

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT  
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA  
Spring Round 2025**

1. Please read the "Guidance Notes for WNF CIL Funding Applications"
2. The sections of this application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.
3. Applications will be assessed by the WNF Steering Committee, taking account of the following criteria; applicants may wish to include supporting information regarding their project's fit to the criteria.
  - Location within or serving the WNF Community
  - The recipient operates as a recognised body with a nominated bank account
  - The project has agreement in principle from the property or asset owner
  - Value for money
  - Consideration has been given to health and safety requirements
  - Environmental sustainability
  - Innovation
4. If your application is successful, please
  - Confirm to the Forum receipt of funding from the City Council
  - Send us photographs of your finished project.

<b>APPLICATION DATE</b>	16/03/2025
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Cutteslowe Greenhouse
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	Menna Clarke (Co-Chair)
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Cutteslowe Greenhouse Ltd Community Benefit Society registered with the FCA – no. 9226
<b>OUTLINE PROJECT DESCRIPTION</b> Short description so others not associated with the project can understand its purpose and scope. Include aims	Cutteslowe Greenhouse was established in response to the closure of the Cutteslowe Garden project run by the charity People in Action in September 2022. The former project was housed in a large complex of glasshouses in Cutteslowe and Sunnymead Park owned by Oxford City Council.  It was a much-loved part of the local community for over 7 years providing therapeutic horticulture activities to clients with disabilities. Since the closure the asset has been unused and is falling into disrepair.

<p>&amp; objectives, and expected beneficiaries (max 150 words)</p>	<p>Members of the local community, former staff and clients, local faith leaders and City Councillors came together in 2022 with the aim to rescue the facility and relaunch it with a more sustainable model led by the community.</p> <p>The aim is to obtain a lease on the asset and transform the space into a self-sustaining community hub that connects people with the environment and each other through nature and food-based activities.</p> <p>The current Board are working closely with the Council to take on a long-term lease of the greenhouses and in the meantime, we put on regular events in the area, with the aim of strengthening existing community connections and learning nature-related skills from each other. We do this via a community allotment and orchard, pop-up cafes, art classes, nature walks and other events.</p>
<p><b>MAIN TASKS</b></p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>While the lease negotiations are underway for the greenhouse site, we are focused on continuing to create opportunities for the community to engage with nature-based activities and learn new skills by running a community allotment, community orchard and other activities.</p> <p>Over the last year, the community allotment has grown into a thriving hub, where people from diverse backgrounds and cultures come together. Our weekly sessions bring regular volunteers with unique skills and experiences to learn, share, connect, and grow organic vegetables.</p> <p>These vegetables, a result of our collective effort, make their way to the community larder, offering fresh, locally grown produce to its customers. Additional events, such as community picnics, blackberry-picking evenings, and nature skills workshops have seen children and adults learn new skills and develop a better understanding of their local area. We also host weekly sessions for the local primary schools and have linked with the social prescribing practitioners in the area.</p> <p>Witnessing the community's collective efforts has been inspiring and has had unexpected outcomes. For example, a regular garden volunteer has made marrow and blackberry jam from surplus produce and shared their recipes with others. Two of our regular volunteers have gained so much confidence that they joined the pool of session leads, supporting other volunteers to participate. This has had a positive impact on boosting local community organising capacity. The project has also had holistic benefits, from improved physical and mental health to increased local community connections.</p> <p>To keep the project thriving, we would like to request funding to make physical improvements to the allotment plot in order to ensure that we can continue maintaining high levels of safety onsite, as well as provide a more advantageous learning environment for our volunteers and growing environment for our crops. We would also like to request funding for various new tools, as we do not currently have enough for the quantity of volunteers that now visit the site, and many of those that we do have are in a poor condition.</p> <p>Having recently received funding from Hubbub so we can continue working with our Allotment Project Lead, Matthew, there are now plans to increase school visits to the plot. We currently have a relationship with two schools who visit the plot, and we are in the early stages of establishing a relationship with a third. The materials listed below would allow us to create a safe, sturdy and self-sustaining</p>

	<p>environment for children and volunteers alike to connect with each other and learn about the joys of food-growing.</p> <p>We would like to request funding for the following materials:</p> <ul style="list-style-type: none"> <li>• A new polytunnel cover as the current one is ripped (see photo in the ‘other info’ section)</li> <li>• Workbenches for seed planting and growing</li> <li>• A wooden compost bay to increase our ability to be self-sustaining and improve soil health. It is also an opportunity to educate volunteers about composting</li> <li>• Timber, to build new raised beds</li> <li>• Shelving for the shed, for the safe storage of tools (see current make-do situation in the ‘other info’ section)</li> <li>• Wooden panels to replace broken ones on the shed</li> <li>• New guttering for the shed and a water butt</li> <li>• Netting</li> <li>• Various gardening tools such as secateurs, some watering cans, spades, forks, hoes, trowels etc...</li> </ul> <p>SIDE NOTE: I discussed this with John, and I wanted to note here that in the near future Cutteslowe Greenhouse will need a much larger source of funds to cover the capital costs of renovating the greenhouse site. However, with lease negotiations still underway, we are aiming to apply for this in the November Round of CIL and utilise this Spring funding round to focus on making improvements to the community allotment.</p>
<p><b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b></p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>The Community Allotment (or ‘Plot #4), was set up in partnership with the Cutteslowe Community Larder, and the Cutteslowe Allotments Association.</p> <p>The majority of the food grown at the allotment is taken to the larder, which provides food support for families in the Cutteslowe area. Organic veg from the allotment is also used to provide free lunches through our pop-up food cafes, of which we ran 7 last year, and our first one for 2025 is coming up on March 23<sup>rd</sup>.</p> <p>The allotment project has also received strong support from local Councillors, and City Council officers.</p>
<p><b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b></p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>Despite being a large green space with plentiful natural resources, Cutteslowe Park is lacking publicly accessible and inclusive drop-in spaces for the community. The allotment plot, and the greenhouse project at large, seek to change that by providing a welcoming and inclusive hub where local residents can spend time with each other and nature, as well as learn new skills, all while giving back to the community.</p> <p>The project particularly benefits those local residents of Cutteslowe who are at risk of loneliness, through creating a space where they can reliably find others to</p>

connect with. This includes older people, new parents, stay-at-home parents, immigrants and refugees, disabled people, young people not in work or education, and people with chronic health conditions. The allotment plot already welcomes people from these groups, helping them share stories and cultures, harness creativity, connect with nature and land, and enhance their confidence and self-awareness.

### CONSENTS REQUIRED

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)?

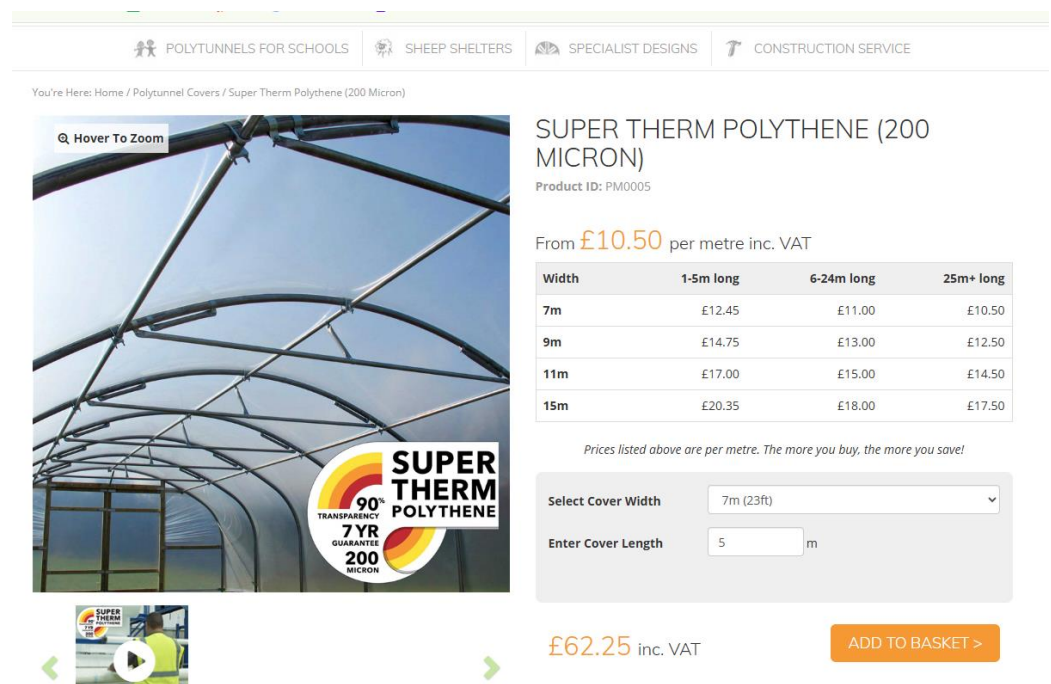
With regards to the allotment project, there are no legal consents required.

### FINANCE

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 FIRM QUOTATIONS

[Polytunnel Cover](#): £62.50 (free shipping)



Navigation: POLYTUNNELS FOR SCHOOLS | SHEEP SHELTERS | SPECIALIST DESIGNS | CONSTRUCTION SERVICE

You're Here: Home / Polytunnel Covers / Super Therm Polythene (200 Micron)

**SUPER THERM POLYTHENE (200 MICRON)**  
Product ID: PM0005

From **£10.50** per metre inc. VAT

Width	1-5m long	6-24m long	25m+ long
7m	£12.45	£11.00	£10.50
9m	£14.75	£13.00	£12.50
11m	£17.00	£15.00	£14.50
15m	£20.35	£18.00	£17.50

Prices listed above are per metre. The more you buy, the more you save!

Select Cover Width: 7m (23ft)

Enter Cover Length: 5 m

**£62.25** inc. VAT ADD TO BASKET >

[Workbenches](#): £285 for 3 (easy to assemble and foldable for easy storage, free shipping if bought with polytunnel cover)



### TRESTLE POTTING GREENHOUSE TABLE - 1.8M X 0.5M

Product ID: ST0015-3

No. of Units

Quantity

£285.00 inc. VAT

ADD TO BASKET >

clearpay available for orders up to £1,000

### Wooden Compost Bay: £370.97 + £5.99 shipping

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**1150 Litre Blackdown Range Triple Standard Wooden Composter**

IN STOCK SKU#: 15-7030

£370.97

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Fast check - won't affect your credit rating.

Make 3 payments of £123.65. **Klarna** [Learn more](#)  
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Qty

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### Locally sourced recycled wood (from pallets): Requested budget of £100

What's New? Abingdon Wood Shop In The Community Tool Hire Waste Wood Collections Wood to Wood

### Pallet Wood

Single use pallets make up the bulk of our collection waste at Oxford Wood Recycling. Reclaimed pallet wood is a hugely versatile product that has taken the design world by storm, as it combines distinctive looks with great environmental credentials.

Many pallets are constructed from good quality timber and can be reclaimed and adapted to a whole range of uses in order to reduce unnecessary wastage. Individuals looking at DIY Projects or businesses often use pallet wood for interior or exterior cladding, compost bins, seed trays, flooring or furniture, utilising our inexpensive reclaimed pallet wood lends texture and character to modern rustic living spaces.

Pallets have a varied life as they are mostly kept outdoors. Exposure to sun and rain in conjunction with the type of wood and the way it has been sawn, gives each individual pallet a subtly different character. Yet because they are made from largely standardised materials it is easy to accumulate large quantities of a similar dimension.

With many years of industry experience we are adept at the arduous task of safely dismantling pallets without damaging the wood and we make sure to remove all the nails before putting the timber out on sale.

Our pallet lengths are up to 2.4m typically and are priced per metre. We stock three different widths as shown in the table below.

Please contact us to discuss your requirements and our team will provide a quote based on the information provided.

3" Width	4" Width	5" Width
£1.20 per metre	£1.40 per metre	£1.60 per metre

### Shelving unit for the shed (B&Q): £98 (estimated free delivery if bought with other tools from B&Q)

e > Storage & shelving > Shelves



### GoodHome Black 5 shelf MDF & steel Shelving unit (H)1800mm (W)970mm

Sold & shipped by B&Q  
Item in stock for Home Delivery

★★★★★ (23)

**£98**

Pay in 3 interest-free payments of £32.67 with [PayPal](#) [Learn more](#)

#### Check availability

Enter your postcode and we'll provide you with your delivery and collection options

Check

- 1 +

Add to basket



### [Replacement Shed Panels: £13.4](#)

2MM (5" x 1") FEATHER EDGE BOARD, BROWN TREATED



### 125mm x 22mm (5" x 1") Feather Edge Board, Brown Treated

SKU: FB125-022 F3

PRODUCT NAME	PRICE	QTY
1.8m length	from <b>£1.34</b> incl. VAT	<input type="text" value="10"/>

ADD TO BASKET

ADD TO FAVOURITES

Share this Product



### [Shed Guttering: £30 + £4 delivery fee](#)



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Gardens & Landscaping
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Flooring & Tiling
Painting & Decorating
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Wickes Solar

Home > Products > Building Materials > Guttering & Drainage > Miniline Guttering > FloPlast MiniFlo Half Shed Water Butt Guttering Pack - Black

### FloPlast MiniFlo Half Shed Water Butt Guttering Pack - Black

Product code: **234573** ★★★★★ (4.6)  
165 Reviews [Write a Review](#)



The FloPlast MiniFlo Half Shed Water Butt Guttering Pack provides a complete solution for capturing and storing rainwater from small roof areas. This kit includes all the essential components needed to efficiently channel rainwater into a water butt, making it perfect for use on sheds, conservatories, greenhouses, and carports. Designed for ease of installation and optimal water collection, the MiniFlo system helps you conserve water and reduce runoff, all while seamlessly integrating with smaller roofing structures.

[Read less](#)

**£30**

**Klarna** Make 3 payments of £10.00. [Learn more](#)  
Interest-free payments.

or 4 interest-free payments of £7.50 with

**clearpay** ⓘ

Delivery Enter your postcode to check if we deliver to you

Quantity:

### [227L Water Butt: £79.99 \(free shipping\)](#)

Netting: £220 + £5.95 shipping

Tools: Request of £400 budget for watering cans (diff sizes for adults and children), spades, forks, hoes, gloves, buckets, secateurs, trowels, broom, rakes etc...(examples below)

Outdoor & garden > Watering > Ponds & water features > Water features & fountains



**Hardys 10L Watering Can - Detachable Rose Head Sprinkler, Long Stem, Wraparound Handle, Indoor Plant & Outdoor Garden - Green**

Sold & shipped by Jazooli  
Available online only and not stocked in B&Q stores

★★★★★

> **£12.99**

**Check availability**  
Enter your postcode and we'll provide you with your delivery and collection options

Enter your postcode

- 1 +



Outdoor & garden > Watering > Ponds & water features > Water features & fountains



**Hardys 5L Watering Can - Detachable Rose Head Sprinkler, Long Stem, Wraparound Handle, Indoor Plant & Outdoor Garden - Green**

Sold & shipped by Jazooli  
Available online only and not stocked in B&Q stores

★★★★★

> **£9.99**

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Enter your postcode

- 1 +



**Magnusson High carbon steel & nylite 0.21m x 73mm**

Sold & shipped by B&Q  
Item in stock for Home Delivery

★★★★★ (20)

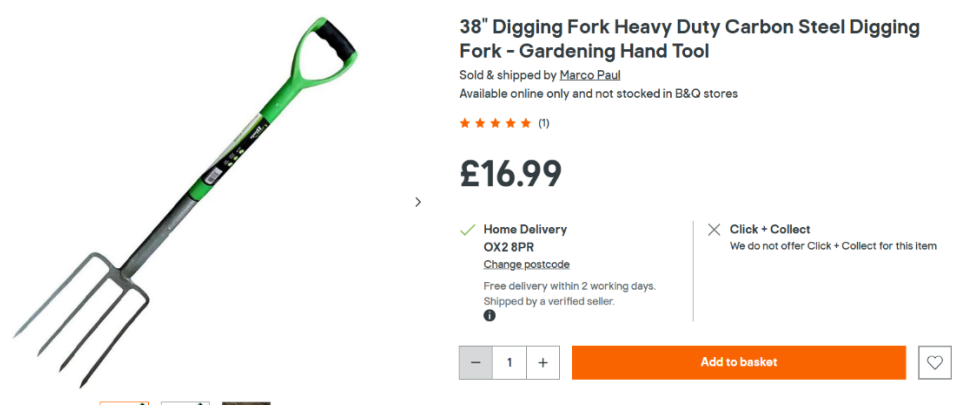
> **£18**

**Check availability**  
Enter your postcode and we'll provide you with your delivery and collection options

Enter your postcode

- 4 +





**38" Digging Fork Heavy Duty Carbon Steel Digging Fork - Gardening Hand Tool**  
 Sold & shipped by Marco Paul  
 Available online only and not stocked in B&Q stores  
 ★★★★★ (1)  
**£16.99**  
 ✓ Home Delivery OX2 8PR Change postcode  
 Free delivery within 2 working days. Shipped by a verified seller.  
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**TOTAL REQUESTED: £1,675.80**

**MAINTENANCE**  
 How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.

The Allotment Project Lead, Matthew, will manage and maintain the project, supported by the Board of Directors.


**RISK ASSESSMENT**  
 Are there any financial or other risks to the completion of this project?  
 Are there any safety issues associated with the project?

The following are potential risks and mitigating factors:

Risk	Risk level	Mitigating factors	Risk level
Not able to raise funds for allotment improvements	Med	Researching other sources of funding, incl. asking local councillors for a portion of their ward members budget	Low.
Not able to keep the community engaged	Low	Maintain strong relationships with our partners, and continue working with those currently engaged with the project	Low
Physical Hazards: Uneven ground, or sharp tools can pose risks of trips, falls, or injuries.	Med	Regularly inspect the site for hazards address them promptly.  Store tools securely when not in use by installing shelving in the shed and ensure	Low

			<p>they are in good working condition.</p> <p>Keep pathways clear of clutter to reduce the risk of trips or falls.</p>		
	Allergies: Some individuals might encounter allergens.	Med	Keep first-aid supplies, including antihistamines, readily available for minor allergic reactions.	Low	
	Muscular injury/strain or trapping/crushing of fingers etc. from moving and assembling equipment/furniture	Med	<p>Place equipment and furniture in a safe place away from open floor space and walkways. Check for obstruction and clear any trip hazards. In the case of uneven ground, give warnings to public via signage or verbally where needed.</p> <p>Care taken to minimise the distance between sockets and electrical equipment, so as to reduce the need for trailing electrical cables. Ensure that any cables and wires that are required are properly enclosed and secured (e.g. taped to the floor).</p> <p>First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur.</p>	Low	

	<p>General fire hazards</p>	<p>High</p>	<p>Allotment volunteers should be aware of build-up of sources of ignition e.g. waste paper and remove any potential fire hazards e.g. smoking near sources of ignition.</p> <p>Volunteers should familiarise themselves with fire procedures including evacuation procedure, location of nearest fire exits at any building in which they are working.</p> <p>Volunteers should ensure public/attendees at activities are aware of fire procedures and whether there is a fire test scheduled for that day or not</p>	<p>Low</p>	
	<p>Extreme weather related illness or injury such as dehydration and sunburn or hypothermia</p>	<p>Med</p>	<p>In extreme wet, windy or snowy weather allotment activities to cease.</p> <p>Those participating in activities advised to wear appropriate warm and waterproof clothing.</p> <p>In sunny weather when working at outdoor events appropriate level sun cream should be worn, shade requested for the event site and/or hats to cover the head and back of neck.</p> <p>Those participating</p>	<p>Low</p>	

		<p>advised to drink plenty of water to prevent overheating or dehydration.</p>	
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The success of the project will be monitored through the following means:</p> <ul style="list-style-type: none"> <li>• Monthly diary by the Allotment Project Lead to be sent to the Board recording engagement stats and activities that have taken place.</li> <li>• Community feedback surveys to gauge the satisfaction and participation by the community in activities organised.</li> </ul>		
<p><b>OTHER COMMENTS OR INFORMATION</b></p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>Evidence of current state of site.</p> 		





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

