

<p align="center">APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT</p> <p align="center">FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA</p> <p align="center">Autumn Round 2025</p>	
<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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 	
APPLICATION DATE	3/9/2025
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Kitchen extension for The Wolvercote Mill (TWM) Community Centre
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project,	Phil Sheriff
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	The Wolvercote Mill Community Centre

<p>OUTLINE PROJECT DESCRIPTION</p> <p>Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)</p>	<p>We propose a kitchen extension to the Wolvercote Mill community centre. The current kitchen is not large enough to allow for food preparation. As such, all food preparation, apart from re-heating, is currently done in the kitchens of volunteers. This does not represent a sustainable solution for the long term functioning of the cafe. The objective of the grant therefore is to extend the kitchen so that food for the cafe can be prepared on site. A kitchen that allows for on-site food preparation would represent a longer term, more stable, more sustainable, less volunteer-dependent solution. The beneficiaries would be the whole community, who would benefit from a longer-term more sustainable community cafe, which would be at risk if the current volunteers retire and are replaced with others who do not have adequate facilities to prepare food off-site. An extended cafe service would potentially create opportunities for employment for a manager.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>We have draft architecture plans completed, and quotes from 2 builders and 3 kitchen companies. The next step is to obtain planning permission from the council, agree on a builder and kitchen company, and to coordinate building and installation on the successful granting of planning permission. Timescales would depend on builders availability and also proposed closure of the cafe to allow for the work.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>The Wolvercote Mill board are in full agreement with the proposed extension. The council will be approached regarding planning permission.</p>

<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>The community centre has rapidly become an important part of the community, hosting a range of activities, groups, social events, as well as being the location for the cafe itself. The mill centre and cafe offers a unique location for community activities and socialising, demonstrated by the attendance in and engagement of the community at the AGM last year. Of particular note is the popularity of the cafe for both locals and visitors.</p>
<p>CONSENTS REQUIRED</p> <p>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>Planning permission will be applied for on successful application for funding.</p>

<p>FINANCE</p> <p>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?</p> <p>PLEASE INCLUDE COPIES OF COST ESTIMATES</p>	<p>We have obtained 2 estimates for building, and 3 for the kitchen. In addition to these quotes are the application for planning permission, and installation costs of the kitchen.</p> <p>Building quotes:</p> <p>113,690: MG</p> <p>106,334 (88,611.47 exc VAT): Ireson Bailey</p> <p>Kitchen quotes:</p> <p>20,992: Kamado (not inc installation)</p> <p>21,110: TVCE (not inc installation)</p> <p>36,344 (30287 exc VAT) (inc 3,500 for installation) Roundstone</p> <p>Installation: 3,500 (if not using Roundstone -but using their quote for installation)</p> <p>Architecture work:</p> <ul style="list-style-type: none"> - survey drawings & plan drafting: 1,080 - Planning application - drafting (inc drainage engineer work): 1,350 - Technical documents, engineer consultation: 2,160 - Construction liaison and management: hourly rate up to 2,400 <p>Planning application: 588</p> <p>10% unforeseen expenses/cost increases for building work (see risk section below): 11,300</p> <p>Total: 157,178 (using building and kitchen quotes in bold)</p>
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<p>MAINTENANCE</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>The maintenance of the kitchen will be covered by the money made by the mill/cafe, which is sufficient to cover future maintenance costs.</p>
<p>RISK ASSESSMENT</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>As with all building projects, there are financial risks regarding any unforeseen or additional expenditure - or unforeseen problems, which could incur additional costs. There is also the risk of increases in costs for products/services that occur inbetween the draft quotes received and a final quote, due to inflation/other price increases. As such, we are requesting 10% additional funding that would cover such unforeseen expenses/increases. We would obviously return any unspent money on completion. There are no additional health and safety issues, as the mill already has a small kitchen, so future health and safety requirements will be an extension of the current ones.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>Installation and management will be closely monitored throughout, with a consultant employed to help oversee the project(costs included in quote).</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>We are happy to share full site plans and extension documents on request.</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com</p>	