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| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT**  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2020 Round 2** | |
| **TITLE**  Short title by which the project will be known | **Summertown Christmas Lights 2019 and 2020** |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Nicholas Hardyman [nicholas@summertown.info](mailto:nicholas@summertown.info)  07989 982 469  01865 339356 (currently inactive) |
| **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 (NB unlikely to be possible in 2020 due to Covid restrictions). 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 - 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 families in the community event. (NB unlikely to be possible in 2020 due to Covid restrictions). |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | Arrange erection of lights, choirs to sing, switching-on ceremony, power supply, promotion, removal and storage of lights  Applications to Oxfordshire County Council and SSE by mid-November at the latest. Lights installed Friday 4 December 2020 and dismantled by 6 January 2021 |
| **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 | Total cost 2019: £2463.73  Proportion being sought from CIL funding:72% or £1776.23  Total cost 2020: £1834.00 (Estimate)  Proportion being sought from CIL funding:100% or £1834.00  Joint project costs: £4297.73  Proportion being sought from CIL funding:84% or £3610.23  The 2020 cost assumes there will be no switch-on ceremony because of Covid restrictions, but also no contribution from local companies because of no promotional opportunities. I am awaiting response from the local companies.  I have estimated a small increase in costs but I will cover any increase above this |
| **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. | Maintenance while lights in place provided by Lamps & Tubes |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | The financial risk is not receiving funding despite having committed to the expenditure. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? |  |
| **OTHER COMMENTS OR INFORMATION**  Please list anything else of relevance you wish the Committee to be aware of. | The lights were previously supported by Oxford City councillors from CIL funds, but that source of funding has been transferred to S&StMNF. This application for both 2019 and 2020 was suggested by the Treasurer of S&&StMNF. |

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| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT**  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2020 Round 2** | |
| **TITLE**  Short title by which the project will be known | **Alexandra Park Boundary Avenue Development** |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Henk van Es  Email; [henk.vanes@icloud.com](mailto:henk.vanes@icloud.com)  Tel; 01865 512266  Mob; 07538 024596 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | Alexandra Park Working Group (APWG).  Part of the SuStM Neighbourhood Forum |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | Site is owned by the Oxford City Council.  Officers in charge are part of the Green Spaces Development Team (GSDT).  Work to be carried out by Oxford Direct Services (ODS). |
| **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 one of the few public Green Spaces in the heart of Summertown. Following various public consultations, the need for additional greenery and seating were highlighted as the priority. The Boundary Avenue on the west side of the park provides this without loosing the new green field which was created from six grass tennis courts.  The project includes for new trees, additional seating and the relocation and screening of the unsightly and unhygienic Green Waste Bay. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | The Neighbourhood Plan pays special attention to the preservation and development of Green Spaces.  The Plan contains a Community Policy specifically supporting the further development of Alexandra 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)? | The OCC Green Spaces Development Team has to approve the plans, this has been achieved already since the plans have been developed together with the GSDT.  The quotes have been provided by Oxford Direct Services. |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | -Moving the Green Waste Bay to the extreme NW corner clearing the extension of the Avenue and screening it with fencing and laurel hedging.  -Five additional Trees to complement the existing six trees funded by a previous CIL Application to line the Avenue.  -Tree new Park Seats located along the Avenue.  -Lower Play Area Picnic Table to make it more suitable for younger children. (This picnic table was included as a ‘free supply’ part of a previous CIL Application, funds for this adaptation were lacking at the time) |
| **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 | At the moment there are no available budgets within the OCC or the GSDT for any further development of Alexandra Park. The APWG intends to explore other forms of Green Space and Park funding either from public or private sources but the current fundraising climate is not favourable for this.  -**Total Cost £8,550** broken down as;  -Move Green Waste Bay; £3,000  -Five additional trees; £2,750  -Tree new Park Seats; £2,400  -Lower Picnic Bench; £400 |
| **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. | The new facilities will be maintained by the OCC Parks Department.  The costs of the trees do include for two years of watering. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | Since the Application is based on ODS quotes there is no financial overrun risk.  The work will be carried out by qualified ODS staff. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | The APWG will regularly report through the channels of the Neighbourhood Forum |
| **OTHER COMMENTS OR INFORMATION**  Please list anything else of relevance you wish the Committee to be aware of. | The APWG has formulated ‘Vision 2025’ for Alexandra Park, 2025 is the 100th anniversary of the Park which was acquired for public use by the OCC in 1925. These works form part of this vision |
| 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) | |

**Alexandra Park 2020 CIL Funding Quotes**

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| **Green waste bay** |  |
| * Move green waste bay and screen behind laurel hedging, with chestnut pail fencing | £3000.00 |
| **Tree Planting** |  |
| * Five additional trees planted to extend the planting line | £2750 |
| **Play Area Picnic Bench** |  |
| * Lower play area picnic table to make safe and accessible for younger children   Indicative budget cost- TBC | £400 |
| **Benches** |  |
| * Two new park benches, location to be agreed but adjacent to tarmac walkway | £1600 |

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
* Consideration has been given to health and safety requirements
* Environmental sustainability
* Innovation

**Application by St Margaret’s Institute, ‘SMI’,**

**30 Polstead Road, OX2 6TN for a Grant**

**to**

**Summertown & St Margaret’s Neighbourhood Forum**

**Round 2 Application**

**Date 2nd November 2020**

**Title**

St Margaret’s Institute plumbing alterations and new dance floor for the main hall.

**Project applicants and contact details**

Professor Richard Cooper, chair of SMI management committee and Kay Symons, secretary of the committee.

[richard.cooper@bnc.ox.ac.uk](mailto:richard.cooper@bnc.ox.ac.uk) tel: 01865 510030

[kay.symons@googlemail.com](mailto:kay.symons@googlemail.com) Tel: 01865 553696

Applicant organisation

The St Margaret’s Institute (‘SMI’) is a much loved and intensively used community centre in central north Oxford which is specifically mentioned in Policy HSC1 of the Neighbourhood Plan as a community resource to be safeguarded and proposals for its improvements supported. It is held under a 999 year lease from St Johns College, the terms of which include the operation of a community centre. The lease is held by the Diocese of Oxford as custodians for the PCC of St Margaret’s church, registered charity number 1154947, who have operational and financial management responsibility. The PCC has substantially delegated this responsibility under wide ranging Terms of Reference to a management committee of twelve drawn from different sectors of the local community. All members of the management committee are volunteers.

The SMI community centre is run as self-funding and has built up limited financial reserves of its own. During Covid 19 lockdown and since, activities within the centre have been severely curtailed and the opportunity has been taken to carry out a number of maintenance and refurbishment activities of a nature difficult to carry out when the centre is in full operation. On a planned basis this has depleted reserves but, in these circumstances, the discovery of the need for a new hall floor presents the management committee with an unforeseen funding problem.

**Stakeholders & details of consultations**

The community centre is valued by many people, especially locally, and because of the way it is run, many of these consider themselves as stakeholders. In response to an invitation to local users and residents to express an opinion of support or not for our project, many people have taken the opportunity to respond and a spreadsheet file of responses to 30th October 2020 is attached. The great majority of opinions expressed are supportive of the project.

**Brief description of the project**

Under the hall’s existing sprung maple dance floor, which has suffered considerable wear over its many years of service, is very ancient and inaccessible plumbing which has deteriorated, causing leakage. This has caused progressive deterioration of the floor above, including ‘cupping’ of some planks, to the extent that the floor is now a health and safety issue - (trip hazards). The project encompasses a temporary repair, replacement of all old underfloor plumbing with new accessible above floor plumbing and professional fitting of a new similarly long lasting maple floor.

**Relevance to the neighbourhood plan**

Provision of a new hall dance floor will contribute significantly to retaining and improving community leisure facilities within the area in accordance with the neighbourhood plan. For many years the SMI community centre has been an extremely popular social centre, the facilities of which have consistently been in high demand. Whilst the centre has smaller function rooms, the hall is the main venue and attracts a wide range of users. Whilst the sprung maple floor, when in good condition, is ideal for dancing and dance tuition, the floor’s robustness ensures it can meet the needs of a wide range of users. Users include:

- PreSchool - five days per week full time.

- Dancing - Balkan dance, children’s ballet, contemporary dance, Lindy hoppers, Zumba and Tai Chi.

- Pilates

- Karate

- Dramatic societies/companies

- Concerts

- Choirs practising

- Piano lessons

- Ashmolean Museum Natural History Society

- University Natural History Society

- Allotment associations - including suppers

-Tea & Talks - (local significant Oxford speakers)

- Ikebana

- Wine tasting events

- Local WI

- Political meetings, most types - and polling station

- Film club & tea party - for elderly

- Alcoholics Anonymous inc. regional headquarters meetings

- Private children’s and adults parties including wedding and christening celebrations, funeral wakes etc.

Before the advent of Covid 19, the centre’s capacity usage was very high and we hope that high usage will be resumed and continued in due course so that many community needs are encouraged and met and local social cohesiveness is increased.

**Consents required**

No known legal consultations are believed to be required before the project can proceed - unless normal Building Control approval of the works is required. If so, this can readily be dealt with through the contractors.

**Main tasks and timescale**

The project has been divided into three stages which can be completed in periods when the community centre is least heavily used.

The initial stage is for a temporary repair to put the floor in a useable state, particularly by PreSchool and other non-dancing users.

The second stage is to raise the existing floor and replace the underfloor plumbing with new pipes all accessible above floor level, to then replace the old flooring and to make good so far as is practicable.

The third stage is to lift the old flooring again and to relay new maple flooring to a professional standard with appropriate allowance for movement and expansion.

Three quotations have been obtained for each of the stages from appropriately experienced companies. These are appended to this application.

The temporary repair stage will be carried out in the Christmas holidays – the timing of this being necessitated by the current operation of the PreSchool.

The replacement and relocation of underfloor plumbing is planned for Spring half term 2021.

The replacement and relaying of a new floor is planned to take place during a scheduled maintenance shutdown of the community centre in August 2021.

**Finance**

The estimated cost of the whole project is £25,000 inclusive of VAT. See attached file for cost estimates and copy quotations.

Other sources of finance are:

- Oliver Heaton trust - £5,000 applied for

- It is intended that further grant applications will be submitted to other grant giving bodies.

- SMI community centre’s own funds from its reserve if necessary – say £5,000.

At date of writing, the management committee is seeking funding of £20,000.

**Maintenance**

The SMI management committee has ensured a rigorous maintenance regime which has been carried out inside and outside the building for some years. As well as maintenance, many building improvements have been made over the last five years. This has been achieved by regular and frequent inspections of a building supervisor and by employment of appropriate contractors as needed. Specifically, regular cleaning is key to proper maintenance of a good floor. Beyond this, periodic sanding, sealing and re-finishing is part of the Institute’s normal planned maintenance.

**Risks**

Covid 19 may adversely impact the project timescale!!!

Raising £20,000 is a challenge for the SMI management committee.

**Responsible party**

The legal and financial responsibility for the projects execution rests with the PCC of St Margaret’s Church (Registered charity no. 1154947) which has authorised the SMI management committee to proceed with the project in accordance with their Terms of Reference previously referred to. In practice, the PCC would expect the SMI management committee to exercise full responsibility for a project of this scale within the context of SMI’s delegated self-financing status.

**Monitoring and reporting**

Reporting the outcome of the successful completion and use of the project is inherent in what is published on the Institute’s website, ([www.smi-oxford.org.uk](http://www.smi-oxford.org.uk) ), and success will be indicated by high usage of the hall facility by a wide range of local users within the community centre setting. Such reporting on the website, including maintenance of forward booking schedules, is the responsibility of the community centre administrator.

**Marketing and branding**

News of the project execution and recognition and appreciation of external funders will feature prominently on the SMI website.

**St Margaret’S Institute CIL Round 2 Application for Funding**

The CIL application form requires applicants to obtain three estimates for each area of work for which financial assistance is sought. St Margaret’s Institute has done that.

There are three linked elements to the SMI project so three estimates have been obtained for each of those elements – nine estimates in all. The estimates are outlined below: the detailed estimates are attached

1. Preparatory and immediate short-term repairs needed to make the hall floor safe and secure for users. Three estimates:

* ACH:£560.00 + VAT
* JDS: £843 + VAT
* Headington Flooring: £2930 + VAT (excluding materials)

1. Plumbing work needed in order to move underfloor water pipes above the floor in order to prevent a repeat of the water damage that has caused the current swelling and uplift of the floor. Three estimates

* JDS: £4678 + VAT
* TEVEB Engineering: £4999
* Barratt: £8200 + VAT

1. Installation and then treatment of the new floor before use. Three estimates:

* Headington Flooring: £13204 + VAT
* ACH: cost for all Labour & Materials: £14890.00 + VAT
* JDS: £16230 + VAT

**Summary**

Cost range including VAT where applicable

Lowest cost Highest cost

Temporary repair ACH 672.00 Headington Flooring 3,516.00

Replumbing JDS 5,613.60 Barrat 10,200.00

New flooring Headington flooring 15,844.80 JDS 19,476.00

Total **22,130.40** **33,192.00**

These estimates may be negotiated down but, in any event, the contractors experience will receive high consideration. For purposes of this application a total cost of **£25,000** has been assumed.