



WNF Steering Committee

Minutes of a meeting on 5 November 2024 at 7.30pm

In attendance: John Bleach, Paul Buckley (Chair), Tony Dale, Louise Franklin (left early), Katherine Kaye, Richard Lawrence-Wilson, David Stone (arrived late)

1. Apologies for absence

Mary Brown, Austen Cook, Cllr Steve Goddard, Cllr Andrew Gant, Cllr Jo Sandelson

2. Declarations of interest

There were two declarations of interest:

- LF for the Five Mile Drive Community Group CIL submission.
- RLW for the Five Mile Drive Community Speedwatch CIL submission.

3. Minutes of previous meeting on 9th October 2024

The Minutes required three corrections:

In item 7, in the Table replace '6.1' by '6.10'; in item 9.1, first bullet, replace 'members will' by 'places (except Chair) would'; in item 14, replace 'Mulden' by 'Malden'. Subject to these corrections being made, the Minutes were agreed to be a true record of the meeting.

4. Matters arising from the Minutes

Item 5: PB had written to Andrew Siantonas on behalf of the committee, to send best wishes from its members, and their thanks for his considerable contribution, especially in providing Minutes of meetings

Items 5: Austen Cook had subsequently indicated that he would not be standing to join the committee at the AGM, because of pressure of other commitments. The committee expressed appreciation for help he had provided with CIL applications.

5. CIL

5.1 Updates from previous CIL rounds

- The White Hart kitchen refurbishment was almost complete and the money had been received from the Council.
- The electric delivery bike project: there remained uncertainty about where the bike would be securely stored, and how its insurance would be ensured. Therefore final approval could not yet be given (see item 7 of the Minutes of 13 December 2023).
- Refurbishment of the Baptist church hall: discussions were taking place with a surveyor, to clarify what work was needed.

5.2 Decisions on applications to CIL Autumn Round 2024

The committee was pleased to note that this round had seen many more responses than previously, to the public consultation on the CIL bids (approximately 50 in total). It was

believed this was caused by JB having issued a reminder invitation. The majority of comments were supportive of some or all applications. Other views expressed were reviewed and discussed. Informed by this, each proposal was discussed, and decisions reached as follows. RLW and LF took no part in decisions on 6.07 and 6.10 respectively.

Number	Bidder	Description	Decision
6.01	St Peter's Church	Installation of automated door opener and closure systems to improve access to all rooms	£4870 was approved
6.02	Wolvercote Village Hall	Replacing all the chairs in the hall (100), plus acquiring a trolley.	£5629.90 was approved
6.03	North Oxford Youth Theatre (NOYT)	Replace concrete ramp behind WVH to NOYT store and repair porch	£400 was approved
6.04	Dandelions Baby and Toddlers Group	Play equipment and coat rack	£376 was approved
6.05	Wolvercote Young Peoples' Club (WYPC)	Replacing all existing windows with double glazing	£13605 was approved
6.06	The North Wall Trust (with CCC)	Equipment for Annual Cutteslowe Light Trail	Funding of materials to approximately £5000 was approved in principle, but clarification was needed in order to finalise the amount
6.07	Five Mile Drive Community Speedwatch Group	X 3 speedwatch warning signs	£498.47 was approved
6.08	WYPC	Heating system upgrade	Application withdrawn
6.09	Karen Richardson	Community Pet Scanner Initiative – purchase of equipment	£193.69 was approved, subject to assurance being provided of how and where it will be securely stored
6.10	Five Mile Drive Community Group	Professional drawings for traffic calming initiative	Declined, but applicants were invited to re-submit when a clearer statement of the need was available.
6.11	Cutteslowe Community Centre (CCC)	Internal improvements – floors and walls	£9132 was approved ('admin costs' having been excluded)
6.12	Davenant Rd Community Action group	Build out drawing costs	£2643.87 was approved in principle, but further clarification of the need was required before confirmation.

6.13	Luminelle CIC (Danielle Jones)	Establishing an Elkin Club at Wolvercote Mill.	Declined because it did not meet the requirement of providing infrastructure
6.14	Wolvercote Mill	Solar Panels (+ Batteries) for the WMCC	£16499 was approved

The WNF website would be updated to include CIL decisions and sums awarded.

5.3 Planning of the CIL Spring Round 2025

It was agreed that the deadline for applications to be considered in this round would be 17th March 2025, slightly earlier than last year, because of the earlier date of the following public meeting (3 June). JB and TD would bring suggestions for other key dates of the CIL round to the next SC meeting, to enable a schedule of WNF SC meetings to be then agreed around them.

5.4 Meeting with City Council Officers

An online meeting had been held on Monday 4th November, with City Council CIL officers. Attendees had been: Lorraine Freeman and Debbie Taylor from Oxford City Council, plus JB, TD, PB, RLW and JS. The meeting had addressed five areas of concern.

1. Council officers had acknowledged, and apologized for, the breakdown in recent months in the Council's processing of CIL payments. This had kept CIL recipients waiting for long periods, and had greatly increased the administrative load on the WNF SC's CIL team. WNF had been assured by officers that steps were being taken to remedy the situation and clear the backlog of unpaid CIL grants, and had been asked to provide a list of outstanding payments. [Note added since the meeting: this has been sent].
2. WNF had requested actual and projected figures for the CIL money available to WNF. LF had responded that this information would be provided twice each year: in April and October. Estimates were £400k across 2022/23 and then an additional c.£500k since then. However, the update for October 2024 had not yet been received.
3. Council officers had confirmed that there was currently no time limit on the spending of neighbourhood CIL by Neighbourhood Forums, but had noted that Parish Councils are subject to a 5 year time limit.
4. RLW had explained the WNF's urgent need for funding, to enable effective public communication and public consultation (via publicity, public meetings, website etc) in management of its neighbourhood CIL. LF Lorraine Freeman had agreed this would be an appropriate use of CIL funds, and WNF could submit its own application for CIL for this purpose.
5. It was agreed to streamline the process of requesting payment of CIL to recipients by including creditor payment forms with the request, instead of applicants being asked to provide the forms separately to the Council.

In view of 4 above, it was agreed WNF would make two CIL applications per year: each would cover one CIL round and the attendant publicity and a public meeting.

6. Planning of the Open Meeting and AGM on 20 November

Further details of the AGM were agreed.

- PB would provide the Chair's written Annual Report on WNF activities, and would speak

to it.

- RLW would provide the Treasurer's Report and Accounts, and would speak to them.
- All present, except PB, would complete their term on the committee at the AGM, but agreed to be nominated for a further term, as Vice-Chair (JB), Treasurer (RLW) or as committee member (TD, KK and DS). PB would enquire of Mary Brown and Louise Franklin whether they also agreed to be nominated. [Note added since the meeting: both agreed].
- DS had produced a short video showing the neighbourhood and asking for help with the work of WNF. It was agreed to show this video.
- In speaking slots after the interval: Victoria Collet and Olivia Lane-Nott would speak on Oxford North; JB and/or TD would speak on CIL; KK would speak on local developments in the pipeline.
- RLW would collect donations (see item 9 below).
- Access would be available from 7.15pm for setting up: everyone was encouraged to be there to help.
- Papers for the meeting (Agenda, Draft Minutes of 2023 AGM, Annual Report 2024, Treasurer's Report and Accounts) would be made accessible from the website home page, and also in hard copy at the meeting (printing would be arranged by PB).

7. WNF response to local public consultations

The list of 6 local public consultations registered since the last meeting was considered. All were planning applications to Oxford City Council. It was agreed not to respond to any of them.

8. WNF representation at other meetings

8.1 Cutteslowe Community Partnership

PB reported that WNF had been invited to attend meetings of CCP, and PB had attended on 26 September. He explained that CCP is an assembly of many community groups serving the Cutteslowe and Sunnymead community, and is chaired by Rev Tom Murray of St Andrew's church. CCP were producing an information booklet on the Cutteslowe locality for distribution to new residents of the Priory Grove development, and this would include a short piece about WNF provided by PB.

8.2 ONPA

PB had represented WNF at a meeting of ONPA (Oxfordshire Neighbourhood Plans Alliance) on 12 October, where the focus had been on changes that had been proposed to the NPPF and also on 'healthy place shaping'. Further information on the meeting was available at <https://onpa.uk/events>.

8.3 COMPF

A few committee members (DS, RLW and PB) had met with Oxfordshire County Council highways officers (Joaquim Muntane and Matthew Stevens) and Cllr Andrew Gant on 14 October. WNF SC members had been briefed on OCC's Central Oxfordshire Movement and Place Framework (COMPF) exercise currently under way, and had then briefed the COMPF team on key highways concerns of residents within the WNF area.

9. WNF SC operational matters

9.1 Money

RLW reminded the committee that WNF's reserves were almost exhausted, and it was necessary to begin a fund-raising campaign, in order to cover the costs of fulfilling the SC's duty to communicate effectively with all members of the Forum (i.e. residents of the WNF area). The committee agreed, and it was also agreed that fund-raising would take two forms:

1. requesting donations from residents when opportunities arose (e.g. at public meetings and on the website); and
2. applying to Oxford City Council for CIL funding for this purpose.

In order to start fund-raising at the coming AGM, RLW reported that he had already acquired a 'Square' card reader, to enable cashless donations in addition to cash donations.

9.2 Communications with members

- DS suggested that videos would be an effective medium to attract the attention of WNF members and to convey messages to them. The committee agreed, and resolved to begin employing videos as part of WNF communications. A short video (showing scenes from the WNF area and asking for help), already produced by DS and shown to the committee, would be played at the coming AGM. DS offered to make further videos, and invited suggestions for themes and messages to be conveyed.
- There was a brief discussion of bulk emailing to the WNF database of email addresses via MailChimp, agreed to be one of the most effective means of communication used by WNF. However, it was noted that all the labour of doing this was currently provided by JB. He asked that a means be found to provide some help.

10. Review of the Neighbourhood Plan: Green Spaces and Biodiversity

This was deferred to the next meeting, because of lack of time.

11. WNF presence at the Wolvercote and Wytham Summer Festival – brief review

This was deferred to the next meeting, because of lack of time.

12. WNF General Meeting 10 July – brief review

This was deferred to the next meeting, because of lack of time.

13. Any other business

There was no other business.

14. Date of next meeting

The next meeting would be at 7.30 on Tuesday December 10.

LF/PB