|  |  |
| --- | --- |
| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT**  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2023** | |
| **TITLE**  Short title by which the project will be known | Diamond Place and South Parade Public Toilet Repaint |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Cllr Katherine Miles  [Cllrkmiles@oxford.gov.uk](mailto:Cllrkmiles@oxford.gov.uk)  07585633807 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | Oxford City Council [local authority] |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | City council – email and discussion with relevant city council cabinet member (Cllr Nigel Chapman) as the representative of the site owner /manager (Oxford City Council). (see attached)  The costs for the repaint were provided by Gary Hawthorne, Contracts Manager – Planned Operations at Oxford Direct Services, as ODS provides the services to the city council for maintaining the public conveniences. |
| **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 aim of this project is to repaint the doors of the public toilets in Summertown in two locations - Diamond Place and South Parade.  There is currently graffiti on the one of the toilet doors in the South Parade public convenience. The doors on the toilet block of Diamond place are shabby with peeling paint. The toilets in this location will eventually need to be upgraded or replaced however I have been informed this will have to wait until the site is redeveloped. Since the timeline for this is at least 5 years, then an interim paint job is needed to keep the toilets looking presentable and to reduce anti-social behaviour. The residents and visitors to Summertown will all benefit from the public toilets looking smarter and it will enhance civic pride. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | The repaint of the toilets relates to Policy HCS3: Protecting and Enhancing Sports, Leisure, and Community Facilities in the Neighbourhood Plan. This policy states that ‘Opportunities for the improvement of existing facilities will be supported’. The public toilets are listed as an asset in the neighbourhood plan and should be protected. As such, repainting these valuable public facilities will enhance the look and feel of the neighbourhood and maintain the quality of the facilities. |
| **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)? | Yes – consent has been provided from Oxford City Council as it is the asset owner and the council owned company Oxford Direct Services (ODS), the entity responsible for the upkeep of the toilets, has provided a quote for the repaint. This quote was requested by Adrian Moss, City Centre and Streetscene Service Manager at the Council. The relevant Cabinet member Nigel Chapman has been informed and consented to the project subject to its funding. |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | The steps taken to repaint the toilets in Diamond place are as follows:   1. **Redecorate 7# external doors to Public toilets**   1.1 Remove all ironmongery and signage - set aside for re-use.  1.2 Prepare door and frame by making any small repairs and lightly sanding back to provide key for new paint.  1.3 Spot prime and apply new undercoat followed by 2# top coats of gloss paint - colours to match existing.  1.4 Once new paint has dried - replace all ironmongery and signage.   1. **Prepare and redecorate security gate in front of facilities/ caretakers store.**   The steps taken to repaint the toilets in South Parade are:   1. **Redecorate 4# toilet doors (1# outer + 3# inner)**   1.1 Remove all ironmongery and signage - set aside for re-use.  1.2 Prepare door and frame by making any small repairs and lightly sanding back to provide key for new paint.  1.3 Spot prime and apply new undercoat followed by 2# top coats of gloss paint - colours to match existing. 1.4 Once new paint has dried - replace all ironmongery and signage.   1. **Trim back Ivy locally to entrance door.**   One the job has been initiated subject to CIL grant funding approved, it will take approximately 4-6 weeks for the job to be scheduled. The total number of days for the work to be complete will be 6 days. If CIL funding is approved in April, it can be anticipated that this job will be completed by the end of May/early June 2024.  Access to south parade toilets will be closed for 2 days for the work to be complete in that location, although alternative facilities will be available within walking distance at Diamond Place during these days.  At Diamond Place, 50% of the facility will need to be closed for 2 days before swapping sides and the other 50% closing for 2 days to allow all works to be completed in that location (4 days in total) |
| **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 | **The total cost of this project is:**  **£ 3410.96. See attached for the supporting documentation.**  The breakdown of costs is:  Diamond Place Public Toilets - Decoration to Doors and Frames £1,877.37 plus VAT at 20%  (£375.47) = £2252.84  South Parade Public Toilets - Decoration to Doors and Frames: £965.10 plus VAT at 20% (£193.02) = £1158.12  No other sources of finance are being pursued for this project. If the CIL grant is not given the project will not go ahead and the toilets will remain unpainted.  The full cost of the project is being sought from the Neighbourhood forum. For contingency, it is requested that £3500 is approved for this project but it is anticipated that the costs will be in line with the quote provided. |

|  |  |
| --- | --- |
| **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. | There are no ongoing maintenance costs resulting from this project. The city council / ODS is responsible for the day-to-day management of the toilets and this is covered under the city council’s general fund. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | Inflationary pressures may increase the cost of the materials and labour if there is a delay to the project beyond the validity of the cost estimate.  There are no material safety issues associated with the project. The standard health and safety considerations for painters working on ladders and using paint will be addressed through the work policies of ODS.  Toilet facilities will remain open in an alternative location within Summertown during the repaint. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | The success of the project will be measured based on the completion of the repaint of the two toilet blocks. |
| **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]\* | See photos attached of the current state of the toilet blocks. |
| 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.