

WNF Steering Committee

Minutes of a meeting held at 7.30pm on 24th February 2026, at 53 Elmthorpe Road

Present: Paul Buckley (Chair), Tony Dale (Vice-Chair), Chris Dawkins, Elaine Chaston, Judith Haverty, Richard Lawrence-Wilson (Treasurer), David Stone (from 9 pm), Cllr Andrew Gant (who left early), Cllr Steve Goddard, Jonathan Patterson (by invitation).

1. Apologies and welcome

Apologies for absence were received from Mary Brown. Jonathan Patterson was again welcomed as a potential co-optee.

2. Declarations of interest

AG declared that he is a trustee of Wolvercote Young People's Club, and also County Council Cabinet member for Highways Management. EC declared she is on the Wolvercote Village Hall committee.

3. Minutes of the meeting on 28 January 2026

PB thanked JP for again helping with preparing draft minutes. They had been previously circulated, and were approved as a true record of the meeting.

4. Matters arising from the Minutes

Item 4 (Item 10.3): PB is still working on updating the Wolvercote Neighbourhood Plan for printing. TD agreed to help with this.

Action: PB and TD

Item 5.2: There was no response yet from the Davenant Rd applicants.

Item 8.1: PB had submitted the committee's response to the public consultation on proposed changes to the Oxfordshire Fire and Rescue Service, after re-ordering the paragraphs as agreed.

Item 10.1: Following PB's circulation of correspondence with SuStMNF, clarifying many aspects of the Summertown Health Centre (SHC) proposal, there had been no committee objections, in principle, to applying some Wolvercote neighbourhood CIL to supporting the required parking survey. PB had therefore suggested to SuStMNF that they submit a CIL application to WNF. However, one question required clarification: could future Oxfordshire County Council highway plans for Summertown impact relevance of the parking survey results? AG assured the committee that there were currently no OCC plans that would do this, but he could not make promises about future plans, and recommended the SHC project should keep in contact with OCC concerning their highways plans for Summertown.

5. Management of CIL applications

5.1 Following-up of successful applications

The previous meeting (Item 10.3) had agreed the need to follow up projects funded by successful CIL applications: (1) as a check on their completion as proposed, and (b) to obtain images for publicity. Katherine Kaye had offered to take on that role.

Subsequently, TD had attempted to follow up all the successful Round 8 CIL applications, and all but two had responded. He would arrange with KK who would follow up successful applicants from the other previous CIL rounds, and future rounds.

Action: TD

5.2 Policy for assessing CIL applications

DS had been in touch with PB about additional wording to include in the policy, making clear the need for CIL applications to indicate a proposed timeline for implementation of the proposed project. A revised version of the policy had been circulated, and the new wording was approved. However, it was agreed two more changes were needed: addition of a date, and revised numbering of paragraphs to facilitate reference to them. PB would make the changes and circulate it.

Action: PB

6. CIL Round 9 Spring 2026

TD confirmed that all publicising of CIL Round 9 was in place, and one application had been received already. The deadline was 16 March.

7. Previous CIL applications

7.1 Revised CIL application 8.15 (Cutteslowe Greenhouse Phase 1)

TD had seen the second quotation and confirmed it was comparable to that from ODS, and had therefore informed the applicants that their application for £50k was approved for forwarding to the City Council.

7.2 Outstanding items from other previous CIL applications

Wolvercote Baptist Church Hall renovation: TD reported that a surveyor's report had been received, but without complete costings, therefore a CIL application could not be progressed at present.

8. Major CIL applications (more than £50k)

8.1 Project Working Groups

(a) Kitchen extension at Wolvercote Mill: EC reported that the PWG (EC and MB, plus John Bleach) had met with the applicants. Their quotations previously submitted were now out of date, and their architect had asked for a revised quotation. It was agreed EC would ask JB for a written report on his assessment of the kitchen plans. It was recognized that the kitchen extension would need planning permission.

Action: EC

(b) Cutteslowe Greenhouse Phase 2: PB reported that attempts were being made to set up meetings between the PWG (PB, KK, DS and JH) and the applicants, to begin liaison with them. Independent advice would be sought on the business plan. [Graham Jones has subsequently agreed to assist the PWG with independent advice on the business plan].

8.2 Updates on other major CIL applications in preparation

(a) WYPC modifications: Oxfordshire County Council own the building and surrounding site. AG (as WYPC trustee and as County Councillor) provided an update. OCC understood WYPC's need for a long lease (e.g. 20 years) and progress on arranging this was expected within three months. The current lease expires in 2028. Meanwhile, the post-Covid rent holiday currently remains in place. A significant CIL application was expected soon, for works to the site, but possibly also a smaller bid for works to improve access to toilets in the building. It was agreed that assurance on the achievement of a long lease would be needed before further CIL funds could be considered for the WYPC site. A PWG would probably be needed.

(b) Five Mile Drive pavilion: RLW would notify Summertown Stars of his intention to retire from the committee developing the pavilion project, to enable him to be a member of the WNF PWG for this project, without incurring a conflict of interest.

Action: RLW

(c) Wolvercote Village Hall: EC reported that the WVH committee was planning to submit a major CIL bid, for improvements to the building. But in her view it was still too soon to convene a PWG.

9. WNF response to local public consultations

9.1 Planning application 26/00241/FUL (Cutteslowe Greenhouse)

This was for changes to the area outside the greenhouse: a ramp, new hard standing, cycle stands and two toilets (relevant to Item 8.1(b)). It was agreed that WNF would not respond.

9.2 Other public consultations

A list of all new public consultations had been circulated. The committee were pleased to note that the submission draft of the Oxford Local Plan 2045 (currently subject to public consultation with respect to its soundness and legal compliance) featured a few changes from its first draft requested by WNF, although it ignored most of them. It was agreed not to respond this time. It was also agreed that WNF would not respond to any of the planning applications on the list.

10. Any other business

There was no other business.

11. Date of next meeting

It was agreed the next meeting would be at 7.30pm on Wednesday 25 March, at 65 Five Mile Drive, hosted by RLW.

JP/PB