

Wolvercote Neighbourhood Forum

Steering Committee Minutes

Friday 14 February 2020, 7.30pm at the White Hart Community Pub, Godstow Road

Present: John Bleach (JB), Mary Brown (MB), Christopher Hardman (CH) (Chairman), Katherine Kaye (KK) (later items), Richard Lawrence-Wilson (RLW), Allie Noel (AN) (early items), Steve Roberts (SteveR)

Apologies: Cllr Paul Buckley (PB), Tony Dale (TD), Cllr Steve Goddard, Simon Ryde (SimonR), David Stone (DS), Cllr Liz Wade (LW)

1. Previous minutes and matters arising

The minutes of the meeting held on 21 January were agreed. CH had communicated with SimonR, whose comment were noted.

2. Preparation for the Referendum

On 17 February CH is meeting Martin John, the officer responsible for election and referendum polling arrangements. He will ask what will be done to inform the voting public, the Council staff who will run the polling stations, and the candidates in the local election. The staff and the candidates in the election need to be briefed to answer questions from the public about the referendum. WNF should aim to brief all the candidates, in addition to whatever the Council do, but not all their names are yet known.

A list of actions was needed, with timings, principally to establish a range of publicity. CH agreed to start this off. Please will all contribute to flesh it out and offer practical help. The list should be dovetailed into the timetable already set up by SteveR, which he would update and re-circulate. **Action: CH, All, SteveR**

Elements of the publicity needed for the referendum were then discussed, as follows:

Flyer The draft flyer needed a few tweaks and transfer to a publishing program, which JB will do with Phil Dove when he returns towards the end of February. Printing would cost £325 whether we ordered 3,500 copies or 5,000. It was agreed to go for 5,000 and use the extra quantity to place supplies in pubs and shops for people to take away. Arrangements for stuffing and dispatch with the Flying Goose are well in hand.

Action: JB and Phil Dove

A4 laminated poster To go on noticeboards and other places where notices are displayed (e.g. tree at the S end of Linkside Avenue, and the W gate to Five Mile Drive Rec).

Action: JB and Phil Dove

Email JB would update his draft letter, to be sent out by email. All to suggest mailing lists, social media systems, etc., to supplement the WNF mailchimp list, and preferably offer to organise their use when the time comes (exact timing to be agreed). A brief follow-up reminder would be sent out to the same lists of addressees one week before 7 May. Targets mentioned were: Wolvercote and Wytham News (Facebook page, run and moderated by Nick Malden); NextDoor (social media system with coverage in Cutteslowe, AN to organise); Lakeside, Linkside and Five Mile Drive Neighbourhood Watch groups (RLW has the contacts). Please will all, especially absent members, suggest more email lists etc., to add to these. **Action: All**

Open meetings 2 were proposed around the week beginning Monday 20 April. Venues: Baptist Hall and one of the Cutteslowe Park pavilions - probably the Top Pavilion is more accessible (AN to investigate booking arrangements and availability of both pavilions).

Action: AN

Banners MB had contacted a company that produces them. The cost of a 2 ft by 6 ft banner is around £50. The banners should display 3 sections of the flyer, giving basic info about the referendum, to go up a week before 7 May. JB will talk to Phil Dove about the design. Advice should be sought from PB about the legality/safety aspects of locating banners on the roundabouts. CK (who has the WNF banner) offered to research sites around the ward including Kendall Crescent shops (1st floor) and the primary school fence.

Action: JB, KK, PB

Copies of the Full Plan CH advised that we have not yet received back the revised version of the Plan, taking account of the Inspector's deletions and amendments. Sadie will chase the City Council for this, and has agreed to try to embellish the Plan with colour and photographs, as has been done for other plans.

The City Council is obliged only to put the full plan on their website and place a single hard copy in an accessible public place (probably Summertown Library), but it was felt that they might be willing to do more

than this and/or to provide more copies. If not, some copies could be printed at WNF expense. SteveR said he could supply a limited number if necessary, at short notice.

Copies should be located where there is space with seating for people to sit and read. 4 pubs, St Peter's Church, the Church Rooms, Whispers hair salon and Cutteslowe Pavilion were mentioned in addition to Summertown Library. This will require 9 copies as a minimum but it would be better to have 2 copies in some places. All please suggest more possible locations. *Action: All*

3. CIL

RLW and LW are due to attend a meeting with City Council officers on Monday 17 Feb along with reps from Headington and Summertown Forums. RLW said the agenda focused on ONPA and ongoing Neighbourhood plan issues, with little time available to address the current principal concerns of WNF which are, how CIL should work and how Local Authorities intend to communicate with forums after their plans are 'made' and approved by a referendum.

All agreed that CIL arrangements were still very opaque. CH said CIL was much more significant in Wolvercote than in other Forum areas due to the massive resources involved in current developments in the ward. CH said that LW would be having additional meetings with City officers.

4. CIL project list

JB distributed copies of the updated list. SteveR said he would take on the development of a simple pro-forma, acceptable to the Council, to be used to record ideas and proposals for projects to be considered for CIL funding. He would take note of arrangements already being developed by neighbouring forums.

Action: SteveR

5. Wolvercote Mill development

Community building

MB and CH had met Vicky Roe (CALA) and raised WNF concerns about the design and viability of the community building. She had been constructive and flexible, both about the use of the building and possible alterations to it to be done by CALA. However it was not known how far her authority extended. CALA want to transfer the freehold to a registered charity or similar, there is a reasonable timeframe for this. At this stage we need to try to follow the Council's plan and try to make it work, but should have a fallback 'plan B'. The community building is covered by the NHBC 12 year guarantee.

Surgery unit

As previously noted, local medical practitioners and the community are very positive about the need for and viability of a new surgery. The Commissioning Group are negative because they have their eyes set on a Health Centre in Summertown, with no satellites. However there are no live plans for such a Health Centre and no known funding. In contrast, the Mill Site surgery space will soon be available and fitting-out costs would be eligible for CIL funding. It was suggested that a plan should be drawn showing how the space that is available can become a good quality surgery. Putting this into circulation would be a major step towards achieving it in practice (as happened with the school hall).

Action: MB and CH to communicate with the Doctors

6. Planning applications

LW has started copying planning applications to JB and CH; MB already gets them as Chair of WCC. A subcommittee of WNF is needed to meet regularly and to decide which should be commented upon. This will be an important communication channel with the Council after the referendum, and will help to establish and maintain the ongoing significance of the Neighbourhood Plan. *Action: CH to ask for volunteers*

7. Any other business

MB said she was awaiting a reply from CALA to her letter asking about the 2 playgrounds (for different ages) that had been promised. The scale model shows only one, which may breach the planning approval.

8. Date of next meeting

CH to circulate committee members to agree a date and time in the week beginning 16 March. *Action: CH*
Meeting closed 10.00 pm.