

**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
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>	28/02/2026
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Baptist Church Hall Renovation Stage 2
<b>PROJECT APPLICANT(S)</b> Name of person (not organisation) who has initiated the project. <b>Do not include contact details here: see page 3.</b>	Sally Croft
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Wolvercote Baptist Church
<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>This Stage 2 application follows the full survey and associated costing by Pendery Architecture &amp; Heritage Ltd and SKP3 Surveyors Ltd respectively, of Stage 1 of repairs to the Hall which the CIL Steering Group has requested in response to our earlier application.</p> <p>The work entails repairs, re-pointing &amp; re-rendering to external walls &amp; roof of the Hall, plus 2nr replacement windows. Cleaning of the internal walls and re-decoration.</p> <p>The Hall is used regularly by the weekly village Lunch Club, Dandelions Baby &amp; Toddler Group, as a venue for meetings and events and as the local Polling Station.</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>With guidance from the architect,:-</p> <p>To put the Specification and Schedule of Works out to tender prices for the works.</p> <p>To select a Contractor</p> <p>To finalise with the Deacons and other interested parties the timings of the works, access, facilities etc to allow the work to be carried out to the satisfaction of those involved in any way.</p> <p>To proceed with the project and regularly report on progress to the Steering Committee.</p>
<p><b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b></p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>To ascertain from the architect what statutory requirements from Council are needed for carrying out the project eg Building Control, Highways etc</p>
<p><b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b></p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>The Neighbourhood Plan suggests that CIL should benefit the community as a whole, which the renovation of the Baptist Hall will do in its central location by Lower Wolvercote Green, close to the enlarged population of the Mill site with play area, café and the meadow all accessible on foot, bicycle or bus.</p> <p>Under Section CH (Community, Transport and Health – pp37 &amp; 38) - the Plan argues that using and developing existing infrastructure be supported before new plans are considered. That ‘promoting the natural interaction between neighbours – a community where people meet and develop shared interests, thus reducing isolation and fostering healthy activities’ is important for Community Connectivity and reduces the environmental impacts of transportation (p.38).</p> <p>The refreshed environment achieved through this renovation project will add to the existing range of amenities available to those in the locality, offering new opportunities for sport and leisure use – (again p. 37) with eg gym / exercise classes and someone even suggesting a climbing wall.</p> <p>Investment in this project also adds sustainability through ideas like these for its future.</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,</p>	<p>See above</p>

<p>Building Control, or other statutory organisation)?</p>	
<p><b>FINANCE</b></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 FIRM QUOTATIONS</p>	<p>Currently £53,000</p> <p>However prices of replacement windows from 3D Aluminium are awaited</p>
<p><b>MAINTENANCE</b></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>Via Dr David Pendery of Pendery Architecture &amp; Heritage Ltd</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>Insurance by the Deacons of the Baptist Church will add this to their existing policy</p> <p>The Contractor is required within their contract to accept liability for carrying out works, providing all goods in a satisfactory manner in accordance with established good practice and where applicable, British Standard, Code of Practice or Trade Association recommendations.</p>
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>Project success will be monitored by feedback from both existing users and (following marketing of the enhanced comfortable public space) by a new range of users.</p>
<p><b>OTHER COMMENTS OR INFORMATION</b></p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>With apologies for offering only one quotation so far (from a QS with impeccable references) but due to unforeseeable delays this was in order to meet the Spring 2026 SG's closing date.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to <a href="mailto:wolvercotenf@gmail.com">wolvercotenf@gmail.com</a></p>	