

WNF Steering Committee

Minutes of a meeting held at 7.30pm on 6 May 2026, at 65 Five Mile Drive

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

1. Apologies and welcome

Apologies for absence were received from Chris Dawkins, Cllr Andrew Gant and Cllr Steve Goddard. Sandra Bailey was welcomed and thanked for attending as minute-taker.

2. Declarations of interest

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

3. Minutes of the meeting on 29 April 2026

PB thanked EC for helping with preparing these minutes. It was agreed that item 5 should be corrected to record that the committee had agreed to require CIL application 9.20 to provide a sound business plan, to provide assurance of the financial viability of the proposed new nursery. TD would communicate this to the applicants. Subject to this correction, the draft minutes were provisionally approved as a true record of the meeting, while any further corrections needed were to be flagged by the end of the week. [Note added after Sunday 10 May: no further corrections had been received, confirming that the draft minutes corrected as above were a true record of the meeting].

Action: TD

In addition, it was agreed to correct the draft minutes of 25 March 2026: in item 5, 'Steve Goddard' would be replaced by 'Steve Roberts'.

4. Matters arising from the Minutes

Item 4: PB reminded committee members to provide him with a Gmail email address if they wished to be able to access stored WNF documents in the WNF Google Drive, when they become available.

Item 5: In view of some of the CIL applications received to Round 9, RLW with EC concurring, reminded the committee that CIL funding is not provided directly to commercial enterprises nor, normally, for projects that are primarily the responsibility of

other funding bodies to support. It was acknowledged, however, that CIL recipients frequently require commercial contractors for implementing their projects. PB clarified that the SC's agreed policy guiding its distribution of CIL funding remained the version agreed at the SC meeting of 24 February 2026.

5. Updates on applications to CIL Round 9 Spring 2026

TD reported that he had already responded to all but three of the Round 9 applicants.

Application 9.02 (Ovens for Cutteslowe Primary school kitchen): After further discussion, it was confirmed that the SC would approve only half of the sum requested, and would require assurance from the applicant that the remainder would be provided from other sources. The SC's reasons were the number of other potential sources of funding (school reserves, RLT, school PTA) and the significant proportion of school pupils benefitting who are resident outside the WNF Area.

Application 9.03 (WYPC multi-sport pitch and security fence): It was confirmed that the SC would need to examine the WYPC lease, and be satisfied that it would ensure the community benefit achieved with this CIL grant would be durable. AL would follow up on this matter with the applicant, to explore whether the lease provided such an assurance.

Action: AL

Application 9.08 (Cutteslowe Community Centre solar panels and battery): A copy of the lease had just been received. It expires in 2044, but contains a break clause requiring only two years notice from the tenant or landlord. It also makes clear that any changes to the building require permission from the landowner (Oxford City Council). In addition, installation of solar panels might require planning permission from the Local Planning Authority (also Oxford City Council). It was agreed that the SC's approval of the application would proceed only when all required permissions were in place.

Application 9.10 (Wolvercote primary school fencing and floodlights): After further discussion, it was confirmed that, on the basis of the application submitted, the SC did not approve this application. It was unclear how the proposed facility would benefit pupils at the school and what steps were proposed to protect nearby homes from late night light and noise pollution. It was noted that the WYPC, immediately across St Peter's Road, provided a similar facility. PB offered to provide the headteacher with clarification of the reasons for rejection, if she wished to discuss it. TD would inform her.

Actions: TD and PB

General comment

AL highlighted that, when CIL applicants rely on premises where they are leaseholders, it is obviously essential for them to demonstrate consistency between their proposed CIL project and all conditions within their lease. It was inefficient to have to seek assurances on each case separately after receipt of applications. It was agreed that applicants in future should be required to provide this assurance when applying.

6. Updates on major CIL applications

6.1 Wolvercote Mill kitchen extension. TD reported that this application, already approved by the SC, cannot be progressed with the City Council until Planning Permission has been obtained by the applicants, for the building works involved. TD would submit the application to the City Council once this has been achieved.

Action: TD

6.2 Cutteslowe Greenhouse Phase 2. There had been no further news from this project recently although, previously, the applicants had expected a draft new application would be ready for discussion with the SC's Project Working Group in mid-April. It was known that there had been a change of CG Project Manager since the last discussion with them. In discussion, it was agreed that, before considering a new application, the SC would need to learn how the £100k of Phase 1 funding had been deployed (£50k from CIL and £50k from other sources), although it was clear already that there had been cleaning of the glass and some of the greenhouse is now in use producing plants. A site visit by SC representatives would be helpful. PB would seek clarification from the CG team and explore the possibility of a site visit. It was noted that planning permission had been applied for, and granted, for proposed changes to the layout of the area outside the greenhouse (see item 9 of the SC Minutes of 24 February 2026).

Action: PB

6.3 Five Mile Drive pavilion project. RLW reported that he was unaware of any further material progress on this, but Jim Ruddick (Chair of Summertown Stars) had been active recently surveying local opinion on what functions an improved pavilion should provide, and what activities residents would like to see it support. RLW also highlighted that, since this project would be resulting in a significant CIL application in due course, a PWG should be formed. He volunteered for this, and KK expressed interest too. Membership of the PWG would be finalized at a later meeting.

6.4 WYPC further developments. This project was to support the intention to broaden the range of activities hosted at the WYPC building, and was likely to result in one or more major CIL applications. A PWG was already in place (TD, CD, JH) and AL offered to help in relation to the lease.

6.5 Other major CIL applications in preparation

(a) *Wolvercote Village Hall.* EC reported that, following the recent passing of Jenny Attoe, there had been changes to the WVH Committee, and plans had not yet progressed with the two objectives: (1) adding solar panels, and (2) changes to the structure of the building. She highlighted that, in due course, a PWG would be needed, and she suggested John Bleach be approached for architectural advice on proposed changes to the building. PB would approach JB with this request. It was agreed to invite CD to join the PWG, and KK volunteered to help too, if needed. The PWG membership would be finalized at a later meeting.

Action: PB

(b) *Baptist Church Hall renovation.* It was reported that plans for the renovation were

being developed. CD and AL had already been involved in discussions, together with John Bleach and Sally Croft. A critical feature of any CIL application from this project remained the need for a legal mechanism to ensure that if, in future, the Baptist Church no longer had a need for the Hall, how any improvements to it funded by CIL would remain available to the community. This needed to be resolved before an application could be considered.

7. Use of crowd-funding for major CIL applications

PB reported having been approached with the suggestion that WNF set up an online site that CIL applicants could easily use to raise funds using crowd-funding, in support of their projects for which CIL funds were sought. This would have two advantages: (1) the level of responses to crowd-funding requests would provide an indicator of the level of support for projects among residents; (2) the funds raised would reduce the need for CIL. Both considerations would become increasingly pertinent, as the amount of CIL funds available begins to diminish.

There was agreement that CIL applicants would be increasingly encouraged to find alternative sources of funding, in addition to CIL funds. This would be made clear in WNF CIL guidance. Crowd-funding was one means for applicants to find such funds. However, the committee agreed that, normally, applicants should have flexibility in how they raised funds from sources other than CIL. There was no desire for the committee to take on the task of providing a mechanism for that.

8. WNF response to local public consultations

PB reported that East West Rail were currently running a public consultation on their plans for the Oxford-Cambridge railway corridor, with deadline 9 June, prior to their application to the Secretary of State for a Development Consent Order. A few details of their plans were relevant to WNF residents living close to the railway line, so it was agreed that WNF should respond. Interested committee members could attend a public exhibition scheduled by EWR for 12 May, 11am-6pm at King's Hall, Osney Mead, Oxford. PB would draft a response for the committee to consider, especially welcoming the EWR proposal to run electrified trains under battery power between Oxford Parkway and Oxford stations.

Action: PB

MB and PB had examined all new WNF-relevant planning applications, of which a list had been circulated. The committee agreed with their recommendation that there was no need for a WNF response to any of these.

9. Summer Open Meeting 4 June

Cotteslowe Community Centre was booked from 7pm to 10pm. The meeting would start at 7.30pm, with the aim of finishing by 9.30pm. After discussion, it was agreed the programme would be:

- 1) Welcome and brief review of current developments by PB.
- 2) Explanation of CIL and results of CIL Round 9 by TD (or, if unavailable, EC). No announcement of a new CIL round would be made (see item 4 of the Minutes of 29

April). The message would be: although applications could be made at any time, there would be no commitment to when decisions would be made.

- 3) Refreshment break at approximately 8.15pm (refreshments would be provided by Wolvercote WI).
- 4) Ambition for a new pavilion on Five Mile Drive explained by Jim Ruddick (of Summertown Stars).
- 5) Description of the 'Cow-op' project by Rebecca Cariad.

Other welcome possibilities, time permitting, would be: information about the new Wolvercote Mill Site Residents' Association, and any new developments at Cutteslowe Community Association. All speakers using the projection facility would be asked to provide PB with their PowerPoint slides in advance, to allow creation of a single PP file.

DS had produced a new video to engage the audience with the work of the WNF, now including images of the new developments at Oxford North and Priory Grove. It was agreed to show this during the refreshment break.

The meeting would be publicized in the usual way: MailChimp mailing to 600+ on the mailing list (Louise Franklin), Posters (40 to be produced) and leaflets (1500 to be produced). Louise Franklin would be asked to design posters and leaflets and PB would arrange for production). Other known residents' groups would be contacted and asked to circulate emails to their members. Leaflet distribution would be as last time: 300 to each colour of the WNF 'kite': purple (CD), yellow (TD), green (JH), red (PB), blue (DS). PB would ensure new developments at Canalside and Priory Grove were covered.

ACTIONS: CD,TD,JH,PB and DS

10. Wolvercote and Wytham Midsummer Festival

A table had been booked at WVH for Saturday 20 June. PB and TD would attend the table, and it was believed CD had volunteered to do so too.

ACTION: PB and TD

11. Any other business

TD and PB had arranged to meet Delena Gabbidon, Oxford City Council locality manager assigned to (among others) the WNF Area, on Friday 8 May at 3pm, to introduce her to the WNF and learn about her role. Among other matters, PB would raise with her the issue of barbecues at Wolvercote Bathing Place. JH suggested that consideration be given to inviting her to speak at the WNF AGM.

ACTION: PB and TD

12. Date of next meeting

Wednesday 1 July 2026, if required.