

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT  
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA  
2021 Round 1**

<p><b>TITLE</b> Short title by which the project will be known</p>	<p>Cotteslowe Park Woodland Trail</p>
<p><b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email &amp; phone number</p>	<p>The Friends of Cotteslowe &amp; Sunnymead Park</p>
<p><b>APPLICANT ORGANISATION</b> Name and type of organisation and, if applicable, charity number</p>	<p>The Friends of Cotteslowe &amp; Sunnymead Park (FOCSP)  FOCSP is an unincorporated association run by volunteers</p>
<p><b>OUTLINE PROJECT DESCRIPTION</b> Short description so others not associated with the project can understand its purpose and scope. Include aims &amp; objectives, and expected beneficiaries (max 150 words)</p>	<p>The project is to provide a Woodland Trail circular walk in Cotteslowe Park. This will start in the playground, follow signposts into the more natural areas of the park, pass through the Community Woodland, then return to the playground.</p> <p>Anyone will be able to use the Trail but one of the main aims is to try and tempt children and their families into the more bio-diverse areas of the park where they can appreciate the natural environment and benefit from the physical and mental benefits that this will bring.</p> <p>The whole project includes:</p> <ul style="list-style-type: none"> <li>• path improvements in the woodland</li> <li>• way markers</li> <li>• leaflet with map and directions</li> <li>• information board in the playground to: Mark the start of the walk; to provide information; to provide a QR code to allow digital access via mobile phones to the FOCSP website for a downloadable pdf of the leaflet and route etc.</li> </ul> <p><b><u>This application to WNF seeks funding just for the Information Board.</u></b></p>
<p><b>MAIN TASKS</b> A list of the main tasks and, if appropriate, an</p>	<ul style="list-style-type: none"> <li>• Autumn 2021/spring 2022: path improvement in the woodland. This has been given the go-ahead and will start in</li> </ul>

<p>initial project plan with timescales</p>	<p>the next few weeks (already funded)</p> <ul style="list-style-type: none"> <li>• Installation of way markers (at the same time as the path improvements are made) (already funded)</li> <li>• Winter 2021/spring 2022: design and printing of leaflet showing map and directions and what to look out for on the walk (already funded)</li> <li>• Spring 2022 installation of information board (dependent on funding)</li> </ul>
<p><b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b> (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Oxford City Council (OCC) owns Cutteslowe Park and has given permission for the project to proceed. OCC will also be undertaking the path improvement work, installing the way markers, and installing the information board (dependent on funding).</p> <p>The FOCSP committee has approved the project.</p>
<p><b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b> How does the project enhance or develop our neighbourhood?</p>	<p>The path improvements will make the woodland more accessible all year round (at the moment it gets very wet/impassable in the winter months).</p> <p>The Woodland Trail will encourage people, especially children, to enjoy the open areas and more natural environment in Cutteslowe Park. The physical and mental health benefits of exercise, fresh air, being outside and close to nature are well-documented.</p>
<p><b>CONSENTS REQUIRED</b> Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)?</p>	<p>OCC is the landowner and has given permission for the project to proceed.</p>
<p><b>FINANCE</b> How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?  PLEASE INCLUDE COPIES OF COST ESTIMATES (Two quotes are needed for applications for more than £1000.)  <i>[WNF note: two quotes have been received but for reasons of commercial confidentiality are not attached.]</i></p>	<p>The cost of the path improvement work and the way marker posts is £16,000. This is being funded by Trust for Oxfordshire’s environment (TOE)(£5k), the National Lottery (£6.5k), a generous legacy from a member of FOCSP who passed away recently administered by (i) Oxford Civic Society and (ii) the Oxford Branch of the Ramblers Association (£2.5k &amp; £2k respectively). The National Lottery and the Oxford Ramblers funding is in the bank with the Oxford Civic Society funding expected to be received very soon. The TOE funding will be paid on application once the work has been carried out.</p> <p>The leaflet design and printing will cost around</p>

	<p>£2,000 and has been funded by the Doris Field Trust and a generous donation from our local councillor Steve Goddard from his Ward Member's Budget. (In the bank).</p> <p>Funding for the information board is being sought from WNF CIL funds. Two quotes are attached. One is for £1,578 (Nature Sign Design) and the other for £2,107 (Fitzpatrick Woolmer).</p> <p>OCC have advised that it would be preferable for the information board to be in components so that these can be replaced instead of the whole board if it should be vandalised. Having enquired about this it seems that the more expensive information board would be more appropriate (see attached information with the quotes).</p> <p>FOCSP is therefore asking for £2,107 but acknowledge that the CIL committee may decide that the less expensive board should be funded at £1,578. FOCSP will be very grateful to receive any WNF CIL funding that is deemed appropriate.</p> <p>All costs include VAT</p>
<p><b>MAINTENANCE</b></p> <p>How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.</p>	<p>There will be very little maintenance required because the project has been designed to be as maintenance free as possible.</p> <p>As mentioned above OCC will be carrying out the path improvement and installation of way marker posts. OCC also owns the land and works collaboratively with the volunteers of the FOCSP who largely manage the woodland. FOCSP anticipate that OCC will therefore be willing to carry out maintenance as required.</p>
<p><b>RISK ASSESSMENT</b></p> <p>Are there any financial or other risks to the completion of this project?</p> <p>Are there any safety issues associated with the project?</p>	<p>There are no known financial or other risks to the project.</p> <p>There are no known safety issues associated with the project. The work is being carried out by OCC who have appropriate safety measures in place.</p>
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>Members of the FOCSP walk in the park regularly (many daily) and will be able to assess the success of the project on an ongoing basis. Children are rarely to be seen in the Community Woodland and it is anticipated that this will change particularly in the school holidays and over the summer.</p>
<p><b>OTHER COMMENTS OR INFORMATION</b></p>	<p>The emails containing the quotes can be forwarded</p>

Please list anything else of relevance you wish the Committee to be aware of.

if required.

Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to [wolvercotenf@gmail.com](mailto:wolvercotenf@gmail.com)