

**Minutes of the meeting of the Steering Committee
held at 2pm on Tuesday 11th January 2022 on Zoom**

1. **Present:** Shamus Donald (SD, Chair, from 14:08), Natasha Robinson (NR, Minutes Secretary), David Nimmo Smith (DNS), Henk van Es (HvE), Deborah Bryceson (DB), Geoffrey Randell (from 14:07), David Madden (DM, until 15:48), Bob Colenutt (BC, until 15:53), Chris Pownall (CP). Cllrs Tom Landell Mills [TLM), Katherine Miles (KM), Laurence Fouweather [LF), John Howson (JH, until 15:48)

2. Apologies: Cllr Andrew Gant [AG]

The meeting opened at 14:01, chaired by DNS until 14:10.

Declaration of Conflicts of Interest: there were none

3. **Minutes of the previous steering group held on 7th December 2021 were reviewed and no amendments were made.**

The AGM minutes [draft] were noted. These will be posted on the website.

ACTION: NR

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

Update on Action Log [took place at the end of the meeting]

5. **CIL 2021**

- DNS will contact the chair of **Marston Ferry Allotments** re progress **ACTION: DNS**
- There has been a further unexplained delay with reimbursement for the **Summertown Christmas lights** which NR is chasing up with Council.
- **Cycle stands:** ongoing meetings between all groups involved. A final cost quote from ODS is awaited. AG may be able to contribute from his Division Budget should a TRO be required for on-road parking requiring consultation. KM is also providing funding.
- **Pollinator Gardens:** all locations are now identified, the first being Alexandra Park. Hayfield Road RA is also interested and will be invited to apply under CIL.

6. **CIL 2022**

There has been regular publicity and reminders over the past 3 months. The application window opened yesterday and closes in 4 weeks. The decision meeting takes place on 1/3/2022.

DM raised a desire to see traffic calming in the roads surrounding the Stavertonia project. This could be eligible for CIL funds subject to a successful application, but would require considerable work-up with the relevant authorities [Highways/County and City Councils, residents]. Project plans are not funded through CIL unless a project proposal is subsequently accepted for funding when a retrospective payment can be applied for. There was considerable discussion about the complexities of traffic initiatives in the surrounding areas and the need for a coordinated approach.

7. PUBLICITY

GR has contacted Sam McKee [SM]. NR will set up a meeting between herself, SM and SD ASAP. **ACTION: NR**

NR presented a proposal for the Forum to apply for CIL funding to support a Forum publicity programme. This was discussed, and needs to be amended and prepared for submission by 7/2/22. **ACTION: NR**

8. WEBSITE

NR continues to do routine updates and presented evidence of site traffic in 2021. Peaks coincide with requirements to register for meetings which is a helpful means to encourage visits. Sarah Halliday has developed pages for the Transport Working Group.

9. PLANNING

DM has joined the group, and GR has requested that he too might join. This was **AGREED**. CP is maintaining a spreadsheet of significant applications, and also developing a Terms of Reference for the Group. It is suggested that activity will be reported by uploading responses on to the website. A tracking structure for the website is needed.

Webpages with illustrations etc are required [supported by Sarah Halliday]. NR will do routine uploads.

10. WORKING GROUPS

• Alexandra Park

Significant progress is being made in cooperative working with the City Council team. The north side brick wall is being renovated in preparation for a mural to be provided by a range of arts groups. Local artist Korky Paul was suggested. There has been a year's delay due to Covid, but trees, seats, sandpit, picnic table are all due for renovation/installation, and work on the sensory garden will commence when the Council have approved the design, given permission and programmed the work. [TLM/GR/WW to design]. The next project will be the Philip Pullman tribute.

LF reported that he had obtained a Park Plan showing that the road next to the former "Jack" building is owned by the City Council and is part of the Park, and therefore not available as parking for St Edward's School.

• Diamond Place

A meeting took place with Carolyn Ploszynski [Council Regeneration lead] and Anna Strongman [CEO, OUD] in December. SuStM was welcomed as a stakeholder to work with CC and OUD. The meeting took place under Chatham House rules due to commercial sensitivities. There are concerns about balancing the income lost from parking with income from the new development. Options to stage the development remain open. A resume of the Carter Jonas capacity report was discussed and will be revisited at tomorrow's DPWG. It was **AGREED** that Summer Fields school should be invited to contribute as their land is adjacent, a future development by them will require access, and now is a chance for a combined project. The Forum can act as a facilitator for an enlarged stakeholder group. **ACTION: SD to contact Summer Fields**

A further meeting to establish an agreed process for 3-way meetings with OUD and CC is required ASAP/by end of January. **ACTION: SD to write to OUD/CC**

DB raised the sensitive issue of parking, and relationships with retailers and users. Future transport initiatives are expected to reduce private car use in the area which might reduce parking need.

NR raised the possibility of land swaps between OCC and OUD. This remains an option and may make site design easier as the site is currently considered awkward.

- **Transport**

DB highlighted the recently opened consultation 'Local Transport Connectivity Plan', closing 16/3/22. It is a very substantial document to which the TWG will draft a reply for SuStM. It is not about local issues but addresses wider concerns [bus gates, Woodstock & Banbury Rds, 'ladder roads'] but does not include congestion/commuter charge. We should also publicise the consultation in the Neighbourhood and offer advice to highlight key issues. **ACTION: DB/NR**

BC raised the need to consider radical transport plans when revising our Neighbourhood Plan, to include addressing highway usage options in Summertown shopping area.

DM raised concerns about the potential loss of 8 trees at risk on Woodstock Road, to which he objects, and has walked the route with the Bursar of St Edward's School who will consider whether there is an opportunity for widening the footpath where it passes SES. DB raised concerns about the pinch point on Woodstock Rd at SES, and an offer to allow road widening from SES would be very advantageous. The time course for Woodstock Rd improvements is 2 years, by which time funds must be spent. Banbury Rd consultation is to follow. We welcome this very useful contact with SES which should be followed up with a meeting to address other neighbourhood matters involving SES. **ACTION: DM/?who to contact SES**

TLM questioned whether TWG would address bus gates, congestion charging, the Summertown retail area. The Group currently has no ToR, but may include these in its discussions.

11. TREASURER

£250 for website work and ONPA sub have been balanced by donations of £100 (Beechcroft Rd), £70 and £10 to keep the balance >£2k. Website sub (£400 is imminent).

12. AOB

- It was AGREED that we should ask Mike Gotch, ex councillor and governor of Cherwell School, to write an obituary for Martin Roberts and submit to the Oxford Times. **ACTION: NR to contact MG**
- NR has highlighted areas of the SuStM Constitution which are out of date. There was insufficient time to consider, but NR will revise these areas and discuss with SD for agreement by the Committee in time for the 2022 AGM. **ACTION: NR**
- KM raised the possibility of a green roof for a bus-stop in Summertown. NR has some information about funding from County Council and will send to KM. **ACTION: NR**
- DNS asked whether the Forum had any plans for a Jubilee celebration. NR will contact Nicholas Hardyman to find out. **ACTION: NR**

13. Date of next meeting: all meetings are at 2pm on a Tuesday, over Zoom until further notice.

8th February, 1st March [CIL], 12th April, 10th May

AGM TBC

The meeting ended at. 16:10.

Signed: _____ [Shamus Donald, 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
9/12/2020 Contact central government on guidance for accessing funding to support Forum functions	JH	Contact John Howell MP, Layla Moran MP SD to remind JH ASAP CC has confirmed that CIL funds could be available for specific Forum projects.	September 2021
Produce report on 2020 CIL process and recipients	NR/GR	CIL 2020 funds are now transferred and the process complete	2022 for AGM
4/21 Identify ownership of access routes to Alexandra Park Respond to letter from St Edward's bursar	AG/APWG	Response has been received from St Edward's, but further clarification will be sought re access and parking on site	October 2021
Financial support for NF	HvE	Fundraising to be considered at next Steering Committee	February 2022
Planning group	BC/HvE/CP	Group being constituted and ToR to be drafted. Meet with Wolvercote NF re Oxford North	October 2021 → February 2022 January 2022
Publicity/website	NR/SD/SM	Meet to discuss publicity strategy/project	January 2022
Contactless payments	HvE	Explore options for public events	November 2021
E-Scooters	DB/TWG	Contact AG for further information on project	January 2022
St Edward's School	DM/SD?	Re-establish contact	2022
CIL application for publicity project funding	NR/HvE/SD	Revise & submit	January 2022
Contact Summer Fields School re Diamond Place	SD	Write to Bursar	January 2022
3-way meeting re Diamond Place re process	SD	Write to OUD/CC	January 2022
Local Transport Connectivity Plan [Consultation closes March 16 th]	DB/TWG	Produce response for approval and information for website	February 2022

Martin Roberts obituary	NR	Contact Mike Gotch	January 2022
Constitution	NR	Revise and agree draft with SD	April 2022
Green roof for bus-stops	NR	Send funding info to KM	January 2022
Jubilee	NR	Contact Nicholas Hardyman re any proposals for Summertown	January 2022
AGM	NR	Confirm date and arrange venue	February 2022