

WNF Steering Committee

Minutes of a meeting held at 7.30pm on 28th January 2026, at the White Hart

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

1. Apologies and welcome

Apologies for absence were received from Mary Brown, Judith Haverty, Cllr Steve Goddard, Cllr Jo Sandelson and Cllr Andrew Gant. The committee welcomed Jonathan Patterson as a potential co-optee.

2. Declarations of interest

There were none.

3. Minutes of the meeting on 10 December 2025

Draft minutes had been previously circulated, and were approved as a true record of the meeting.

4. Matters arising from the Minutes

Item 10.1 CIL applicants should acknowledge receipt: TD had amended the application form for the next CIL round, to include mention of the requirement for applicants to notify the WNF when they received their CIL funds.

Item 10.3 Printed copies of the Wolvercote Neighbourhood Plan: PB reported that he believed he had managed to convert the pdf version of the made 'Wolvercote Neighbourhood Plan 2019-2034' to an editable Word version, so the label 'draft' could be removed, and it could then be labelled clearly as the made Plan. A quotation of £190 had been received for printing 20 copies. It was agreed that 30 copies would be printed, as needed for distributing to all committee members and some public sites. PB would arrange for finalizing text of the plan to remove the reference to 'draft' and would arrange for printing.

Action: PB

5. CIL applications

5.1 Revised CIL application 8.15 (Cutteslowe Greenhouse Phase 1)

A revised application for £50,000 of CIL had been received, to fund the CG Phase 1 (refurbishment of the greenhouses), with a quotation for the work from ODS, and accompanied by a revised business plan for the whole CG project. The application

included assurances that: matched funding was now place (from several sources), the lease with Oxford City Council was in place, and insurance of the greenhouse glass was in place. As this now met conditions set previously by the committee (on 22 October 2025), KK proposed approving the application: EC seconded that and the committee agreed unanimously. TD would ask to see the second quotation CG had received and, if it was comparable to that from the ODS, would inform the applicants of the application being approved for forwarding to the City Council.

The committee anticipated receiving a further application, for Phase 2, in due course.

Action: TD

5.2 Revised CIL application from Davenant Rd

TD had advised Davenant Rd applicants of the unlikelihood of the committee agreeing the large CIL grant of ca. £130k requested by them to fund traffic calming measures in their road. A request for ca. £50k had been expected, from information provided previously by them. TD had invited them to replace their current application by a smaller bid, in line with indications provided by them when requesting a previous CIL grant to fund preparatory work. They were understood to be considering this invitation, but had not yet submitted a revised bid.

5.3 Outstanding items from other previous CIL applications

Application 8.03 (Kitchen extension for Wolvercote Mill): TD had briefed the applicants on the SC's new policy for processing major CIL applications, within which category this application fell. He had explained that this would require further information from the Mill, especially on their business planning, and that the SC would shortly be establishing a small Project Working Group to liaise with them.

6. Major CIL applications

6.1 Policy to guide management of major CIL applications

A draft policy had been previously circulated and was discussed at length. There was agreement on the items it contained. It was also agreed that a further policy item should be added: a requirement on all applicants to provide a proposed timeline for implementing the new infrastructure proposed by them, and hence for realising the community benefits that would follow. DS and KK would draft a small revision of the policy accordingly.

Action KK and DS

A central feature of the policy was the proposal for the SC to establish a Project Working Group (PWG) for each major CIL application (greater than £50k), from early in the development of the project (see below), to liaise with applicants. This would facilitate the close scrutiny of such projects that due diligence required of WNF when allocating CIL funds to them. It would also help applicants by providing advice on the SC's views and requirements when allocating CIL funds. It was agreed that PWGs were likely to need the help of expert advice from outside the SC. Local volunteers with

relevant expertise would be sought. Some potential local advisors recommended were Viv Collins (IT), Andrew Leadbitter (Law), Paul Chaston (Surveyor).

6.2 Project Working Groups

a) Kitchen extension at Wolvercote Mill (CIL application submitted)

It was agreed that the PWG would consist of EC and MB from the SC, and that John Bleach would also contribute, providing architectural expertise (JB having been approached previously and agreed). EC would contact Wolvercote Mill, with a view to beginning liaison with them.

Action: EC

b) Cutteslowe Greenhouse Phase 2 (CIL application believed to be in preparation)

It was agreed that the PWG would be PB, JH, DS and KK from the SC. KK offered husband Moray as a source of expert help with financial assessments. When approval of the Phase 1 bid had been finalized, PB would approach CG contacts to begin liaising with them.

Action: PB

c) WYPC building modifications (CIL application believed to be in preparation)

It was believed to be too early to set up a PWG. John Winterbottom had been mentioned as a potential consultant.

6.3 Updates on other major CIL applications in preparation

Three other major CIL applications were believed to be at an early stage of preparation: (1) a new Five Mile Drive Pavilion; (2) Wolvercote Village Hall improvements; (3) Baptist Church Hall renovation. There was no further information currently available on these.

7. CIL Round 9 Spring 2026

CIL Round 9 had been launched: TD had made available the Application Form and Guidance Notes on the website (with Steve Roberts' help); Louise Franklin had sent out the Mailchimp mailing to the WNF mailing list (which had first been updated); she had also designed a poster of which PB had had 30 copies printed and they were in the process of being put up. TD had contacted his list of local community groups. The published deadline was 16 March.

8. WNF response to local public consultations

8.1 Consultation on changes to Oxfordshire Fire and Rescue Service

MB and PB proposed that WNF should respond to a current consultation on changes to the Oxfordshire Fire and Rescue Service. A draft response had been circulated. It was agreed that its paragraphs should be re-ordered, so that the response began with matters specific to the WNF neighbourhood. Subject to that change being made, the response would be submitted before the deadline, on behalf of the SC. PB would make the change and make the submission.

Action: PB

8.2 Other public consultations

A list of new current public consultations had been circulated. There was agreement that, other than the OFRS consultation, WNF would not respond to any.

9. Scheduling of future meetings

The next meeting had been agreed by email to be moved to 24 February, to avoid a clash with Wolvercote W.I. Quiz.

10. Any other business

10.1 Summertown Health Centre

PB reported that Summertown and St Margarets Neighbourhood Forum (SuStMNF) had recently asked for financial support (£6.6k) from WNF CIL, to help with funding a survey of parking needs in Summertown. This was required to support the case for some of the Ferry Car Park being built on, to accommodate creation of a new health centre, badly needed in Summertown. Some of its patients would inevitably be from the WNF area. In discussion, there was general support for responding positively, but some questions were raised. PB had already been in email discussion about it with representatives of SuStMNF, raising such questions: he would circulate these emails, and a committee opinion would then be agreed by email.

Action: PB

10.2 Report on ONPA AGM on 24 January

PB had attended the recent online Annual General Meeting of Oxfordshire Neighbourhood Plans Alliance (ONPA), of which WNF was currently a paid-up member. Key take-aways for WNF had been the following.

- There was currently no representation from Oxford City on the ONPA Executive.
- The website www.onpa.uk now featured a 'Member's Forum', which could be accessed by members after signing up.
- A revised National Planning Policy Framework (NPPF) was currently subject to a national consultation. It did still provide status to Neighbourhood Plans. It proposed automatic planning approval for housing on sites within 15 minutes walking distance of railway stations with at least 4 trains per hour (relevant to Oxford Parkway).
- There was currently reduced demand nationally for 'affordable housing' from housing associations, because of the extra costs encountered by them in responding to the fallout from the Grenfell fire (relevant to the new Oxford Local Plan's reduced ambition for 40% affordable housing, instead of the previous 50%).

10.3 Follow-up of successful CIL applications

It was agreed that a more systematic approach would be applied to following up previous successful CIL applications, from now on. The purpose would be (1) to check that the approved project had been carried out on the promised timescale and the claimed community benefits were being realised; (2) to obtain images of the new infrastructure to use in publicity of the CIL funding scheme, to inform the community and inspire future CIL applications. It was agreed that an SC member would take on this role: KK volunteered for the role.

Action: KK

11. Date of next meeting

It was agreed the next meeting would be on Tuesday 24 February at 7.30pm, at 53 Elmthorpe Road, Wolvercote, hosted by EC.

JP/PB