robinson [NR, Secretary], Katherine Miles [KM from 17.37-18.35].

Apologies: Cllrs Andrew Gant [AG], Laurence Fouweather [LF], John Howson [JH].

Not present: Cllr Tom Landell Mills [TLM]

1. The meeting opened at 5pm. DNS welcomed all present.

Declaration of Conflicts of Interest: there were none

Chairman's items:

- **Redesignation:** DNS will contact the correct person at City Council now that Tom Morris has retired, and apply for redesignation based on our current boundaries which we may change when we revise the Plan. **ACTION: DNS**
- **ONPA AGM:** DNS attended, as did Paul Buckley [for Wolvercote] representing the City NF's. ONPA would like a City rep on the Exec but neither DNS or PB wished to represent, but will participate ad hoc and SuStM will pay the annual subscription. There are 34 full members and 9 associates. The focus is on rural areas and their local plans.

BC & NM attended an ONPA organised meeting to understand NHS and HC provision. Out of date funding methodology is being used in developing areas, and also for educational infrastructure.

2. **Minutes of the previous Steering Committee held on 19th December 2023 were reviewed and no amendments were made.**

Matters arising from the minutes [not on the agenda]

- Cllr Andrew Gant will attend a rescheduled Steering Committee meeting to be held at 5pm on Tuesday 13th February [at 19 Linton Rd] at which he will present an overview of traffic/transport plans for North Oxford.
- LP 2040: NR submitted our response before the closing date [5/1/24] and has recently circulated a copy of our submission. We have asked to be kept informed of the timeline and to have an opportunity to address the Inspector [if we wish].
- **Update on Action Log:** DNS will review prior to the next meeting and contact NR with any actions required. **ACTION: DNS**

3. **CIL:** NR responded to the consultation prior to closing date, according to discussion at the last meeting. Applications for this year's first round opened yesterday [15/1/24] and close 13/2/24. Another reminder will be sent. **ACTION: NR**

4. **Publicity:** a local community charity [Chown Charitable Trust] have been in touch regarding support to Alexandra Park project. They may also be able to help us with publicity through their network.. HVE and GR are meeting the trustees shortly. **ACTION: HVE**

CP expressed reservations about using X [formerly Twitter] due to the style of discourse. If we use photos we must ask subjects for prior permission.

NR will contact Lucy Mori who previously assisted the Forum but has been abroad, now returned, to see if she can provide us with support. **ACTION: NR**

CP suggested we use public notice boards more, or ask to post in shop windows.

Nicholas Hardyman's 'Summertown Info' is another vehicle.

LF posts for Cutteslowe – perhaps we could piggyback?

ACTION AGREED: each Committee meeting to generate at least one publicity action **ACTION: ALL**

5. **Website:** nothing to report.

6. **Working Group Updates:**

Planning Working Group

Neighbourhood Plan: PWG has reviewed available resources to address, and also quick review of existing policies to identify which need action.

LP2040 was reviewed in detail to identify how this would influence our LP development, and the group thanked NR for getting the submission completed.

Consultants are needed to help with Design Codes, but will need a brief with scope, and public consultation.

?Invite someone from ONPA to advise us?

Submit funding application in April 2024 for use by end of March 2025. **ACTION: HVE**

An open meeting in April is proposed. CP will speak to David Milner at Create Streets to ask if we could meet with them as a Committee, and then have an open meeting **ACTION: CP**

Venue: NOA, WRBC, StAndrew's **ACTION: NR**

Consultation questionnaire to be designed but content requires detailed consideration [location, detail, public realm] to address more than just street by street detail.

We need to understand Design Codes. A document will be circulated **ACTION: GR**

Newsletter to be formulated at PWG **ACTION: PWG**

Planning applications:

an agreed framework is required to identify and review these in a transparent way. **ACTION: PWG**

A repeat application to demolish a house in Capel Close was discussed and views differed considerably.

PWG will draft a response to be submitted by DNS ASAP [deadline passed 14/1/24] **ACTION: BC/DNS**

Transport Working Group

NM is in France at present so no new actions. A new co-production at the top of Woodstock Road is possible. County Council is launching Vision Zero for Banbury/Woodstock Roads [money is available].

Work on junctions along Banbury Rd is proposed to improve safety.

AG will be at our February Steering Committee to explain future plans for our area.

KM described Greenways project to improve cyclable routes into the City from nearby villages. She stated that School Streets in LRNA is on its way.

Alexandra Park

KM proposed a CIL application for a highways signpost to Alexandra Park

There has been little development activity in the Park in the last 6/12. Work funded from CIL 2022 will start shortly. Wytham Woods are contributing hedges and work to develop flowering areas. Chown Charity has been in touch to offer funding for work. Parking: Letter to David Butler [Head of Planning at Oxford City Council] has produced no acknowledgement. This was at LF's suggestion. Ask KM to chase up. **ACTION: HVE**

Diamond Place Working Group

A meeting took place with OUD and Oxford City Council. There is still no timetable despite all the work that was undertaken, with no planned development underway, all pending the closure of Ewert House [?2030?].

A further meeting is due in February at which a design brief will be presented by OUD/OCC. We hope to know the state of play for the proposed HC on S Parade by then [it has gone very quiet and ICB won't commit either way]. The intention is to press for a timescale with overlapping sections of development instead of a lengthy sequence.

HvE proposed the need for us to develop the masterplan to force the issue, using CIL funds if necessary. This will be a complex project.

7. Treasurers Report

There has been no movement, and we still have £3k + which is sufficient for day-to-day costs
We will apply for funding for NP review
AP funding will be sought from alternative sources

8. **AOB:** none

9. **Date of next meeting:**

13th February 2024 at 5pm, 19 Linton Road

Tuesday 19th March 5pm

Tuesday 16th April 2pm

Tuesday 21st May 5pm

Tuesday 18th June 2pm

The meeting ended at 18:49.

Signed: _____ **[David Nimmo Smith, 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 Amend constitution as approved	January 2023 January 2024 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 ? HvE	LF has written confirmation that the access route is Council owned [not SES] Write to Oxford City Council re cease & desist of parking Ask KM to f/u	May 2023 August 2023 October 2023 January 2024
24/3/23 Redesignation	DNS	Write to Tom Morris. Holding reply received 3/4/23 DNS to complete ASAP	April 2023 September 2023 January 2024
15/8/23	NR	Invite Layla Moran MP to speak to Forum in New Year f/u	23/7/23 20/9/23
15/8/23	KM/AG/JH	Explore future development of AP alongside Library	2023
17/10/23	BC	Meet with Henley Med to understand proposal	

16/1/24	ALL NR HVE	Identify publicity action after each SC meeting Contact Lucy Mori Meet Chown Trustees	Ongoing √27/1/24
16/1/24	PWG CP NR	Open meeting to discuss Design Codes in April Invite 'Create Streets' Find venue	February 2024
16/1/24	PWG	Develop process to review planning applications	February 2024