

WNF Steering Committee

Draft minutes of a meeting held on 2 July 2025 at 103 Godstow Road

Present: Paul Buckley (Chair), Tony Dale, Chris Dawkins, Katherine Kaye, Richard Lawrence-Wilson, David Stone, Melat Ayele (by invitation), Elaine Chaston (by invitation)

1. Welcome and apologies

Apologies for absence were received from Mary Brown, Louise Franklin, Cllr Andrew Gant, Cllr Steve Goddard, Cllr Jo Sandelson, Judith Haverty (who had been invited)

2. Introductions

Melat and Elaine were welcomed and introduced to the committee, as potential co-optees.

3. Declarations of interest

There were none.

4. Minutes of the meeting on 29th April 2025

Item 5.2.1: It was agreed to add mention of an action on TD, to contact the applicant in respect of the CIL application for an electric delivery bike.

5. Matters arising from the minutes

Item 8: After subsequent communications between WCC and PB, it had been agreed not to have a shared stall at the Wolvercote and Wytham Summer Festival, because of insufficient availability of members of WCC and the WNF SC to run the stall.

6. Community Infrastructure Levy

6.1 Update from CIL Round 7, Spring 2025

TD reported that bid 7.04 (expansion of Wolvercote Primary School nursery provision), together with all the other bids, had now been approved by the Council.

6.2 Updates from previous CIL rounds

TD reported that two previous bids had now been approved by the Council:

- bid 6.14 (solar panels for Wolvercote Mill) after clarification of planning permission and approval from Cala Homes;
- the earlier bid for a survey of Wolvercote Baptist Church Hall (to enable planning of its refurbishment).

6.3 Planning of CIL Round 8, Autumn 2025

TD had prepared Guidelines and an Application Form for this round. They would be put on the website when publicity for the new round was launched (21 July).

Within the next two weeks Tony would write to all past recipients reminding them of the requirements to notify us when they have been paid, and to provide a photograph and account for the result of their project.

TD would advertise by email the new round to his list of community groups.

LF had agreed to design a poster, and to send out a mass emailing via MailChimp.

It was agreed not to send out a Royal Mail leaflet in time for this round, because of shortage of time and the need to establish the logistics of doing so. KK agreed to investigate this and to report to the next meeting.

Actions: TD, LF, KK

6.4 Potential future CIL applications

(1) Baptist Church Hall refurbishment This potential CIL project was being pursued with the church hierarchy. The property is believed to be held in trust by the Baptist Union Corporation or a Regional Baptist Trust, and local decision makers are believed to be the Church Members Meeting. The meeting expressed appreciation for help received from Andrew Leadbitter, who is contacting the BCU and Sally Croft who is communicating with the Deacons. CD agreed to liaise with them on behalf of the committee.

Action: CD

(2) Summertown United Reform Church PB reported that he had communicated the views of the committee to Summertown Arts Community, but had no response until recently, when there had been another request for WNF to consider a CIL application for funds to assist purchase of the church. This was discussed and many points made. Main concerns were the following. (1) The remit of all CIL funds accessible to WNF is specifically to benefit residents of the WNF area, and SAC had provided no evidence indicating the extent to which any WNF area residents would benefit from purchase of the church. (2) In fairness to other CIL bidders, an application for CIL would need to be processed in the usual manner, including having a two-week public consultation: completion of the process was judged not to be possible in time to meet the SAC deadline. The majority decision was to decline the request from SAC. PB would communicate this to SAC.

Action: PB

(3) Cutteslowe Greenhouse project DS agreed to be a link person between the committee and the Greenhouse project, and would attend a proposed Zoom call about it on 4 July.

Action: DS

(4) Five Mile Drive pavilion project It was unclear what progress had been made recently. The committee's links to the project are RLW and LF, but RLW had been out of action recently for medical reasons. PB would ask LF for an update.

Action: PB

(5) Enquiries about submitting CIL bids for (a) solar panels on St Peter's church roof, and (b) removing an unwanted tree at Wolvercote Young People's Club Enquiries had been received from Val Tate. It was agreed that both proposals would constitute reasonable CIL bids. TD would communicate this to Val.

Action: TD

7. WNF response to local public consultations

7.1 OUFC application for a stadium at The Triangle

PB had submitted another objection from WNF on 30 May, after obtaining majority approval of the committee. This was in response to new documents revealing that adverse impacts on traffic and parking would be even worse than previously predicted. A decision by CDC was expected on 31 July. [Note added after the meeting: this was later changed to 14 August.]

7.2 OCC consultation on proposed Temporary Congestion Charge

It was agreed not to submit a response.

7.3 Other public consultations

There were seven planning applications to Oxford City Council still within their period of public consultation. It was agreed not to respond to any of them.

8. WNF SC Operational matters

8.1 Steering Committee and tasks

It was agreed two committee tasks were in need of additional help: (1) processing of CIL applications; (2) secretarial-type support with administration. MA and EC outlined their professional backgrounds and experience, and expressed willingness to help with these.

RLW explained that WNF was on a waiting list to be accepted for online banking by Natwest. With JB's retirement, it was agreed that new signatories were needed for the WNF bank account. The committee resolved that henceforth Tony Dale and Katherine Kaye would be signatories, in addition to current signatories Richard Lawrence-Wilson and Paul Buckley. The committee also resolved that, as soon as permitted by Natwest, the WNF bank account should have online banking enabled.

8.2 Communications

It was agreed that, in view of JB's retirement, the name attached to the WNF Gmail account, the Mailchimp account and the 123 Reg website account should be switched to other member(s) of the committee. This was becoming an urgent need.

PB agreed to pursue the matter with LF before the next meeting. In the meantime, subscriptions to 123 Reg for the domain name and hosting of the website continued to be paid by JB, with reimbursement from WNF. LF was already successfully managing the Mailchimp mailings.

Action: PB

9. Review of the Neighbourhood Plan: planning the way ahead

Further attempts were currently being made to find an editable version of the existing approved version of the Plan.

10. Any other business

KK reported that she had attended an on-site review of recent changes to Woodstock Rd, with County highways staff. She had noted that the several new junctions with side roads were better for cyclists and pedestrians, but had the disadvantage of requiring more stopping and starting from motor vehicles.

11. Date of next meeting

The next meeting would be held at 7.30pm on Wednesday 17 September.

KK/PB