



Wolvercote Neighbourhood Forum
Steering Committee Meeting
Minutes
Tuesday 29th September
47 Rosamund Road, Wolvercote
at 12.00 pm

1. **Present:** Christopher Hardman (Chairman) John Bleach, Mary Brown, Jean Fooks, Graham Jones, David Stone
Apologies: Richard Lawrence-Wilson, Angela Goff, Steve Goddard
2. **Corrections to minutes of Wednesday 26th August.** “Geoff” changed to “Goff” and an “e” was removed from “Graham”. Under “Need to publicise AGM: A.Goff offered to publicise in the Wolvercote Commoners’ Committee’s newsletter. Under N^o 7 MB was added to AG working on Green Spaces. Under N^o 9 Venue JB’s address was corrected from 67 to 47 Godstow Road.
3. **Matters Arising:** Oxford Brookes Students’ Project. CH said he was meeting with them at Brookes on 2 October and on site possibly on Friday 16th October with members of the Steering Committee . It would be useful for students to come up with a common position with Summertown Neighbourhood Forum as Cutteslowe and Sunnymede parks cover both wards.
4. **Secretary’s role.** JA was thanks for attending and she agreed to make a decision at the AGM as to whether she would take on this role.
5. **Report on Mill Site application:** A final draft has been circulated with the addition of possibly trying to integrate the benefits to the community and the concerns about traffic levels at the junction. Regulations say if there is only one access no more than 200 houses can be built. Permission will very likely be granted but it is still possible to influence conditions. There is a badger sett on the northern edge which will have to be taken into account and an archaeological exploration will have to take place. Comments need to be put onto the council’s website within a week but it was felt that an extension is needed because of the inability to access the comments section on it. Report states that the housing will generate 59 x 4 – 10 year olds and 40 x 11 – 15 year olds and that the school will “just about cope”. CH will email the report which now includes Paul Kirkley’s expert report on drains. The health centre is likely to go to Summertown as a preference but with a smaller satellite surgery on the Mill Site. If the space is not so used we should ask for it to be reserved for community use. JB asked whatever facilities are asked for i.e. four units who would manage them? This was a matter to be discussed with the developers.
6. **Arrangements for the AGM.**
 - **Publicity:** Wolvercote Commoners’ Committee has advertised the AGM in their newsletter. JB to email all contacts (403) on email list. Posters to be designed by JB then printed, laminated and distributed by GJ. MB will assist with this by putting posters on lampposts and notice boards. JF suggested that if the leaflets were ready in time they could be delivered along with ‘Focus’. She will also enquire about possible financial assistance as it would be ‘for the good of the community’. It was suggested that certain areas should be targeted where there is not usually much coverage i.e. Jordan Hill and Templar Road areas but where

there are notice boards. The website should be updated to include details of the AGM but there is no Face Book page as yet. The Church, Farmers' Market, Cutteslowe Surgery, the shops and Cutteslowe Park (there is a notice board by the pavilion) were all suggested as possible areas for posters. AG is to be asked about the troublesome notice board at Jordan Hill.

- **Members of the Steering Committee:** There were no apologies for absence as yet and it was hoped that everyone would be able to attend. JA is to send the booking form to RL-W and details for collecting the keys will be sent on receipt of payment. GJ is to organise attendance recording sheets and someone to check in attendees.
- Name labels are to be provided for the Steering Committee which GJ offered to supply.
- Agenda. Minutes of the last AGM. (November 2014) JB has the draft of these and CH is to check them (which run to 10 sides of A4). JB to organise putting them on the website along with the Financial Report. 50 copies to be made available at the meeting. DS and CH are to liaise to produce a précis of the questionnaire results.
- **Progress with the Neighbourhood Plan:** There was much work that needed to still be done in certain areas. GJ's heritage project with the University and the Brookes Students' project – where have we got to? Possibility that students to attend a meeting to explain further. Open Spaces – Tim del Nevo would like to speak about this and Summertown NF is also interested in Open Spaces which is not only the park. It was felt that it would be possible to develop policies that are better than the current city plan. This would include existing open spaces and what can be done to protect or improve future ones. Another meeting will be required before the AGM. CH is to circulate TdN's report which Tim would like included in constructing the Neighbourhood Plan.
- **Brookes Students Project:** Students will be asked to attend and some one from Brookes may speak at the AGM but there was a question of whether they should see the actual questionnaires because of data protection issues. The information on the questionnaire says "...will not be disclosed to any external source." It was decided that in this case Brookes students are not an "external source" but CH would check the legality of this. He will also produce a 'timescale' for speakers at the meeting.
- **Recruiting more helpers:** Replacements for those standing down will be required and elections held. It was thought that a firmer stand was required on who was considered for Committee. Nominations would be needed in advance of the AGM and these would be asked for on posters, leaflets and emails. A total of 11 is needed for a committee. The secretary has already agreed to stand down. JA offered to fill in until (and including) the AGM and would decide then whether to continue (if she was still required). In future fundraising would become more important for operating costs and maybe a project manager. We will need expert and professional advice as the plan grows.
- **AGM Format:** It was decided not to have a 'workshop' type of event. The order of events would be to have questions and feedback before the elections. And this would be the opportunity to show some of the draft sections of the plan to date. MB would invite representatives from local organisations and businesses: St John's College, University Estates, Cutteslowe Health Centre inc. Summertown HC, the Oxford Hotel and BP garage, the hotels and service stations at Peartree, the shops and all four local pubs. If help is need to get to the meeting it was suggested that the operator of the community bus be contacted. This would be put on the posters and leaflets.

- **Material for the meeting:** JB offered to do the printing required: Minutes of the AGM 2014, the Treasurer's Report and the Agenda for AGM 2015.
 - **Equipment:** A projector was required with laptop computer and this should be tested for compatibility before the meeting. It was thought that St Peter's may loan theirs. Extension leads were available. There is a screen at the hall and the radio microphone would be available (GJ to collect). It was suggested that photographs of the area might be shown (Wolvercote Commoners' Committee and Nick Malden may have suitable ones of Lower Wolvercote) but more were needed of Five Mile Drive, Jordan Hill and Cutteslowe. JB would speak to NM but he would need to be aware of the tight deadline.
 - **Refreshments:** GJ offered to speak to Mrs Jones and also Elaine Chaston of the Wolvercote Women's Institute about providing these. If the WI agreed to help they could take the profit from charging for teas coffee etc.
7. **Web Site:** This needs to be updated to include an archive of past minutes and all future meetings.
 8. **Any Other Business:** JF is to 'sound out' Tom Morris and Sarah Harrison (City Planning Officers and our contacts on the council) about a meeting provisionally on Tuesday 6th October between 12 and 3 in the town. An alternative date if this is not suitable is Monday 5th October between 4 and 5 pm.
 9. **The date of the next meeting:** Monday 12th October at 17.30 at 141 Godstow Road.

The meeting was closed at 12.10.