

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

**Autumn 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>	10th September 2025
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Improving WYPC Facilities Access
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	Val Tate
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Wolvercote Young People's Club. Charity number 1149132
<b>OUTLINE PROJECT DESCRIPTION</b> 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>Wolvercote Young People's Club (WYPC) is improving access to its toilets by creating a new direct pathway. At present, users must pass through the Sports Hall, which disrupts activities and reduces accessibility. The new route will provide safe, independent access for all, including young people, older adults, and visitors with additional needs.</p> <p>As WYPC regularly hosts SEND groups, this change will strengthen safeguarding, reduce stress for those with sensory needs, and create a calmer, more inclusive atmosphere. It will also enhance experiences for all users—for example, AGE UK</p>

	<p>sessions will no longer be interrupted by people walking through.</p> <p>The project will make the Club more sustainable by enabling two spaces to operate at once without disruption, helping to attract and maintain bookings. Alongside pathway works, flooring improvements will ensure the new access point is welcoming, coherent, and fully accessible.</p>
<b>MAIN TASKS</b>  A list of the main tasks and if appropriate an initial project plan with timescales.	<b>Main Tasks</b> <ul style="list-style-type: none"> <li>• Remove blocked doorway to create the new direct access route.</li> <li>• Make good surrounding walls and fittings to ensure safety and a presentable finish.</li> <li>• Install suitable flooring for accessibility, durability, and a welcoming appearance, particularly supporting mobility and sensory needs.</li> <li>• Carry out finishing works to integrate the new pathway with the existing layout, creating a cohesive, user-friendly environment.</li> </ul>
<b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b>  (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	Not required.
<b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b>  How does the project enhance or develop our neighbourhood?	<p>This project directly supports the Wolvercote Neighbourhood Plan, which highlights the importance of maintaining and enhancing community facilities to meet the needs of all age groups. By creating a safe, direct route to the toilets, Wolvercote Young People's Club (WYPC) will become more accessible, welcoming, and inclusive for the whole community.</p> <p>The new pathway will improve safeguarding for SEND groups, reduce interruptions for older adult sessions such as AgeUK, and provide a calmer, more comfortable atmosphere for those with sensory needs. Removing the need to pass through active group spaces enhances the experience for everyone, ensuring dignity, independence, and greater ease of use.</p> <p>In the longer term, this project strengthens WYPC's sustainability. With two spaces able to operate independently, the Club can host more activities at once, increase income, and offer a</p>

	wider range of social, educational, and wellbeing opportunities for the community. This aligns with wider community priorities of inclusion, health, and wellbeing, helping WYPC remain a vital neighbourhood hub for all.
<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)?	The WYPC lease agreement with Oxfordshire County Council requires us to seek prior written consent for any non-structural alterations to the Premises, "such consent not to be unreasonably withheld or delayed". Consent will be sought should this application be put forward to public consultation.
<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 FIRM QUOTATIONS	Two quotes have been received, both inclusive of VAT. Extension Specialize (ESL) Ltd £14,526 BM Developments £17,856 ESL quote is extensively itemised but may not include removal of a pillar. The BM quote is less itemised and doesn't include replacement floor covering. Neither quote included an allocation for any additional plumbing that might be required. However, extensive plumbing works took place in this area at the end of August. Any work that might be needed is expected to be minor. BM Developments are a local company used by Wolvercote Primary School, with recommendation from their caretaker. ESL was identified through Rated People and also is recommended. The total grant requested is £17856 plus 10% contingency = £19642. We haven't applied for any other grants for this project.
<b>MAINTENANCE</b> How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.	WYPC is responsible for regular maintenance as part of its normal facilities management. This is overseen by the board of trustees.
<b>RISK ASSESSMENT</b> Are there any financial or other risks to the completion of this project?	See 'Other Comments' below for a statement of the Club's financial position. The works schedule will have a fully mapped risk assessment. WYPC will manage the works schedule itself with the support and governance

**Commented [ks1]:** As part of its normal facilities management. This is overseen by a board of trustees for checks and balances.

**Commented [ks2]:** The works schedule will have a fully mapped risk assessment. WYPC will manage the works schedule itself with the support and governance afforded by its Trustees. Appropriate risk mitigations will be put in place. There is very minimal risk of the contractors experiencing delays, increase in materials costs etc. Most of this will be mitigated through clear contracting, liability and insurances. WYPC do not foresee any major risks to the project.

Are there any safety issues associated with the project?	afforded by its Trustees. Appropriate risk mitigations will be put in place. There is very minimal risk of the contractors' experiencing delays, increase in materials costs etc. Most of this will be mitigated through clear contracting, liability and insurances. WYPC do not foresee any major risks to the project.
<b>MONITORING AND REPORTING</b> How will the success of the project be monitored? Over what timescale?	<p>he success of the project will be monitored through a combination of user feedback and day-to-day observation. We will invite comments from SEND groups, older adult sessions, and other regular hirers on the improved toilet access, reduced disruption, and overall comfort of the facilities. Particular focus will be placed on the experience of groups most affected by accessibility and safeguarding concerns.</p> <p>Operationally, we will track the Club's ability to host two activities simultaneously without interruption, providing clear evidence of the project's impact on sustainability and wider community use. Monitoring will take place at six, nine, and twelve months after completion, ensuring we capture both immediate and longer-term benefits.</p> <p>Outcomes and improvements will be shared with the community through newsletters, social media, and on-site engagement. We will also use this opportunity to promote and encourage greater use of WYPC, helping to meet local needs and support future growth.</p>
<b>OTHER COMMENTS OR INFORMATION</b> Please list anything else of relevance you wish the Committee to be aware of.	<p>WYPC is operating in a cash-positive, stable financial position (examined accounts available for inspection). Owners Oxfordshire County Council have indicated a willingness to extend the current lease, ending in 2028, for an additional 5- 10 years.</p> <p>All decisions are supported by clear and accountable governance. WYPC holds its finances in FSA-assured accounts. This bid is part of a larger expansion project to transform WYPC into a thriving community centre. This is an initial building block that unlocks a new phase of accelerated growth and vision.</p>
Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to <a href="mailto:wolvercsotenf@gmail.com">wolvercsotenf@gmail.com</a>	