

WNF Steering Committee

Minutes of a meeting held at 7.30pm on 29th April 2026, at 53 Elmthorpe Rd

Present: Paul Buckley (Chair), Tony Dale (Vice-Chair), Richard Lawrence-Wilson (Treasurer), Mary Brown, Elaine Chaston, Katherine Kaye, Judith Haverty, David Stone and Andrew Leadbitter (by invitation)

1. Apologies and welcome

Apologies for absence were received from Chris Dawkins and Cllr Steve Goddard. Andrew Leadbitter was welcomed as a potential committee co-optee.

2. Declarations of interest

EC declared an interest in Wolvercote Village Hall, as a member of the WVH committee. MB declared an interest in the Guides, as a member of the local Guide District. TD and EC declared an interest in Wolvercote Tree Group, as members.

3. Minutes of the meeting on 25 March 2026

PB thanked EC for helping with preparing minutes. The committee approved the draft minutes as a true record of the meeting.

4. Matters arising from the Minutes

Item 5: TD briefed the committee on his estimate of what CIL funds would remain available after successful bids from Round 9 had been funded. The committee noted there were several major CIL applications (>£50k) currently in preparation. To help ensure sufficient funds would remain available to allow the possibility of approving at least some of these without excessive delay, it was agreed to pause the regular rounds of inviting new CIL applications. There would not be announcement of a new CIL round in Autumn 2026.

Item 11: PB briefed the committee on his discussions with Jonathan Patterson, concerning how to achieve accessible online storage of shared WNF documents. It was agreed to use the wolvercotenf@gmail Google account's Google Drive for this purpose. It would provide 15 GB of secure storage. Committee members who do not use Gmail email addresses were asked, if necessary, to create Google accounts, and to forward their Gmail addresses to PB. These could then be used for sharing of documents among the committee.

Action: TD, CD, JH, RLW, AG, SG, JS, LF

5. Applications to CIL Round 9 Spring 2026

Committee members expressed profuse thanks to TD for the work he had been doing on this CIL round, with its unprecedented number of applications.

TD reported that there had been a high level of public interest in the CIL applications published on the WNF website from 6 April to 24 April: 95 comments had been received. He had circulated to the committee a summary of the comments on each application.

The committee discussed the applications in detail, in the light of the public comments received, and came to a decision on each, on whether to agree to forwarding it to Oxford City Council. The decisions of the committee are listed below.

CIL applications received in Spring 2026

	Name	Funds requested (rounded)	Committee decision
9.01	Summertown parking study	£6700 (incl. VAT)	£6,700 agreed , on condition that WNF is represented in SuStMNF's further discussions with the City Council and other partners on the proposal for a new Summertown Health Centre.
9.02	Ovens for Cutteslowe Primary school kitchen	£20,616 (incl. VAT)	£10,308 agreed , on condition that matched funding has been obtained from other sources.
9.03	WYPC multi-sport pitch and security fence	£67,560 (incl. VAT)	£67,560 agreed , subject to conditions: (1) that a long-term lease acceptable to the WNF SC is in place, and (2) assurance has been provided that the lighting will not cause a nuisance to neighbours. This bid was believed to be the first of several, that could eventually amount to up to £200k, for creation of a 'Wolvercote Hub'. Scrutiny would be provided by a PWG comprising: TD, JH and CD. AL agreed to provide legal advice.
9.04	Replacement oven for scout hut (for use by the Guides)	£629	£ 629 agreed.
9.05	Replacement of Wolvercote Primary School PTA shed	£3330 (incl. VAT)	£3,330 agreed , subject to conditions: (1) that Planning Permission is not required or has been obtained, and (2) permission from County Council is not required or has been obtained.
9.06	Replacement orchard notice board	£3100 (incl. VAT) Includes 5% contingency	£3,100 agreed , on condition that matched funding has been obtained from another source.

9.07	Orchard bee enclosure fencing	£925 (incl. VAT)	£925 agreed.
9.08	Cotteslowe Community Centre solar panels and battery	£23000 (no VAT)	£23,000 agreed , on condition that a long term lease acceptable to the WNF is in place.
9.09	'Wolvercomets'. A telescope plus mount and tracker	£1804	£1,804 agreed , subject to conditions: (1) the equipment when purchased becomes the property of the community (e.g. through a Community Benefit Society); (2) storage and insurance arrangements proposed for the equipment are acceptable to WNF; (3) WNF receives assurance that all activities using the equipment will be advertised effectively across the whole WNF area.
9.10	Wolvercote primary school fencing and floodlights	£14800 for the fencing Quotes for floodlighting to come	Not agreed. From the application provided, the committee was not convinced of the community benefit of providing the primary school with the facility of 'late night year round access' to its Multi-Use Games Area. Also relevant was 9.03, submitted by WYPC, located immediately opposite to the school. PB would follow up with the school, if necessary.
9.11	Baptist church hall renovation Stage 2	An estimated cost of £53,000, not including cost of windows	£53,000 agreed , subject to conditions: (1) acceptable quotations have been received justifying this cost; (2) a legal agreement is in place with the Baptist Church, acceptable to WNF, assuring payback in the event of the community ceasing to have access to the hall. The PWG would comprise: CD, AL and Sally Croft.
9.12	St Peter's Church Old School (OSR) Room refurbishment	Total cost = £9553, of which flooring is £1398 (incl. VAT)	£9,553 agreed
9.13	Wolvercote and Wytham summer festival shelters plus other items	Total costs are £650, of which £400 is for the two shelters	£400 agreed , for providing two shelters

9.14	Ferry Leisure Centre squash court heaters	£1938 (excl. VAT) Is VAT payable?	Not agreed. From the application provided, the committee was not convinced of the project providing any significant benefit to residents of the WNF area.
9.15	Monday lunch club dishwasher	£450 (incl VAT?)	£450 agreed , as a special case (it would be reimbursement of the cost already met by a private individual in an emergency situation), on the understanding that the new dishwasher was now owned by the lunch club.
9.16	White Hart replacement Marquee plus new furniture	Marquee = £36,959 (incl. VAT) Furniture = £2080	Not agreed. From the application provided, the committee was not convinced of the project providing any significant community benefit, since there is already a functioning marquee in place.
9.17	Davenant Road Pedestrian safety and traffic calming	£53,325 (incl. VAT)	£53,325 agreed , following a vote: 4 in favour, 1 against, 3 abstained.
9.18	Cuttleslowe Primary School. Refurbishment of the school hall	£31,236 (incl. VAT)	Not agreed. The application indicated that the funds were required 'to repair and redecorate' the school hall, while the Guidance Notes make clear that normal 'maintenance' is not funded by WNF CIL. It is expected to be provided by the building occupant.
9.19	Sound and lighting desk for Summertown Arts	£2117	£2,117 agreed on the understanding that activities at Summertown Arts are effectively advertised in the WNF area.
9.20	Wolvercote Community Nursery	£10,000 (as part of a total start-up cost of £35,000)	£10,000 agreed , subject to two conditions being satisfied. (1) Assurance is provided that priority will given to providing nursery places to residents of the WNF area. (2) The nursery has a sound business plan in place, to provide assurance of its financial viability.

6. Updates on major CIL applications

Deferred to next meeting.

7. Outstanding matters from previous CIL applications

There were no outstanding matters requiring attention.

8. WNF response to local public consultations

Deferred to next meeting.

9. Summer Open Meeting 4 June 2026

There was further discussion of potential contributions to the meeting. It was agreed not to invite Cutteslowe Primary School until a later meeting, when more CIL-funded projects would be complete. There was some agreement to inviting Oxford North for a review of the already-built development and current position. Further details were deferred to the next meeting.

10. Wolvercote and Wytham Midsummer Festival 20 or 27 June

Deferred to next meeting.

11. Any other business

Deferred to next meeting.

12. Date of next meeting

In view of the amount of over-flow business from this meeting, it was agreed the next meeting would be an addition to the previously agreed meeting schedule, to be held at 7.30pm on Wednesday 6 May, at 65 Five Mile Drive, and to be hosted by RLW.

EC/PB