

# SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

## APPLICATION FOR A COMMUNITY FUND GRANT

### 1. YOUR ORGANISATION

1.1 Organisation Name: All Saints' Church Lightwater .....

1.2 Principal Contact Name: Mrs Pam Newman.....

1.3 Organisation Contact Address (for correspondence related to the application): .....

53 Macdonald Road .....

Lightwater .....

Post Code: GU18 5XY .....

Daytime telephone no: 01276 475037 .....

E-mail address: pam.newman3@btinternet.com .....

Amount applied for .....

1.4 Please confirm your organisation is 'not for profit' Not for profit.....

1.5 Organisation Type (please tick):

☐ Formally constituted  
Club/Association/Trust

☐ Other public sector body

☐ School/college

☒ Other

1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75

☐ 76-100 ☐ 101+

1.7 How long has the organisation existed? Since 1903 .....

- 1.8 Are you a registered charity? Reg Charity No 1128176.....  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? No.....  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? A member of the Church of England....
- 1.11 If yes, have you applied to them for funding? No .....
- 1.12 If not, please state your reasons for not doing so  
They only offer funding for revenue items .....
- 1.13 Please state where your funding comes from From our own resources, and from applications to Surrey Community Buildings Grant Scheme and donations from other funding bodies to whom we will be applying. Donations to date received from Lightwater Village Fête Committee (£1500) and Windlesham Pram Race (£200).  
.....

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

In 1956 a fund was started to provide for the eventual rebuilding of the Church Hall. After years of hard work, much of which was voluntary labour, the Hall was dedicated in 1966. The Hall is run by a Management Committee, responsible to the Parochial Church Council. The aim is to provide excellent facilities for community and church use, and to maintain the building to high standards.

The building was renovated extensively in 1996, but has undergone no extensive refurbishment since then, and as a result the kitchen is in urgent need of updating to current health & safety standards, and the toilets also require refurbishment for the same reason. We plan to install a completely new kitchen with commercial appliances and improved cooking facilities, plus a commercial dishwasher which will improve hygiene.

As part of our stewardship, we have identified the sum of £110,000 of our own funds which we are able to use as part of an overall vision project. This vision project covers both the Hall and the Church, where we are planning proper disabled access. As well as the kitchen and toilets, the Hall part of the project for which we are using our own funds involves refurbishing two small back rooms for use as a youth resource and for general use, replacing fire doors and inner doors, refurbishing the stage, installing new storage, new curtains, considering installing automatic main doors for easier access for all, tarmacking around the hall, and installing a stairlift to the upstairs meeting room (for which we are applying for a separate grant).

The Hall is used seven days a week by numerous local adults, children and young people, and an improved facility would be a huge benefit to everyone.

- 2.2 What is the timescale of the project? Start Date: July 2017 .....  
Completion Date: August 2017 .....

2.3 Who will benefit from the project, the wider community or a small section? .....  
The whole community.....

2.4 Please describe your current facilities.

We have a large hall with stage, an upstairs meeting room with kitchen facilities, two small back rooms (currently used for storage and children's work), a basic kitchen which is showing its age and needs bringing up to current Health & Safety standards. Toilet facilities are adequate, but again showing their age and are difficult to clean.  
.....

2.5 What other activities/services are offered at this site? The hall is used by all sectors of the community for a large variety of activities. It is used by seven Guide units, church youth groups, groups for the elderly, exercise classes, SureStart, baby & toddler club, baby clinic, a singing group, Alcoholics Anonymous meeting, etc. plus private children's and adult parties and community events and functions. Large scale catering is often undertaken but with increased difficulty.  
.....

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

Increased catering facilities will offer benefits to many regular users, as well as private hirers, and perhaps in future the ability to offer a lunch club. Improved toilet facilities will benefit everyone.....

2.7 How many people use the current facilities? Approx. 2400 per month.....

2.8 How many people will use the facilities on completion of the project? The hall is in use 70% of available time at present (approx. 2400 people per month) but as many more as many as we can accommodate within hiring periods.

2.9 Over what period will the community benefit from the completion of the project?

☐ up to 12 months ☐ 1 to 2 years ☐ 2 to 3 years ☒ over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

Absolutely not! .....

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

No .....

2.12 When was the membership fee last increased? N/A.....

2.13 Which parts of the local area do your members tend to come from?

Mostly from the village of Lightwater and the Borough of Surrey Heath .....

2.14 Does your organisation have open days to encourage new members?

Not necessary – the hall is well known in the area .....

- 2.15 How many people regularly use your facility? Approx 2400 per month .....
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Numbers are increasing only insofar as the hall is available to be booked. It is at present used approximately 70% of the time .....

- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members

The Hall is available to all, and we are improving this by the installation of a stairlift to the upstairs meeting room, and plan to install automatic doors for better access.  
.....

### 3. PROJECT SITE

- 3.1 What is the location of the project?  
All Saints' Church Hall, Broadway Road, Lightwater GU18 5SJ .....
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

Freehold .....

- 3.3 What is the current condition of the property and are any other works being carried out?

Current condition generally good, but dated. In addition to the toilets and kitchen, we are refurbishing the stage, replacing fire doors, inner doors, curtains, refurbishing the small rooms at the back of the church, replacing tarmac at the rear of the property, new storage and new signage, all being undertaken from our own funds in 2016.  
.....

- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

No building regulation needed for updating the toilets or the kitchen replacement.  
.....

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes .....



#### 4. PROJECT COSTS

4.1 How much grant are you applying for?

£24,690

4.2 What do you anticipate the total project cost to be?

£74,071

COST

ITEM

4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

£62,802

Kitchen/toilets ex VAT

£11,269

VAT on kitchen/toilets




4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

This is one phase of an overall project of refurbishing the Church Hall. We have identified £110,000 of our own funds which we are proposing to use for the Church Hall and also for adding permanent disabled access to the Church building.

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received.

We are in the process of applying to Surrey Community Buildings Grant Scheme and will apply to Windlesham Parish Council and other funding bodies over the course of the next few months. We have applied to the Community Foundation for Surrey for a grant for the stairlift for £4,270 (not decision yet). We have received £1,500 from Lightwater Village Fête Committee, and £200 from Windlesham Pram Race Committee.

4.6 What additional fund-raising have you undertaken? None at present

4.7 Do your present funds contain any provision for future commitments?

Yes – our hiring fees allow for regular maintenance but not for major refurbishment. We are also planning for disabled access to the church, which will be a costly exercise and when we will need to use some the funds already identified and will be undertaking fundraising and applying for other grants.

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

We receive hiring fees for the Church Hall, but all other income received by the church comes from regular donations from its members. We receive Gift Aid on Church members' donations where applicable.

We receive hiring fees for the Church Hall, but all other income received by the church comes from regular donations from its members. We receive Gift Aid on Church members' donations where applicable.

- 4.9 How much additional income will be generated on completion of the project?

This is uncertain. We plan to let the hall to more groups, but this obviously depends on availability. Current usage is approx. 70%

£

- 4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

Hiring fees usually cover regular maintenance. However, 3 months expenditure is reserved for contingencies.....

## 5. RISK

- 5.1 If your application is unsuccessful how will your organisation fund the project?

We would have to reconsider our options and apply to other funders for grants.

- 5.2 What is the risk to your organisation if the project doesn't happen?

Disappointment by our Hall users who are looking forward to the new facilities, and damage to our reputation.

- 5.3 How will you mitigate/reduce the risk? N/A

- 5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We will reconsider our options and apply to other funding sources for grants. ....

## 6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for?

☒ >5 ☒ 6-10 ☒ 13-16 ☒ 17-25  
☒ 26-40 ☒ 41-60 ☒ 60+

- 6.2 Provision for use by which gender?

☐ Female ☐ Male ☒ Both

- 6.3 Does your organisation serve specific groups (Please tick)

☐ Ethnic minority groups

☒ Religious groups

☒ Disabled groups

☐ Unemployed groups

☐ Single parent family groups

☐ Other (please specify)

There may be ethnic minorities, unemployed And single parent families among the existing groups who use the hall, but not specific groups.

- 6.4 How will the community benefit from the completion of the project? Hugely improved facilities for use by everyone.
- 6.5 How will you measure the success of the project? We will monitor the project through discussion with Hall users, and new hirers.
- 6.6 How did you become aware of this fund? Attending a course on applying for grants and by word of mouth.

## DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- ☐ A copy of your organisation's constitution *We have been assured by the Diocese that we do not have a constitution.*
- ☒ Copies of your organisations audited accounts for the last two years
- ☒ Copies of statements of current or investment account balances (as at date of application)
- ☒ Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- ☒ Evidence you have applied to other sources of funding


Also, if applicable:

- ☒ Proof of tenure of the property
- ☐ Copies of building regulations or planning permission
- ☒ Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

## 7. DECLARATION

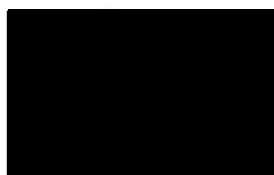
I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: 

Position: *Grants & Funding Co-ordinator*

Print Name: *A.P. NEWMAN*

Date: *30/06/16*



CHURCHWARDEN AND  
TRUSTEE

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KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

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### APPLICATION FOR A COMMUNITY FUND GRANT

#### 1. YOUR ORGANISATION

- 1.1 Organisation Name: CAMBERLEY CRICKET CLUB
- 1.2 Principal Contact Name: KEITH HALSEY (CHAIRMAN)
- 1.3 Organisation Contact Address (for correspondence related to the application):

UPPER VERRAN ROAD  
CAMBERLEY

Post Code: GU15 2JL

Daytime telephone no: 07796 417498

E-mail address: kljhalsey@sky.com

Amount applied for : £12,750

- 1.4 Please confirm your organisation is 'not for profit' YES

- 1.5 Organisation Type (please tick):
- ☒ Formally constituted Club/Association/Trust
- ☐ Other public sector body
- ☐ School/college
- ☐ Other

- 1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75
- ☐ 76-100 ☒ 101+

- 1.7 How long has the organisation existed? 1945



- 1.8 Are you a registered charity? NO  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? YES : 212 3006 35  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? ENGLAND & WALES CRICKET BOARD
- 1.11 If yes, have you applied to them for funding? NO
- 1.12 If not, please state your reasons for not doing so :  
  
RELATES TO NON CRICKETING ACTIVITIES.
- 1.13 Please state where your funding comes from:  
  
MEMBERSHIP SUBSCRIPTIONS AND RENTAL INCOME

## **2. PROJECT DETAILS**

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

THE BUILDING'S ORIGINAL DISABLED LIFT HAS BECOME UNRELIABLE AND IS IN CONSTANT NEED OF REPAIR AND MAINTENANCE. IN RECENT MONTHS THE LIFT HAS BROKEN DOWN ON SEVERAL OCCASIONS WHICH AT TIMES HAS LEFT VISITORS WITH MOBILITY SCOOTERS STRANDED ON THE TOP FLOOR UNTIL WE COULD FIX THE LIFT.

THE LIFT ENGINEERS HAVE NOW REPORTED THAT REPAIRS ARE NOW INCREASINGLY DIFFICULT AND THAT WE SHOULD REPLACE THE LIFT.

THIS LIFT IS IN CONSTANT USE IN OUR FACILITY.  
WE HIRE OUT OUR PREMISES TO A NUMBER OF COMMUNITY GROUPS INCLUDING :

CAMBERLEY ROTARY CLUB  
CAMBERLEY U3A BRIDGE AND FLOWER ARRANGING CLUBS  
CAMBERLEY ROCK CHOIR  
CAMBERLEY WEIGHT WATCHERS  
CAMBERLEY & FARNBOROUGH HOCKEY CLUB  
CAMBERLEY BRIDGE CLUB

IN ADDITION WE HIRE OUT OUR FACILITY TO A LARGE NUMBER OF LOCAL RESIDENTS OF SHBC FOR THEIR BIRTHDAY PARTIES, WEDDING OR WAKES .

AS YOU MAY APPRECIATE FROM OUR USAGE GROUPS A LARGE NUMBER OF OUR GUESTS ATTENDING BOTH OUR REGULAR WEEKLY HIRING MEETINGS AND COMMUNITY CLEBRATIONS ARE QUITE ELDERLY.

WE ARE BECOMING INCREASINGLY AWARE THAT SHOULD THE LIFT FAIL TO OPERATE, AS IT HAS DONE IN RECENT MONTHS, THEN OUR HEALTH AND SAFETY OF OUR VISITORS IS AT RISK.

2.2 What is the timescale of the project? Start Date: NOVEMBER 2016 .....

Completion Date: MARCH 2017 .....

2.3 Who will benefit from the project, the wider community or a small section?

WIDER COMMUNITY OF SURREY HEATH.

2.4 Please describe your current facilities.

A LARGE PLAYING AREA FOR USE BY ALL AGES AND BOTH GENDERS FOR THE ENJOYMENT OF PLAYING, LEARNING OR SIMPLY TO WATCH THE GAME OF CRICKET.

THE PAVILION IS A TWO STOREY BUILDING WITH A DOWNSTAIRS MEMBERS' AREA WITH CHANGING ROOMS AND A LARGE FUNCTION ROOM UPSTAIRS WHICH IS USED BY COMMUNITY GROUPS AND LOCAL RESIDENTS. ACCESS TO THE UPPER FLOOR IS REACHED BY STAIRS OR BY THE DISABILITY LIFT, WHICH WE ARE NOW WISH TO REPLACE.

2.5 What other activities/services are offered at this site?

A LARGE NUMBER OF GROUPS AND LOCAL RESIDENTS REGULARLY HIRE OUR UPSTAIRS FUNCTION ROOM FOR THEIR MEETINGS AND PARTIES

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

YES AS WE WOULD BE BETTER PLACED TO GUARANTEE ACCESS TO OUR FUNCTION ROOM UPSTAIRS AND SO OFFER A MORE SECURE AND SAFER SERVICE AND SO INCREASE THE NUMBER OF VISITORS.

2.7 How many people use the current facilities?

350 EACH WEEK PLUS AROUND 150 UTILISING THE CLUB ON CRICKET ACTIVITIES.

2.8 How many people will use the facilities on completion of the project? OUR AIM WOULD BE 500 PLUS THE CRICKET MEMBERSHIP

2.9 Over what period will the community benefit from the completion of the project?

☐ up to 12 months ☐ 1 to 2 years ☐ 2 to 3 years ☒ over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

NO

2.11 Does your organisation charge a membership fee and if so, how much is the charge?



CRICKETING MEMBERSHIP VARIES FROM JUNIORS, TO SENIORS AND SOCIAL ONLY MEMBERSHIPS.  
GROUPS WISHING TO HIRE OUR FACILITY ARE CHARGE A RENATL FEE DEPENDING ON THE FREQUENCY AND LENGTH OF HIRE.

2.12 When was the membership fee last increased?  
FEES ARE REVIEWED ANNUALLY : JANUARY 2016

2.13 Which parts of the local area do your members tend to come from?

THE WIDER AREAS OF SURREY HEATH

2.14 Does your organisation have open days to encourage new members?

YES

2.15 How many people regularly use your facility? APPROX. 500 EACH WEEK

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

YES

2.17 Please state how your application recognises the diverse needs of your existing and possible future members

AS AN ALL INCLUSIVE ORGANISATION WE HAVE ADOPTED AN EQUALITY POLICY THAT ENCOURAGES THE WIDEST POSSIBLE MEMBERSHIP AND AVAILABILITY TO ALL MEMBERS OF THE COMMUNITY.

THE NEED TO REPLACE OUR FAILING DISABLED LIFT RECOGNISES THE NEED TO ACCOMODATE OUR REGULAR PATRONS WITH MOBILITY DIFFICULTIES IN USING THE STAIRS.

### 3. PROJECT SITE

3.1 What is the location of the project? UPPER VERRAN ROAD : GU15 2JL

3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

OWNED BY THE CLUB

3.3 What is the current condition of the property and are any other works being carried out?

GENERALLY VERY GOOD BUT WITH A FACILITY OF THIS AGE WE ARE CONSTANTLY NEEDING TO MAINTAIN AND REPAIR AREAS.

CURRENTLY NO OTHER WORKS ARE BEING CARRIED OUT.



- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

NOT REQUIRED

.....

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

YES

- 3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

NO

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for?

£12,750

- 4.2 What do you anticipate the total project cost to be?

£25,508

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£21,257	LIFT
	£	
	£4,251	VAT

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

YES

- 4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

NO

- 4.6 What additional fund-raising have you undertaken? NONE AS YET

- 4.7 Do your present funds contain any provision for future commitments? NO
- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?

REVENUE IS DERIVED FROM MEMBERSHIP SUBSCRIPTIONS AND THE HIRING OUT OF OUR FACILITY TO LOCAL SHBC RESIDENTS

- 4.9 How much additional income will be generated on completion of the project?

ESTIMATED

£5,000 p.a.

- 4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

ONGOING MAINTENANCE WILL BE FUNDED FROM THE CLUB'S BUDGET.

## 5. RISK

- 5.1 If your application is unsuccessful how will your organisation fund the project?

UNSURE BUT THE LIKELIHOOD IS THAT WE WOULD HAVE TO RESTRICT ACCESS TO OUR UPSTAIRS FACILITY IN MEDIUM TERM.

- 5.2 What is the risk to your organisation if the project doesn't happen?

LOSS OF INCOME FROM COMMUNITY GROUPS WITH NUMBERS OF MEMBERS WITH MOBILITY ISSUES.

- 5.3 How will you mitigate/reduce the risk?

INCREASED USAGE BY OTHERS

- 5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

FROM INTERNAL FUNDS / REFUNDRAISING ACTIVITIES BUT EXPERIENCE TELLS US THAT THE LATTER COULD TAKE A NUMBER OF YEARS TO ACHIEVE.

## 6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for?

☐ >5 ☒ 10 ☒ 3-16 ☒ 17-25  
☒ 26-40 ☒ 41-60 ☒ 60+

### ALL AGE GROUPS

- 6.2 Provision for use by which gender?

☒ Female ☒ Male ☒

**BOTH**

6.3 Does your organisation serve specific groups? Ethnic minority groups

☐

Religious groups

☐

**WE ARE PROUD TO SAY THAT WE  
SERVE ALL GROUPS BUT NONE  
SPECIFICALLY**

Disabled groups

☐

Unemployed groups

☐

Single parent family groups

Other (please specify)

.....

6.4 How will the community benefit from the completion of the project? .....

A SAFER AND SECURE ACCESS TO A MUCH USED FACILITY

6.5 How will you measure the success of the project? .....

INCREASED USAGE AND A REDUCTION IN THE NUMBER OF REPORTED  
PROBLEMS ACCESSING THE UPSTAIRS ROOM.

.....

6.6 How did you become aware of this fund? WEBSITE

.....

.....

#### **DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

☒

A copy of your organisation's constitution

☒

Copies of your organisations audited accounts for the last two years

☒

Copies of statements of current or investment account balances  
(as at date of application)

☒

Copies of two written estimates for the purchase or hire of any equipment or work to  
be undertaken

☐

N/A

Evidence you have applied to other sources of funding

Also, if applicable:



- ☒ Proof of tenure of the property
- ☐ Copies of building regulations or planning permission
- ☐ Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

**7. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed:  Position: CHAIRMAN

Print Name: KEITH HALSEY Date: 05-06-16

# SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

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SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

## APPLICATION FOR A COMMUNITY FUND GRANT

### 1. YOUR ORGANISATION

1.1 Organisation Name: Deepcut Village Association.....

1.2 Principal Contact Name: Campbell Mitchell.....

1.3 Organisation Contact Address (for correspondence related to the application): .....  
89, Grasmere Road, Lightwater, Surrey .....

Post Code: GU18 5TL .....

Daytime telephone no: 07768 606570.....

E-mail address: campbellmitchell@cleevemoor.co.uk.....

Amount applied for.....£20,000.....

1.4 Please confirm your organisation is 'not for profit'... It is a Registered Charity and not for profit.....

1.5 Organisation Type (please tick):  
☐ Formally constituted  
☒ Club/Association/Trust  
☐ Other public sector body  
☐ School/college  
☐ Other

1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75  
☐ 76-100 ☐ 101+

1.7 How long has the organisation existed? Since January 2004.....

- 1.8 Are you a registered charity? Yes charity number 1104727 .....  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? No .....  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? No .....
- 1.11 If yes, have you applied to them for funding? .....
- 1.12 If not, please state your reasons for not doing so.....  
.....

1.13 Please state where your funding comes from:

We rent space to individuals and organisations in the community for meetings and activities which benefit the community. This includes hirers and users from across the borough. The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically are able to.

## PROJECT DETAILS

2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

The current centre consists of a large hall which is fully utilised in the hireable times. See Appendix 2 in business plan. There are also 2 small meeting rooms which bring in a small income, and these will remain.

The demand is for space in the hall, but this is now at capacity.

We wish to covert unusable changing room space at the rear into a second hall to enable us to provide the space needed to benefit the local community.

The additional income generated will enable us to be sustainable, self-sufficient financially and to generate sufficient funds to pay the rent required by our lease.

There is a large area in the rear of the building which was built as 4 changing rooms and numerous showers. These have never been used as the planned playing fields were not built. We have architects drawings and a specification to demolish these and create a second hall approx. 2/3 the size of our current hall.

We have 3 quotations to do the work to convert the changing areas into the hall to the architect's specification.

2.2 What is the timescale of the project? Start Date: We hope to start the works in November 2016

Completion Date: If works start in October we hope for completion by 28 February 2017

2.3 Who will benefit from the project, the wider community or a small section?

The project will benefit not only the community in Deepcut but a wider area of the Borough of Surrey Heath. The facility attracts users not only from Deepcut, Frimley Green & Mytchett but from across a wide area of the Borough of Surrey Heath. EG Camberley Scouts, guides and Rainbows, Kumon, Kushido, Dance Classes & Zumba.

2.4 Please describe your current facilities.

The current centre consists of a large hall which is fully utilised in the hireable times. There are also 2 small meeting rooms which bring in a small income, and these will remain.

The demand is for space in the hall, but this is now at capacity. We wish to convert unusable changing room space at the rear into a second hall to enable us to provide the space needed to benefit the local and borough wide community.

2.5 What other activities/services are offered at this site? .....

.. We rent space to a wide range of the community. The activities go from toddler groups to U3A activities and include, Kumon, Kushido, dance classes & Zumba.. We cannot meet the current demand for hall space.

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

There is demand for space which we are unable to accommodate as our current facility is at capacity. The additional space will allow us to accommodate more users and offer more activity sessions. Eg. We have a request from Camberley Scouts, Guides and Rainbows as well as a toddler group and further activity classes to hire the hall when completed.

2.7 How many people use the current facilities? 7-800 per week .....

2.8 How many people will use the facilities on completion of the project?  
1000-1200 per week.

2.9 Over what period will the community benefit from the completion of the project?

☐ up to 12 months ☐ 1 to 2 years ☐ 2 to 3 years ☒ over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

.....No.....

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

.....No.....

2.12 When was the membership fee last increased? .....N/A

2.13 Which parts of the local area do your members tend to come from?

Although based in Deepcut the facility does not only attract renters and users from Deepcut, Frimley Green & Mytchett. We have clients from across the whole area of Surrey Heath eg Camberley, Lightwater, Bagshot & Pirbright

- 2.14 Does your organisation have open days to encourage new members?

We have do not have or plan to have members, but we have open days to publicise the available facilities and the activities available.

- 2.15 How many people regularly use your facility? ... 7-800 per week

- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

There is increasing demand but we cannot at present increase the numbers using the facility as we have no space available. All letting hours are full see appendix 2 in Business Plan.

- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members

We provide facilities for a wide range of groups. The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically can. We also have after school groups and classes run in the facility, dance classes, Kushido, Kumon and Zumba.

### **3. PROJECT SITE**

- 3.1 What is the location of the project?

Deepcut Village Centre, 89 Swordsmans Road Deepcut GU16 6BW

- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

A lease is currently being granted by SHBC for 25 years

- 3.3 What is the current condition of the property and are any other works being carried out?

The building is generally in good condition and users comment on the high standard of the facility.

The recent electrical survey indicated that there is a need for maintenance to be carried out in the future to meet regulations. Currently there is no insulation in the area above the proposed project, this causes increased running costs. The boilers we have been told are coming to the end of their useful life. They are therefore likely to have increasing maintenance costs. The boilers are much larger than currently required and will be replaced by an appropriately sized boiler as part of this project.

- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

Building regulations currently being obtained and we are in discussion with Jonathan Gregory about this.

Note: Where permission is required and has not been obtained, the application will not progress.



Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?  
3 quotes have been obtained and copies have been given to Jonathan Gregory and Jerry Fisher at SHBC.

- 3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

These have been emailed directly to Johnathan Gregory by the architects

#### 4. PROJECT COSTS

- 4.1 How much grant are you applying for? £20,000

- 4.2 What do you anticipate the total project cost to be? £92,400+VAT

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).	£36,500	Repairs .....
	£13,000	Demolition ...
	£15,000	Brickwork.....
	£10,000	Electrical.....
	£17,900	Ancillarys.....

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

We are contributing the project management costs of Circa £5000 from current resources and have paid for the Architects drawings and specification.

- 4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

Applications are being completed for SCC Community Improvements Fund and Biffa Award Main Grants Programme. We will apply for other funds. A meeting has been arranged with Suzie Tobin Voluntary Support North Surrey to identify other potential sources of funds..

- 4.6 What additional fund-raising have you undertaken?

We are generating funds from our rental income. We have already paid for the architects plans and specification (£850 inc VAT). We will also cover the project management costs of circa £5,000.

- 4.7 Do your present funds contain any provision for future commitments?  
Our current income covers the ongoing running costs and internal maintenance. We need to increase our income to ensure our ongoing sustainability and allow us to pay the rent required by the lease. This will reduce any demands on the £306K held by SHBC from 106 payments by the original builders. The increased usage and therefore income the new hall will generate will ensure our future commitments are met.

- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?

Our business plan shows our income which is all generated from rentals.

How much additional income will be generated on completion of the project?  
This is set out in our business plan appendix 3

£10,230 pa
------------

- 4.9 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

The increased income will ensure the future sustainability of the Centre. SHBC hold circa £306K, which are 106 funds from the builder, for future maintenance and repairs. This project will reduce the potential costs and therefore the demands on the funds.

## 5. RISK

- 5.1 If your application is unsuccessful how will your organisation fund the project?

If unsuccessful we will have to increase our applications to other sources. This will delay the project and result in our inability to satisfy the demand for space. It will also delay our ability to pay the rent required by the lease we are currently agreeing. The project cannot be phased and there is a big demand for space to be available in the coming year.

- 5.2 What is the risk to your organisation if the project doesn't happen?

We will need to review the situation with SHBC as we will be unlikely to be able to pay the rent. We will need to negotiate a delay until we are able to progress the project and increase the income of the Centre.

- 5.3 How will you mitigate/reduce the risk?  
Applications are being submitted for other grants.

- 5.4.1 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We are applying for other grants and will need to reconsider our whole business plan. The Centre is managed by Trustees who are all volunteer. There is a limit to how much time can be spent on applying for grants.

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for? All ☐ >5 ☒ 10 ☐ 13-16

☒ 17-25 ☐ 26-40 ☒ 41-60 ☐ 60+

6.2 Provision for use by which gender? ☐ Female ☐ Male ☒ Both

6.3 Does your organisation serve specific groups (Please tick) ☐ Ethnic minority groups  
☐ Religious groups  
☐ Disabled groups  
☐ Unemployed groups  
☐ Single parent family groups  
☒ Other (please specify)

All groups are covered

6.4 How will the community benefit from the completion of the project?

The activities run by our hirers go from toddler groups giving mothers the opportunity to get out of their homes and interact with other mothers and adults, to U3A which encourages the elderly out to interact with others. This improves the quality of their lives and helps them remain in their own homes for as long as they physically are able to manage. We also have after school groups and classes run in the facility, dance classes, Kushido, Kumon and Zumba and table tennis groups. These benefit families and parents as well as the children and older individuals.

6.5 How will you measure the success of the project?

We will monitor our ability to accept bookings and increased income as well as monitoring user satisfaction.

6.6 How did you become aware of this fund?

Discussions with Susie Tobin Voluntary Support Officer are assisting us to identify potential sources of funds.

## DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

☐ A copy of your organisation's constitution copy

☐ Copies of your organisations audited accounts for the last two years

- ☐ ✓ Copies of statements of current or investment account balances (as at date of application)
- ☐ ✓ Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken

☐ ✓ copies of applications will be available Evidence you have applied to other sources of funding

Also, if applicable:

- ☐ ✓ Awaiting lease from SHBC Proof of tenure of the property
- ☐ ✓ Contacting Johnathan Gregory Copies of building regulations or planning permission
- ☐ ✓ Any architects plans or sketches - sent to Jonathan Gregory by the Architects

**N.B. Failure to provide this information will immediately disqualify the application.**

## 7. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signature  .....

Position: Chair of Trustees.....

Print Name: Angela Mitchell .....

Date: 29-6-2016.....

29 JUN 2007

## SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY PARTNERSHIPS OFFICER  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD

OFFICE USE ONLY  
APPLICATION NO:

### APPLICATION FOR A COMMUNITY FUND GRANT

#### 1. YOUR ORGANISATION

- 1.1 Organisation Name: WINDLESHAM BOWL CLUB
- 1.2 Principal Contact Name: REG. RAPLEY
- 1.3 Organisation Contact Address (for correspondence related to the application):  
THE FUCHSIA, 26 CUCKOO LANE, WEST END  
WOKING, SURREY  
Post Code: GU24 9NG  
Daytime telephone no: 01483 487396  
E-mail address: reg.rapley@gmail.com  
Amount applied for: £25,000
- 1.4 Please confirm your organisation is 'not for profit' NONE - PROFIT
- 1.5 Organisation Type (please tick):  
☒ Formally constituted Club/Association/Trust  
☐ Other public sector body  
☐ School/college  
☐ Other
- 1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75  
☒ 76-100 ☐ 101+
- 1.7 How long has the organisation existed? SINCE 1933

- 1.8 Are you a registered charity? ..... NO  
(If yes, please state the charity number)
- 1.9 Are you VAT registered? ..... NO  
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? ..... YES BOWLS ENGLAND
- 1.11 If yes, have you applied to them for funding? ..... NO
- 1.12 If not, please state your reasons for not doing so... B.E. ONLY ONE  
INTEREST FREE LOANS
- 1.13 Please state where your funding comes from... APPLICATIONS MADE  
TO WINDLESHAM PARISH COUNCIL, SURREY PLAYING FIELDS  
& LONDON MARATHON - HOPEFULLY REPLIES  
IN SEP. 2016

## 2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

AN EXTENSION OF EXISTING CLUB HOUSE BY 4 METRES IN  
LENGTH TO PROVIDE A NEW DISABLED TOILET, IMPROVED SECURE  
KITCHEN, NEW STORAGE AREA & MORE WIDTH & LENGTH  
TO MAIN HALL (AT PRESENT THERE IS NO STORE)  
NEW FLOOR FINISHES IN HALL, STORE, KITCHEN & DISABLED TOILET  
ALL EXTERNAL FINISHES MATCH EXISTING  
WE AIM TO INCREASE MEMBERSHIP & PROVIDE UPDATED FACILITIES  
TO MAINTAIN A GROWING INVOLVEMENT FOR MEMBERS OF ALL  
AGES & GENDER & ABILITY. ALSO TO HOST MAJOR SURREY  
COMPETITIONS

- 2.2 What is the timescale of the project? Start Date: NOVEMBER 2016

Completion Date: JANUARY 2017

- 2.3 Who will benefit from the project, the wider community or a small section?

WIDER COMMUNITY

- 2.4 Please describe your current facilities. MAIN HALL, LADIES & GENTS CHANGING  
ROOMS WITH TOILET FACILITIES, DISABLED TOILET & ACCESS, SMALL KITCHEN  
37M x 37M LAWN BOWLS GREEN & TURF NURSERY, SHED HOUSING VALUABLE MACHINERY  
& TOOLS & BOWLING EQUIPMENT, STILLAGES FOR COMPOSTING, PESTICIDES STORE  
& SMALL SECURE BACK STORE FOR ELECT. METER & IRRIGATION CONTROLS.  
& WATER STORAGE TANK FOR IRRIGATION

2.5 What other activities/services are offered at this site? .....

THE WINDLESHAM CLUB & THEATRE, PUBLIC TENNIS COURTS  
AND LARGE PARKING AREA

2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

A LOCAL BAGSHOT/LIGHTWATER SHORT MAT BOWLS CLUB MAY RENT OUR CLUB HOUSE TO IMPROVE THEIR MEMBERSHIP & ACTIVITIES  
OUR CLUB CAN ALSO ENTER LOCAL LEAGUES FOR SHORT MAT BOWLS & ATTRACT TABLE TENNIS PLAYERS

2.7 How many people use the current facilities? ..... 90 .....

2.8 How many people will use the facilities on completion of the project? ..... 130 + .....

2.9 Over what period will the community benefit from the completion of the project?

☐ up to 12 months ☐ 1 to 2 years ☐ 2 to 3 years ☒ over 3 years

2.10 Is it necessary to be a member of your organisation to participate in its activities?

YES WE HAVE FULL BOWLING & SOCIAL MEMBERS WHO CAN ALL BRING GUESTS

2.11 Does your organisation charge a membership fee and if so, how much is the charge?

FULL MEMBER £86.50 p.a. NEW TO BOWLS £43.25 p.a. SOCIAL £7.50 p.a.

2.12 When was the membership fee last increased? ..... 1ST MARCH 2016 .....

2.13 Which parts of the local area do your members tend to come from?

WINDLESHAM, BAGSHOT, CHOBHAM, WEST END, BISLEY, LIGHTWATER  
CAMBERLEY & FRIMLEY

2.14 Does your organisation have open days to encourage new members?

YES EVERY YEAR IN APRIL MAY & COACHING

2.15 How many people regularly use your facility? ..... 60 / 70 .....

2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

YES

2.17 Please state how your application recognises the diverse needs of your existing and possible future members

MORE SPACE FOR AFTER MATCH MEALS, MORE INVOLVEMENT IN SHORT MAT BOWLING, TABLE TENNIS, QUIZZES & A IMPROVED SPACE FOR MEALS & MEETINGS.

-5 JUL 2016

POST ROOM

**3. PROJECT SITE**

- 3.1 What is the location of the project? BEHIND THE WINDLESHAM CLUB & THEATRE IN KENNEL LANE, WINDLESHAM GU70 6AA
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)  
THE SITE IS HELD IN TRUST & MANAGED BY THE WINDLESHAM CLUB & THEATRE. WE PAY ANNUAL FEE TO W.C.T.
- 3.3 What is the current condition of the property and are any other works being carried out?  
VERY GOOD CONDITION. NO OTHER WORKS BEING CARRIED OUT.
- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.  
FULL PLANNING CONSENT REF. 16/0187

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

YES

- 3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

YES

**4. PROJECT COSTS**

- 4.1 How much grant are you applying for?

£ 25,000

- 4.2 What do you anticipate the total project cost to be?

£ 56,000

COST

ITEM

- 4.3 Please give a breakdown of costs (purchase

£



of land/buildings, professional fees, VAT etc).

+ £1,800  
FOR KITCHEN  
WINDOW &  
SECURITY  
SHUTTER

£45,182.40

CHOBHAM BOWLS  
MAIN STRUCTURE

£9,273.80

KITCHEN.....

£5,647.00

FLOORING

£350.00

DECORATING  
MATERIALS

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) .....

YES UP TO £4,000

- 4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received .....

YES - WINDLESHAM PARISH COUNCIL, SURREY PLAYING  
FIELDS, LONDON MARATHON - HAVE SENT FORMS - SHOULD RECEIVE  
RAPPLIES IN SEPTEMBER AT LATEST.

- 4.6 What additional fund-raising have you undertaken? AN ONGOING ONE TON  
CLUB FOR MEMBERS - AUCTION OF PROMISES DUE STARTLY BY MEMBERS  
AND SPECIAL BOWLS EVENTS

- 4.7 Do your present funds contain any provision for future commitments? .....

YES

- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?

PLAYERS MATCH FEES, SPORTS MATERIALS, RAFFLES  
SALE OF SOFT DRINKS, TEA & COFFEE, SNACKS, ONE TON CLUB.

- 4.9 How much additional income will be generated on completion of the project?

£1000 p.a.

- 4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

WE CARRY OUT MOST MAINTENANCE WORK WITH SKILLED MEMBERS  
INCLUDING A PLUMBER, CARPENTER, PAINTERS. TWO MEMBERS ARE  
SKILLED GREENKEEPERS WITH LICENCE TO SPRAY PESTICIDES  
FUNDS COME IN REGULARLY & ADEQUATELY COVER OUR NEEDS.

5. RISK (NOT NECESSARY AT PRESENT) CAN BE PURCHASED BY INTEREST FREE  
LEAS

- 5.1 If your application is unsuccessful how will your organisation fund the project?

WE WILL SEEK FURTHER GRANTERS & RUN SPECIAL FUNDING EVENTS

5.2 What is the risk to your organisation if the project doesn't happen?

MEMBERSHIP IS UNLIKELY TO INCREASE & OUR CLUB HOUSE  
WILL BE LACKING MUCH NEEDED ADDITIONAL SPACE

5.3 How will you mitigate/reduce the risk? OUR VARIOUS FEES MAY HAVE TO  
BE INCREASED & WE WOULD ENDANGER TO ATTRACT MORE  
NEW MEMBERS

5.4 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50%  
between £2,001-£25,000. If your project is not awarded the amount requested how will  
your organisation fund the rest of its cost?

OTHER POSSIBLE GRANTS & FUND RAISING EVENTS

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for? ☐ >5 ☐ 10 ☒ 13-16 ☒ 17-25

☒ 26-40 ☒ 41-60 ☒ 60+

6.2 Provision for use by which gender? ☐ Female ☐ Male ☒ Both

6.3 Does your organisation serve specific groups (Please tick) ☐ Ethnic minority groups

☐ Religious groups

☐ Disabled groups

☐ Unemployed groups

☐ Single parent family groups

☒ Other (please specify)

NO SPECIFIC GROUPS BUT SOME MEMBERS  
HAVE MOBILITY & HEARING DISABILITIES

6.4 How will the community benefit from the completion of the project?

THEY WILL BENEFIT BY THE OPPORTUNITY TO EXERCISE AT  
THEIR OWN PACE & CAPABILITY WHICH ENHANCES THEIR HEALTH  
BOWLS IS A VERY INCLUSIVE & SOCIAL SPORT & MANY FRIENDS ARE MADE  
THE DRAMA GROUP WILL HAVE USE OF OUR CLUBHOUSE FOR CHANGING  
FOR THEIR PERFORMANCES

6.5 How will you measure the success of the project?

THERE WILL BE AN INCREASED USE OF OUR FACILITIES  
BY LOCAL RESIDENTS

6.6 How did you become aware of this fund? .....

THROUGH ASKING YOUR STAFF

### DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- ☒ A copy of your organisation's constitution
- ☒ Copies of your organisations audited accounts for the last two years
- ☒ Copies of statements of current or investment account balances (as at date of application)
- ☒ Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- ☒ Evidence you have applied to other sources of funding

Also, if applicable:

- ☐ Proof of tenure of the property
- ☒ Copies of building regulations or planning permission
- ☒ Any architects plans or sketches

**N.B. Failure to provide this information will immediately disqualify the application.**

### 7. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: ...

Position: COMMITTEE MEMBER  
& ACTING AGENT

Print Name: REG. RAPLEY

Date: 29-06-2016



**Surrey Heath Borough Council**

Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD

Contact Centre: (01276) 707100

DX: 32722 Camberley

Website: [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

**Service:** Regulatory Services

**Our Ref:** 16/0187

**Officer:** Duncan Carty

**Direct Tel:** 01276 707100

**Direct Fax:** 01276 707218

**Email:** [development.control@surreyheath.gov.uk](mailto:development.control@surreyheath.gov.uk)

Mr Reg Rapley  
The Fuchsia  
26 Cuckoo Lane  
West End  
Woking, Surrey  
GU24 9NG

9 June 2016

**TOWN & COUNTRY PLANNING ACT 1990**

**Town & Country Planning (Development Management Procedure) (England)**  
**Order 2010**

Application Type: Full Planning Application

Drawing No:/Date Stamped: WBC-1, 2, 21/03/16.

The Council as Local Planning Authority **GRANTS** planning permission for the following development subject to the conditions (if any) specified in the schedule below:-

**Proposal:** Erection of a single storey side extension.

**Location:** THE WINDLESHAM BOWLS CLUB, KENNEL LANE, WINDLESHAM,  
GU20 6AA

The applicant is advised that all conditions must be fully complied with in accordance with the time frame set out in the condition. Failure to do so may result in action being taken against you or the permission becoming void.

Requests to discharge conditions must be submitted on the appropriate 1APP application form (available from the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk), or via the Surrey Heath Website: [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk) and select Planning). A fee is now payable for this service.

The applicant must advise the Local Planning Authority in writing 14 days prior to the implementation of the permission of the intention to commence work. Letters should be sent to the Council's Planning Compliance Officer, Surrey Heath Borough Council, Knoll Road, Camberley, Surrey GU15 3HD. Alternatively, an email should be sent to [development.control@surreyheath.gov.uk](mailto:development.control@surreyheath.gov.uk).