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| APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2022 Round 1** | |
| **TITLE**  Short title by which the project will be known | Repointing the West Wall of St Margaret’s Institute, Polstead Road |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Godfrey Cole, the member of the Management Committee of the Institute with the responsibility for maintenance.  [godfrey.cole@oxford-canal.uk](mailto:godfrey.cole@oxford-canal.uk)  07879471579 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | St Margaret’s Institute |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | The Institute is held by the PCC of St Margaret’s Church under a 999 year lease from St John’s College. The PCC has delegated day to day running of the Institute to the Management Committee. The PCC is fully informed of this application and fully supports it.  The Committee has its own bank account and has done for many years. Details available on request. |
| **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) | The Institute has used reserves to repoint the east and south walls of the building from top to bottom. That work was essential because incorrect mortar was used in the past with the consequence that there was water ingress between the bricks and consequential internal damage. The final wall that requires repointing is the west wall, the subject of this application, where scaffolding is essential. There is urgency in completing the task for two reasons: the poor state of the existing pointing, and the use by the Anchor of what was once an adjacent car park as a covered outside dining area. The tenant of the Anchor has agreed to remove the cover of the dining area in March 2024 so that scaffolding can be erected, the pointing done and the covers re-erected. The scaffolding and the repointing expert have been booked for this period. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | It ensures that the quality of the building maintains the high quality exterior presentation and expectations of St Margaret’s conservation area whist preserving the fabric. |
| **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)? | No |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | 1. Erection of scaffolding 2. Repointing of the entire wall 3. Replacement of leaking gutters 4. Installation of snow guards to afford protection of those below 5. Removal of Scaffolding.   The above work will be carried in March 2024 over a period of some four weeks |
| **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 | Previous walls have each cost in the region of £5,500 including VAT. Since the last of those was done in 2021 prices have increased considerably and this is a much larger wall.  Present estimate (attached) is for a considerably increased sum of around £12k |
| **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. | By the PCC and/or St Margaret’s Institute, although once completed the pointing will be good for many years. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | In the last resort reserves will be used – but they are far from inexhaustible hence this application for assistance.  Completing the project will ensure greater safety and comfort to those seated below and will ensure that the Institute remains watertight so able to meet the expectations and needs of users. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | By eye from below once the task is done, and by checking that indoors plasterwork ceases to show signs of damp. |
| **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]\* |  |
| Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to [sstmnf.secretary@gmail.com](mailto:sstmnf.secretary@gmail.com) | |

Further notes for applicants:

1. The sections of the 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.
2. Applications will be assessed by the SuStM Steering Committee to include the following criteria and applicants may wish to include additional supporting information where relevant

* Location within or serving the SuStM 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
* Impact of project
* Consideration has been given to health and safety requirements
* Environmental sustainability
* Innovation

\* successful applicants will also be asked to supply photographs of completed work for the Forum’s annual report.