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| **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 | Way Finding – Alexandra Park Signage (Phase 1) |
| **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. | I have applied for this on behalf of members of the Alexandra Park Working Group |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | I have liaised with the County Council, which is responsible for Highways, and their signage contractor Oxford Direct Services (ODS).  I have liaised with a representative of the Alexandra Park working group who identified a need for improved signed. |
| **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) | Alexandra Park is a key community asset in Summertown. However, it is poorly sign posted from Summertown shops, and is difficult to find. In advance of the 100th anniversary of Alexandra Park’s opening, the community wish to enhance the way finding signage to this asset. The aim of the first phase of this project is to add some improved signage to the park from the main access root from Banbury Road via South parade and Middle Way. Specifically, three signs will be added way finding to Alexandra Park. The costs for this scope of work as detailed in the accompanying PPT, and requested in CIL Grant is: £950.40 including VAT.  *A second phase of work will explore improving signage from the Woodstock Road access route at a later date. If the CIL Grant committee are minded to preapprove a similar budget amount as is estimated for this first phase one additional double finger sign and new pole at the Woodstock road entrance to the park, this could be preapproved for spending subject to the necessary consents. Note this cost is estimated to be £640 +vat for the supply and fit new post and new double sided finger style sign.*  *It is suggested that some contingency funding is allocated for this project in case there is inflation between the existing quote and when work would be confirmed and commence post an April 2024 decision.* |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | Alexandra Park is a community asset in the neighbourhood plan and is explicitly referred to in policy HCC2 Alexandra Park. Way finding signage to the park is aligned to this objective. It can support increased uptake and use of this facility by the community, as it would increase awareness among residents and visitors of how to navigate to the park. |
| **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)? | Consent has been provided in principle from Anthony Kirkwood, a highways officer at Oxfordshire County Council, responsible for signage. Barrie Welford, the Road Marking and Sign Shop Manager at ODS, the Highways contractor for signage, provided costings based on the scope of work. |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | On confirmation of CIL grant funding, confirmation to proceed would be provided from Cllr Miles to Anthony Kirkwood at the Highways Authority (copying in Cllr Andrew Gant whose division the signage will lie, and the chair of the Neighbourhood forum) and ODS, as well as the city council officer that administers CIL on behalf of the council. Once the later has received confirmation from the Steering Group member of the neighbourhood forum that the CIL grant can be allocated, then ODS will generate a purchase order. This will then initiate the work to take place. It can take up to 6 weeks for the work to be completed once it is in the work queue, depending on resourcing.  It is anticipated that the signage could be installed by the end of June 2024. |
| **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 | All of the funding for this project is being sought from the Neighbourhood Forum. If this funding is unsuccessful alternative sources may be considered, however it is believed that CIL funding is the most appropriate source for such infrastructure.  See attached emails for cost estimates provided by the Highways signage contractor ODS which would provide the services to procure and install the signs. |

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| **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 for the signage. |
| **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 prices, if there is a delay in decision making on the CIL grant outcome.  Any safety issues associated with the signs being installed are addressed through worker health and safety procedures at ODS, the city council owned company. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | The results of the project will be the successful installation of three signs. [four signs if the committee are minded to preapprove the spend for a fourth sign which would sign post the park from the Woodstock road entrance to the park) |
| **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 slide pack with photos of the current locations and signage and proposals for new signage. |
| 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.