

## Wolvercote Neighbourhood Forum

### Steering Committee Meeting

Monday 6 March 2017

141 Godstow Road



**Present:** Christopher Hardman (Chairman), Mary Brown, Paul Buckley, Cllr Angela Goff, Graham Jones, Richard Lawrence-Wilson, David Stone, Val Tate (Secretary)

**Apologies:** John Bleach, Cllr Steve Goddard, Cllr Jean Fooks

1. **Minutes of Previous Meetings** – 1 February 2017 Meeting Minutes accepted as correct
2. **Matters Arising:** none
3. **The Plan Timetable** – see Appendix 1 “Proposed Bid Plan for Locality Funding for WNF”  
The committee agreed that Adam Symon’s proposed timelines are tight, particularly in the early stages. CH proposed that AS starts with available materials and policies, and that the Committee responds to requests for additional materials as they arise and reviews the timetable at the end of March. Any timetable shift should not affect future funding. A Google drive has been established accessible to AS/CH/JB/VT only for version control, to store draft documents and reference materials.

To ensure that all Committee members are available for the Ph2 Internal Consultation at a very busy time for all, it was suggested that an April/May meeting date is agreed as soon as possible.

**Action: CH/VT.**

The Committee was unsure of the steps/indicative timings from creation of the Final Draft to submission for the community referendum during May 2018 elections. **Action: AS** to share Headington NF’s experience eg to whom are documents submitted? how long in advance of a Council Meeting/local government elections? To Planning or City Executive?

Summertown & St Margaret’s Neighbourhood Forum (SSMNF) has recently completed a six weeks’ public consultation of its plan. CH suggests Committee members attend the SSMNF open meeting.

**Action: CH to advise details.**

The Committee agreed that more detail is required for AS’s proposed Phase 3 – the external consultation, and a publicity plan to start as soon as possible. **Action:VT** to canvass Flying Goose editor to include leaflets in the next edition (likely publication date early June).

4. **Northern Gateway:** no further progress in spite of CH follow-up with Savills
5. **Wolvercote Paper Mill:** no further progress in spite of CH follow-up with Oxford University
6. **Community engagement**
  - a. No further information about **public noticeboards** in Five Mile Drive and Jordan Hill.
  - b. **Action: VT/CH** to meet to update WNF “Progress” section.

- c. **Action: VT** to monitor the WNF gmail account and continue to update mailing lists. CH reminded to include in the March Flying Goose article a call for Residents' Associations and Neighbourhood Watch coordinators to subscribe to the WNF mailing list.
- d. A further discussion on a proposed 2017 questionnaire agreed to discuss with AS whether this reinforce the Phase 3 External Consultation. **Action: CH**
- e. **Action: GJ** agreed to progress posting WNF contact details on all community noticeboards and in the Wolvercote Village hall.
- f. The Committee agreed to re-consider, at its May meeting, a proposal that WNF/AG hold joint surgeries in Kendall Crescent, outside the Post Box and at the Wolvercote Farmers Market.
- g. Oxford Brookes students (see 7.) made a number of useful suggestions including more use of Facebook, local quiz nights to include questions about neighbourhood planning to raise awareness, beer mats and pens. Their suggestions for engaging the under 45 group stimulated a lively debate about informing future voters and how to involve them in educating their parents about the importance of planning as a tool to protect their environment and quality of life.  
**Action: AG** to draft a proposal how this might be actioned.

#### 7. Neighbourhood Character Assessment – Oxford Brookes students' final presentation

Several Committee members attended final presentations by students studying in the School of the Built Environment at Oxford Brookes on 24 February. **Action: CH** to supply links to final presentations when available

#### 8. Green Spaces consultancy

A second meeting with the Oxford Brookes consultancy team to consider their developing model, which assesses biodiversity in the Wolvercote area, was to take place 1 March. CH will note that the current model doesn't include sufficient detail about plant species, nor did it mention wildlife corridors.

#### 9. Business & Retail

Revisions to the draft policies were made after a third sub-group meeting 15 Feb and circulated to Committee members 5 March. Further feedback was collected from the committee. PB asked the Committee to keep lobbying for improved, safe cycle ways, separated from pedestrians, which connect up to other cycle arteries in and out of the city.

Action: GJ to revise and circulate next draft version 17 March

#### 10. Community & Health policies

- a. A second sub-group meeting was held 22 Feb. Further feedback was collected from the Committee. There are currently a large number of policies, several of which overlap with Built Environment policies and can therefore be cross-referenced.
- b. The committee agreed on the need to define "easy walking distance".  
[NB. The Oxford Local Plan 2001-2016 states "The City Council will seek to ensure that [older] children living in all parts of Oxford have [skate park etc] facilities within a walking distance of 15 minutes from their home.]

- c. AG noted that health centre provision was no longer included in outline plans for the Mill Site and that the Summertown Health Centre plans to develop a new centre on Diamond Place.  
**Action: DS** to consult Summertown Health Centre on their views for future needs taking further development of the Mill Site and Northern Gateway into account.
- d. **Action: RLW** to revise and circulate second draft by 15 March

**11. AOB**

- a. AG noted the Wolvercote Commoners AGM will be held on 26 April in the Wolvercote Baptist Church Hall. She hopes to include an inspirational speaker from another Neighbourhood Forum.
- b. Oxfordshire Community Land Trust/CPRE Oxfordshire meeting 23 March 6:00-8:00pm Oxford Brookes University "Affordable Housing in Oxfordshire - Can the Housing White Paper deliver?"  
JB/JF interested in attending.
- c. RLW noted further planning consultation notice received by Alli Noel.  
**Action: VT** to follow up with City Council.

**12. Next Meeting:** Wed 12 April 7.30pm venue tba

**Proposed Bid Plan for Locality Funding for Wolvercote Neighbourhood Forum**

March – September 2017

	Timescale	Actions	£ Costs
<b>Phase 1 – Plan Development</b>	Mar – May		
Plan Writing	Mar – Apr	Collating work of working groups and writing plan	1800
Planner Review and Advice	Apr – May	Getting proposed policies checked through planning consultant and SEA advice	600
<b>Phase 2 – Internal Consultation</b>	Apr – May		
Forum Facilitation	Apr/May	Facilitating internal meeting of Forum to approve plan	150
Forum Meeting Room Hire	Apr/May	Meeting room and refreshments for Forum	100
<b>Phase 3 – External Consultation</b>	May – Aug		
Venue Hire	May	Hire of central venue for drop-in consultation for 6 weeks.	600
Display Boards	May	Design and print of display boards	550
Leaflet Design and Print	May	Design and print of leaflets	550
Project Management	May – June	Project Management of consultation process	1800
Leaflet Delivery	June	Enabling leaflet delivery across Wolvercote	375
<b>Phase 4 – Final Draft Preparation</b>	Aug – Sep		
Final Plan Writing	Aug – Sep	Using consultation responses to update final plan	1800
Planner Review and Advice	Aug – Sep	Getting finalised policies checked through planning consultant.	400

**£8725**