

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT IN THE SUMMERTOWN & ST MARGARET'S [SuStM] NEIGHBOURHOOD FORUM AREA 2024	
TITLE Short title by which the project will be known	Summertown Christmas Lights 2024
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Nicholas Hardyman nicholas@summertown.info 07989 982 469
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Cherwell Publishing Services Limited
STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours)	Oxfordshire County Council, Oxford City Council, SSE, S&StMNF, Berville Ltd
OUTLINE PROJECT DESCRIPTION Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	To erect Christmas lights in Summertown and arrange a switching-on ceremony. To arrange storage and maintenance of the lights. Aims & objectives: To encourage people to come to Summertown for shopping, to build community spirit and to give joy to children. Shopkeepers, residents and visitors benefit, in fact the whole community benefits from something which helps create a happy and successful town centre.
RELEVANCE TO THE NEIGHBOURHOOD PLAN How does the project enhance or develop our neighbourhood?	It promotes community spirit and encourages enterprise. It also involves Cutteslowe Primary School children and their families when possible, as well as other schools, in the community event
CONSENTS REQUIRED 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)?	Seasonal Decorations approval (Oxfordshire County Council)
MAIN TASKS	Arrange erection of lights, choirs to sing, switching-

<p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>on ceremony, power supply, promotion, removal and storage of lights</p> <p>Applications to Oxfordshire County Council and SSE by early November at the latest. Lights installed Monday 2 December 2024 and dismantled by 6 January 2025</p>
<p>FINANCE 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</p>	<p>Lights cost 2024: £2480.00 (Estimate)(ex-VAT) Proportion being sought from CIL funding:74.6% or £1850.00</p> <p>The 2024 cost assumes there will be a switching-on ceremony. The income again assumes a limited contribution from local companies. I have included an estimate for installing and removing the lights. The electricity charge might well increase.</p>
<p>MAINTENANCE 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>Maintenance while lights in place provided by Lamps & Tubes</p>
<p>RISK ASSESSMENT Are there any financial or other risks to the completion of this project? Are there any safety issues associated with the project?</p>	<p>The financial risk is not receiving funding despite having committed to the expenditure.</p> <p>There are potential risks associated with erecting electrical equipment on lamp standards in a public place but the mitigation measures make these very unlikely to occur and therefore the risk is very low.</p> <p>We conduct a risk assessment with the site owner for the switching-on ceremony including traffic awareness, electrical equipment, trailing wires, and crowd behaviour.</p>
<p>MONITORING AND REPORTING How will the success of the project be monitored?</p>	
<p>OTHER COMMENTS OR INFORMATION Please list anything else of relevance you wish the Committee to be aware of. Please submit a photograph of the site/equipment [as relevant]*</p>	<p>The lights were previously supported by Oxford City councillors from CIL funds, but that source of funding has been transferred to S&StMNF.</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to sstmnf.secretary@gmail.com</p>	