

**Wolvercote Neighbourhood Forum**  
**Steering Committee Meeting**  
**on Tuesday 11<sup>th</sup> October**  
**7.30 at 141 Godstow Road**



**Present:** Christopher Hardman (Chairman), John Bleach, Mary Brown, Cllr Jean Fooks, Cllr Steve Goddard, Graham Jones, David Stone (part), Richard Lawrence-Wilson.

**Apologies:** Cllr Angela Goff, Jenny Attoe .

1. **Minutes of meeting on Thursday 11th September 2016**, previously circulated, were agreed as correct.
2. **Matters arising not on the agenda.** GJ said he had not yet received any feedback on heritage. He had continued researching other neighbourhood plans and would adjust his draft to take account of his findings. All to provide feedback please. **Action All**
3. **AGM leaflet.** This was welcomed and praised by all. JF confirmed plans to distribute it with the next FOCUS, due to be ready before the end of the week. GJ had posted laminated copies on most notice boards and would finish Cutteslowe. CH would deliver some to The Post Box and Kendal Crescent stores, RLW to First Turn Stores and the primary school.
4. **Grant bid.** The current period of eligibility was due to expire shortly and a new expression of interest was needed to trigger reactivation of the link for another 40 days. Funds granted are available for 6 months, after which unspent balances must be returned - but a fresh application can then be made. A meeting with Adam Symons is needed, to review progress to date and draft a plan of action for the next six months, so that a realistic budget can be established as a basis for the grant application. It was agreed that CH must be present, so the meeting could not take place until the week beginning 17 October. CH to contact AS and propose dates to meet him. **Action CH**

SG said the City Council would expect to run the referendum alongside the elections in May and would take at least 3 months to review and accept a plan. Therefore it was concluded that a referendum in May 2017 would not be possible and WNF should aim for May 2018.

**5. Student involvement**

- 5.1. **Brookes undergraduates:** CH had attended a meeting and had expressed interest in and support for the first 2 of the 3 proposed projects set out in the last minutes (how to encourage participation from under 45s; preserving area character).
- 5.2. **Adam Symons' postgraduates:** CH circulated a sheet setting out 2 ideas, one about modelling biodiversity using a survey of green spaces in the ward and the other about pollution modelling. Flooding was a third possible topic that had not been developed.

CH to advise Brookes and AS

**Action CH**

**6. Annual General Meeting**

- 6.1. **Notice of the AGM** has been given in good time on the website, on notice boards and in the Flying Goose. The leaflet will shortly be delivered to all households in the ward.
- 6.2. **Agenda:** CH reported that Roger Smith from Savills will speak and answer questions but a debate is not proposed. It was decided not to invite anyone from the County Council to speak on the highways aspects of the Northern Gateway or other transport issues, as this could hijack the meeting. Someone from the University should be invited to attend and be ready to answer questions about the Mill Site. **Action CH**
- 6.3. **Consultation on the plan:** DS said he had the display materials which could be looked at during the break. JB would produce a stock of feedback forms. **Action JB**

- 6.4. **Catering:** GJ confirmed that the WI had agreed to produce tea, coffee and cake for sale during the break. He had told them that they should keep the proceeds.
- 6.5. **Treasurer's report:** The draft from RLW was corrected for finalisation. He would ask Neil Geddes to 'examine' the correctness of the accounts before the AGM. **Action RLW**
- 6.6. **Printing:** It was agreed that 50 copies of the AGM agenda and reports would be produced. **Action JB**
- 6.7. **Minutes:** Jenny Attoe will take the minutes at the AGM but is standing down.
- 6.8. **Elections:** It was agreed to follow the constitution and seek to elect a full set of officers. Current officers were elected for 3 years in October 2015 and if willing to continue do not need to stand for re-election. There are two committee vacancies in addition to the vacancy for a Secretary. AG will deal with election procedures.
- 6.9. **Setting up:** Committee members should aim to arrive at 6.30 to prepare for the meeting. CH will open up. GJ will get the microphone from John Winterbottom.
7. **Secretary** It was recognised that the post of Secretary requires as a minimum attendance and minute-writing at every meeting, plus ideally origination and circulation of agendas, hire of venues, liaison with local authorities and other organisations, correspondence, and other administrative tasks. This sounds an onerous list, although all tasks have been done somehow in the past by hook or by crook (i.e. by committee members). Consequently the post is hard to fill with an unpaid volunteer. It was decided to try to recruit a Secretary at the AGM although with limited prospect of success. If no-one is elected or can be co-opted the committee will consider advertising for a "minutes and meetings secretary" who will be paid an honorarium to be agreed, perhaps £30 per meeting (£250 per year). An elected or co-opted member with the formal title of WNF Secretary will probably be required as well.
8. **Treasurer's report.** RLW said that the accounts were as shown in the report to the AGM. The credit balance at the bank of £1,509.90, comprises the unspent balance of the "Godstow fund" £479.10, plus general reserves £1,030.80. All AGM costs have been paid other than printing of reports, estimated to cost £40, which will fall in 2016-17.
9. **Any other business**
- 9.1. **Overhead projector:** GJ said that the Village Hall Committee (WVHC) had been considering buying/installing an overhead projector but were not currently minded to do so for financial and insurance reasons. A projector would be of use to WNF, WCC, the Local History Society and other local organisations. Would WNF contribute to the cost? Members noted that the WVHC had significant reserves and could charge an extra fee for use of a projector. A fixed projector would barely increase their insurance costs. WNF should respond that it supported installation of a projector and would pay to use one, which should be purchased and owned by the WVHC.
- 9.2. **Liaison with Summertown Forum:** Summertown NF had asked WNF to liaise with them to ensure a compatible approach on issues of common interest and to co-ordinate the 2 plans. JF said that Summertown were going further in some respects than WNF, for example by proposing a ban on any further student accommodation in their area. It remained to be seen whether this proposal and some others would be accepted by the City Council. However, we should not limit ourselves to what we thought the Council would find acceptable. Headington's plan had pushed the limits and had been accepted with reluctance. CH undertook to ask Summertown for a copy of their plan. **Action CH**
10. **Date of next meeting.** Wednesday 9<sup>th</sup> November at 20, Home Close at 7.30.