

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT  
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA  
Spring Round 2026**

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

<b>APPLICATION DATE</b>	13.03.2026
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Solar panel and battery installation at Cutteslowe Community Centre
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	<b>Steph Jankovic</b>
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	<b>Cutteslowe And District Community Association</b>  Registered Charity Number: 1154860  Address: Cutteslowe Community Centre, 31 Wren Road, Oxford, OX2 7SX
<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)	Our preferred supplier for this project will install a 21 kW solar photovoltaic (PV) system with 13.8 kWh battery storage on Cutteslowe Community Centre. The installation will generate approximately 17,000 kWh of clean electricity annually, meeting up to 77% of the Centre's energy needs and saving over 3,500 kg of CO <sub>2</sub> emissions each year.  The Centre serves approximately 500 people weekly through vital community services including Sunnymead Minnows (early years development), the Community Larder (supporting families experiencing food poverty), a number of projects aimed to bring Seniors together (combating isolation among older residents) as well as a huge number of other support and recreation activities.

	<p>Reduced energy costs will enhance the financial sustainability of these services, while the installation will enable the Community Larder to operate as a carbon-neutral food redistribution service.</p> <p>This project directly delivers the Wolvercote Neighbourhood Plan's commitment to exploiting renewable energy potential in community buildings.</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>The project will be delivered in the following phases:</p> <p>Phase 1: Pre-Installation</p> <ol style="list-style-type: none"> <li>1. Finalise Oxford City Council landlord consent</li> <li>2. Confirm permitted development status with Oxford City Council planning department</li> <li>3. Installer to submit DNO (Distribution Network Operator) notification to Scottish and Southern Electricity Networks</li> <li>4. Conduct pre-installation site survey and structural assessment</li> <li>5. Finalise installation dates and coordinate with Centre activities</li> </ol> <p>Phase 2: Installation</p> <ol style="list-style-type: none"> <li>6. Scaffolding erection and site preparation</li> <li>7. Roof mounting system installation</li> <li>8. Solar panel installation (45 panels across both roof areas)</li> <li>9. Inverter and battery system installation</li> <li>10. Electrical connections</li> <li>11. System commissioning and testing</li> </ol> <p>Phase 3: Completion</p> <ol style="list-style-type: none"> <li>12. MCS certification and documentation</li> <li>13. DNO connection approval and grid export registration (assuming tariff allows)</li> <li>14. Smart Export Guarantee (SEG) registration with energy supplier (assuming approval from energy supplier)</li> <li>15. Handover, user training, and monitoring system setup</li> <li>16. Final completion report to Wolvercote Neighbourhood Forum</li> </ol>

	<p><u>Target Timeline</u> Subject to CIL approval in early 2026 and approval from Oxford City council who own the building, we would ideally aim to complete installation by Summer 2026 to maximise the first year's solar generation during peak production months (July–September) but this is possibly quite ambitious.</p>																
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<p><b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b> How does the project enhance or develop our neighbourhood?</p>	<p>This project directly delivers several objectives of the Wolvercote Neighbourhood Plan 2019-2034:</p> <p><b>General Principle 9 – Renewable Energy</b> <i>"The Plan encourages the exploitation of the potential for renewable energy in existing housing and commercial building stock."</i> This installation represents a flagship implementation of this principle, demonstrating that community infrastructure can lead by example in the transition to renewable energy.</p> <p><b>General Principle 10 – Energy and Resource Conservation</b> <i>"Every effort should be made to promote the conservation of resources, reduce air pollution and bring down fuel bills."</i></p>																

	<p>The solar installation will reduce electricity bills by up to 77% annually, reducing the Centre's reliance on grid electricity and reducing air pollution associated with fossil fuel generation.</p> <p><b>Policy BEC4 – Energy Efficiency and Smart Homes</b>  <i>"The Forum will work with relevant partners to ensure that new development will meet the highest standards available at the time of application in energy efficiency and sustainable design."</i></p> <p>While this policy primarily addresses new development, retrofitting community buildings with high-efficiency solar technology embodies the same commitment to energy efficiency and positions the Community Centre as a demonstration site for sustainable building practices.</p> <p><b>General Principle 1 – Community Facilities</b>  <i>"The Wolvercote Ward already contains several thriving communities... All of them need communal facilities that will maintain and enhance social interaction."</i></p> <p>By reducing operating costs, this project ensures the long-term financial sustainability of Cutteslowe Community Centre, protecting vital community services.</p>																		
<p><b>CONSENTS REQUIRED</b></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>	<table border="1"> <thead> <tr> <th>Consent Type</th> <th>Requirement</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><b>Landlord Consent</b></td> <td>Formal approval from Oxford City Council as property owner</td> <td>Currently in discussion with OCC, Florence Park Community Centre having solar panelling installed in March 2026 so negligible likelihood of being refused.</td> </tr> <tr> <td><b>Planning Permission</b></td> <td>Solar PV on non-domestic buildings typically qualifies as permitted development under Class J, Part 14 of the GPDO</td> <td>Confirmation to be obtained from Oxford City Council planning department</td> </tr> <tr> <td><b>Building Regulations</b></td> <td>Electrical work must comply with Part P; structural loading assessment required</td> <td>Installer (MCS-accredited) will self-certify compliance</td> </tr> <tr> <td><b>DNO Notification</b></td> <td>G99 application required for systems &gt;3.68kW per phase connecting to the grid</td> <td>Will be submitted by installer as part of installation</td> </tr> <tr> <td><b>Listed Building / Conservation Area</b></td> <td>Additional consents if applicable</td> <td>Not applicable – building is not listed and not in a conservation area</td> </tr> </tbody> </table>	Consent Type	Requirement	Status	<b>Landlord Consent</b>	Formal approval from Oxford City Council as property owner	Currently in discussion with OCC, Florence Park Community Centre having solar panelling installed in March 2026 so negligible likelihood of being refused.	<b>Planning Permission</b>	Solar PV on non-domestic buildings typically qualifies as permitted development under Class J, Part 14 of the GPDO	Confirmation to be obtained from Oxford City Council planning department	<b>Building Regulations</b>	Electrical work must comply with Part P; structural loading assessment required	Installer (MCS-accredited) will self-certify compliance	<b>DNO Notification</b>	G99 application required for systems >3.68kW per phase connecting to the grid	Will be submitted by installer as part of installation	<b>Listed Building / Conservation Area</b>	Additional consents if applicable	Not applicable – building is not listed and not in a conservation area
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<p><b>FINANCE</b></p>	<p>We have obtained quotes for four different system configurations, allowing flexibility depending on available funding:</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?

PLEASE INCLUDE COPIES OF COST ESTIMATES

- Option A – West roof only, no battery: The most basic option. Solar panels on one roof area only. Generates electricity during daylight hours; any surplus is exported to the grid rather than stored.
- Option B – West roof only, with battery: Panels on one roof, plus battery storage. The battery stores excess daytime electricity for use during evening activities, reducing how much we export and how much we need to buy back later.
- Option C – Both roofs, no battery: Panels on both the west-facing and east-facing roof areas, generating more electricity throughout the day. No battery, so surplus is exported.
- Option D – Both roofs, with battery (Recommended): The most comprehensive option. Maximum panel coverage for maximum generation, plus battery storage to keep more of that electricity for our own use. This delivers the greatest long-term savings and environmental benefit. (Quote issued in March 26, Options A,B & C August 2025)

The key trade-off is simple: more panels means more electricity generated; adding a battery means more of that electricity is used on-site rather than sold back to the grid at a lower rate than we pay to buy it (or wasted).

We are seeking CIL funding for the most comprehensive system option, which delivers the greatest long-term value to the community:

Item	Amount
<b>Solar PV System (45 panels, both roofs) with 13.8 kWh battery storage</b>	£23,035.67
<b>Maintenance Reserve Fund (10% contingency for 10-year maintenance – see maintenance section)</b>	£2,035.09
<b>Total CIL Funding Requested</b>	<b>£25,070.76</b>

VAT: The installation qualifies for 0% VAT under the Energy Saving Materials relief for residential and charitable buildings. All quotes are inclusive of VAT at the applicable rate.

#### Alternative Options (If Full Funding Unavailable)

Should the full amount not be available, we present three alternative configurations that could be delivered within reduced budgets:

Option	Configuration	Capital Cost	Annual Savings	Payback
<b>D (Recommended)</b>	Both roofs + 13.8kWh battery	£23,035.67	£2,877	8 years

<b>C</b>	Both roofs, no battery	£15,642	£2,543	6 years
<b>B</b>	West roof + 13.8kWh battery	£17,357	£2,231	8 years
<b>A</b>	West roof only, no battery	£12,448	£1,950	7 years

### Why Option D?

- Highest self-consumption (77%): Battery storage enables solar energy generated during the day to be used for evening activities, dramatically reducing grid imports
- Greatest CO<sub>2</sub> reduction: 3,522 kg annually vs 2,447 kg for west-roof-only options
- Best long-term return: potential Net Present Value (£43,009 – based on installed projections) over 25 years represents the strongest financial case

### Current Energy Costs (Baseline)

Analysis of current energy provider (Drax Energy Solutions) invoices (April–October 2025) shows:

Metric	Value
<b>7-month consumption (Apr–Oct 2025)</b>	4,454 kWh
<b>Extrapolated annual consumption</b>	~7,600 kWh
<b>Current electricity rate</b>	27.7p/kWh
<b>Standing charge</b>	~£42-43/month
<b>Estimated annual electricity cost</b>	<b>~£2,600</b>

*Note:* The solar proposals from our installer assume 10,000 kWh annual consumption. Our actual consumption appears lower (~7,600 kWh), which means the stated self-consumption percentages and savings are conservative estimates. The Centre's heating is not electric, so consumption is relatively consistent year-round.

We have also received a quote from Joju (attached with application), they have advised that as well as the quote for £22,200 for solar panels, installation of a Tesla battery would be an additional £11,500. Though the energy production is forecast as 35% higher it comes in at 61% more expensive which we did not find economically viable for this application.

<b>MAINTENANCE</b>	We acknowledge that CIL grants cannot fund ongoing revenue costs. The maintenance plan is as follows:
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<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><u>Maintenance Reserve Fund</u> We are requesting a one-time maintenance reserve fund of £2,035 (10% of system cost) to cover essential maintenance over the first 10 years of operation. This fund will cover:</p> <ul style="list-style-type: none"> <li>• Annual panel cleaning and inspection (~£150/year)</li> <li>• Minor repairs and component replacement as required</li> </ul> <p><u>Warranties and Guarantees</u></p> <ul style="list-style-type: none"> <li>• Solar panels: 25-year performance warranty guaranteeing minimum output</li> <li>• Inverter: 12-year manufacturer warranty (SolarEdge)</li> <li>• Battery: 10-year warranty (SolarEdge)</li> <li>• Installation workmanship: Installer warranty (Lumos PV)</li> </ul> <p><u>Long-term Sustainability</u> The annual savings of ~£2,877 (Option D) will more than cover ongoing maintenance costs after the reserve fund is depleted. We anticipate that the system will generate sufficient savings from Year 1 to fund a sinking fund for inverter replacement (typically required at Year 10–15) and battery replacement (Year 10), ensuring full self-sufficiency without further grant funding.</p>																		
<p><b>RISK ASSESSMENT</b></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><u>Financial Risks</u></p> <table border="1" data-bbox="504 1267 1517 1787"> <thead> <tr> <th>Risk</th> <th>Likelihood</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td><b>Quote validity expires</b></td> <td>Low</td> <td>Quotes dated August 2025 (30-day validity). Updated quotes will be obtained following CIL approval to confirm final pricing.</td> </tr> <tr> <td><b>Cost overrun</b></td> <td>Low</td> <td>Fixed-price quotation obtained. Installer absorbs risk of cost increases.</td> </tr> <tr> <td><b>Lower than projected savings</b></td> <td>Medium</td> <td>Conservative assumptions used in projections. Actual consumption for 2025 lower than assumed, which would improve self-consumption rates.</td> </tr> <tr> <td><b>Electricity prices fall</b></td> <td>Low</td> <td>Wholesale prices remain volatile; long-term trend is upward. Even with price falls, system remains cost-effective over 25-year life.</td> </tr> </tbody> </table> <p><u>Technical Risks</u></p> <table border="1" data-bbox="504 1906 1517 1948"> <thead> <tr> <th>Risk</th> <th>Likelihood</th> <th>Mitigation</th> </tr> </thead> </table>	Risk	Likelihood	Mitigation	<b>Quote validity expires</b>	Low	Quotes dated August 2025 (30-day validity). Updated quotes will be obtained following CIL approval to confirm final pricing.	<b>Cost overrun</b>	Low	Fixed-price quotation obtained. Installer absorbs risk of cost increases.	<b>Lower than projected savings</b>	Medium	Conservative assumptions used in projections. Actual consumption for 2025 lower than assumed, which would improve self-consumption rates.	<b>Electricity prices fall</b>	Low	Wholesale prices remain volatile; long-term trend is upward. Even with price falls, system remains cost-effective over 25-year life.	Risk	Likelihood	Mitigation
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	Roof structural issues	Low	Pre-installation survey will confirm structural suitability. Building is post-war construction with pitched roof suitable for panel mounting.												
	Lower generation than projected	Medium	Projections based on MCS methodology with site-specific irradiance modelling. Installer provides performance estimates based on proven calculation methods.												
	Component failure	Low	All components from reputable manufacturers with comprehensive warranties. Monitoring system enables early fault detection.												
	DNO connection issues	Low	System size is within normal connection parameters. G99 notification handled by MCS-accredited installer.												
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<p><u>Health and Safety</u></p> <p>The installation will be undertaken by an MCS-accredited installer with appropriate public liability insurance, professional indemnity insurance, and health and safety accreditation. All work will comply with relevant regulations including the Construction (Design and Management) Regulations 2015.</p> <p>Installation will be scheduled to minimise disruption to Centre users, with scaffolding and site areas appropriately secured.</p>															
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p><u>Generation Monitoring</u></p> <p>The SolarEdge system includes online monitoring accessible via web portal and mobile app. This provides real-time data on:</p> <ul style="list-style-type: none"> <li>• Energy generated (daily, monthly, annual, lifetime)</li> <li>• Energy exported to grid</li> </ul>														

- Battery charge/discharge cycles
- System health and performance alerts

Success Metrics

Metric	Year 1 Target
Annual electricity generation	≥15,000 kWh (allowing for first-year optimisation)
Self-consumption rate	≥70%
Electricity bill reduction	≥60% vs baseline
System availability	≥99% (excluding scheduled maintenance)

Reporting to Wolvercote Neighbourhood Forum

We commit to providing the Wolvercote Neighbourhood Forum with:

- **Completion report:** Within 30 days of installation completion, including photographs, MCS certification, and commissioning data
- **Annual performance report:** Each year for five years, summarising generation data, savings achieved, CO<sub>2</sub> avoided, and any issues encountered
- **Case study availability:** We are happy for this project to be used as a case study for the Forum's communications and to share learnings with other community organisations considering similar installations

**OTHER COMMENTS OR INFORMATION**

Please list anything else of relevance you wish the Committee to be aware of.

This project is the Wolvercote Neighbourhood Plan in action: renewable energy on a community building (Principle 9), reduced fuel bills and air pollution (Principle 10), and protected community facilities for future generations (Principle 1). The following points highlight the benefits of the installation from a local, community and environmental perspective.

**Community Benefit**

Cotteslowe Community Centre serves approximately 500 people every week through a diverse programme of community activities. Three flagship services will particularly benefit from reduced energy costs:

1. The Cotteslowe Community Larder

Operating every Wednesday (2pm–4pm), the Community Larder provides food support for families in the Cotteslowe area experiencing food poverty. For a membership fee of £3.50 per week, members receive a choice of 10+ food and grocery items, alongside access to a free pop-up café.

The Larder operates in partnership with SOFEA, Oxford Food Hub, and St Andrew's Church, redistributing surplus food from suppliers and supermarkets to reduce food waste whilst supporting vulnerable families.

**Carbon-Neutral Food Redistribution:** The Larder operates commercial refrigeration equipment (freezers and fridges) running 24 hours a day. Our energy audit shows this equipment uses approximately 3,300 kWh of electricity per year. Since the recommended solar installation will generate over 17,000 kWh annually, the Community Larder will effectively operate as a carbon-neutral food redistribution service – a significant achievement that reinforces the Centre's and Neighbourhood forum's environmental credentials.

### 2. Sunnymead Minnows

Sunnymead Minnows provides free groups, activities, and support for children under five and their families. Sessions promote children's development and school readiness while empowering parents and carers to feel confident in their roles.

Activities include songs, stories, shadow puppets, sign language, play opportunities, a free weekly healthy lunch, and monthly Forest School and Messy Play sessions. The programme was created in 2017 following the closure of the North Oxford Children's Centre and is funded entirely through grants and donations.

Reduced operating costs will help ensure the long-term viability of these free sessions, which are vital for building family support networks in the local community.

### 3. Cutteslowe Seniors

Meeting twice monthly (2nd and 4th Friday, 11am–2pm), Cutteslowe Seniors provides social activities and support services to older people, combating loneliness and isolation. The group alternates between lively social sessions with guest speakers and activities, and outings to places of interest.

The group has been recognised as an exemplar of 'The Oxfordshire Way' – supporting people to live happily and independently within their communities. For many members, it is described as 'a lifeline', providing warmth, welcome, and vital social connection.

Lower energy costs will support the sustainability of this service, ensuring continued access to a warm, welcoming venue for these gatherings.

### Educational and Demonstration Value

Beyond direct financial benefits, the installation will serve as a visible demonstration of renewable energy technology for the ~500 weekly visitors and surrounding community. Real-time generation displays can provide educational value for Sunnymead Minnows sessions and inspire household adoption of similar technology across the neighbourhood.

### **Environmental Impact**

Environmental Benefit	Impact
CO <sub>2</sub> saved each year	3,522 kg

CO <sub>2</sub> saved over 25 years	Approximately 88 tonnes
Clean electricity generated each year	17,012 kWh
Clean electricity over 25 years	Approximately 400,000 kWh

This project contributes directly to Oxford City Council's target of achieving net-zero carbon emissions well ahead of 2050 and the UK's national commitment to net-zero by 2050. The installation will be visible from the street, demonstrating community leadership in the transition to renewable energy.

### **Demonstration Effect**

Cotteslowe Community Centre is a highly visible community asset serving hundreds of residents weekly. A successful solar installation will demonstrate the viability of renewable energy for similar community buildings across the Wolvercote Neighbourhood Forum area and beyond, potentially inspiring further adoption.

### **Alignment with Broader Policy Objectives**

This project supports:

- Oxford City Council's Zero Carbon Oxford initiative
- Oxfordshire County Council's Climate Action Framework
- UK Government's Net Zero Strategy and commitment to renewable energy expansion
- Community infrastructure resilience in the face of rising energy cost

The following documents are appended to this application:

- Appendix A: Lumos PV detailed proposals and quotation
- Appendix C: Solar irradiance model and panel layout diagrams
- Appendix D: Joju quotation

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