

SURREY HEATH BOROUGH COUNCIL

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:

[Empty box for application number]

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

- 1.1 Organisation Name: Chobham RFC
1.2 Principal Contact Name: Nigel Heslop, President of Chobham RFC
1.3 Organisation Contact Address (for correspondence related to the application):

Nigel Heslop [Redacted] .....

.....

(Home) Post Code: [Redacted]
[ N.B. Chobham RFC is based at Fowlers Wells, GU24 8LD]

Daytime telephone no: Nigel Heslop [Redacted]

E-mail address: president@chobham-rugby.co.uk , [Redacted] .....

Amount applied for.....£25,000.00

- 1.4 Please confirm your organisation is 'not for profit'...
yes, not for profit, it is a Community Amateur Sports Club (CASC)...

1.5 Organisation Type (please tick): YES Formally constituted Club/Association/Trust

Other public sector body School/college Other

1.6 How many members are in your organisation?  
~~26-50~~—~~51-75~~—~~76-100~~ Yes 101+ actually **1,516** as of 21dec21

1.7 How long has the organisation existed? **54 years – founded 1967**.....

1.8 Are you a registered charity?

**No we are a Community Amateur Sports Club (CASC)**

(If yes, please state the charity number) n/a

1.9 Are you VAT registered? **Yes**

(If yes, please state VAT number) **245077114**

1.10 Are you affiliated to a national organisation?

**Yes, the Rugby Football Union**

1.11 If yes, have you applied to them for funding?

**We have a loan agreement pending.**

1.12 If not, please state your reasons for not doing so...n/a

1.13 Please state where your funding comes from.....

**Income is from membership fees, some sponsorship, donations, fund raising social activities, and a small surplus in our hospitality activity**

## **2. PROJECT DETAILS**

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

**(see Rugby Facilities Development Plan.docx attached for details).**

**Chobham RFC is a medium/large community sports club in a small building.** Our 1980s built base is used by 1,000 players, plus parents, siblings and partners. All sections have differing demands on the clubhouse and all needs must be met. We struggle to be fit for purpose in the third decade, twenty-first century. We have 1000 players taking part in health related exercise on grass pitches

We provide and fund all the facilities, maintenance of clubhouse and pitches, coaching, administration and Safeguarding for 800 players under 18, and 200 local adult players.

All the players, plus parents, siblings and partners use our hospitality services to be fed and refreshed after sport.

In addition to traditional rugby we provide:

- significant involvement in the Chobham Carnival
- running Chobham Village Fireworks event in its entirety
- Involvement in the Windlesham Pram Race
- Secondary Schools rugby festivals, male and female
- Primary Schools festivals
- Charities: we support many charities – e.g. Pancreatic Cancer support from last month's Ladies Lunch
- Walking rugby – for older athletes
- Touch rugby – for fitness and recreation
- Mixed Ability rugby, that gives opportunities for people with learning and/or physical disabilities to join with mainstream activity

In December 2021:

We are part way through an extensive refurbishment and modernisation project as outlined in the Rugby Development plan attached elsewhere.

Our present renovation project includes

- **complete refurbishment of changing facilities and toilets, improved ventilation throughout the building (£250K – scheduled for Summer 2022),**
- refurbishment of portacabin changing rooms for 3<sup>rd</sup> pitch (£20K – completed 2021)
- car park resurfacing, entrance road widening, refurbishment of the green surface car park that accommodates dog walkers (£45K – completed 2021),
- exterior lighting, external repairs, fences, (£30K half completed),
- essential refitting of the medical facilities (£10K – scheduled 2022).
- And the pitches need renovation and an irrigation system (£115K – scheduled later).

The chance of a grant from SHBC to help with this process has come at exactly the right time.

In the detail of the SHBC Annual Plan, the specific paragraphs we can relate to are:

SHBC1 with green car parking, better recycling, a bore hole to provide water and PV cells on the Clubhouse roof

SHBC5 - Villages: we are a major village hub for events, we are accommodation for the village emergency plan strategy, we maintain a green space and provide safe dog walking area off the pitches and provide and empty the dog mess disposal bins.

SHBC6 - Our Mixed Ability Rugby provision for vulnerable young adults contributes to Social Care by giving activities to this sector in need of it. We have been praised by many in the social care sector (e.g. LinkAble) as well as the RFU, Harlequins RFC, Surrey Rugby. Our Mixed Ability coaches and teams have been recent winners of SHBC Leisure and recreation awards

SHBC6A - In particular, our provision of health and fitness related sports activity to 800 local residents under the age of 18 helps with reducing childhood obesity and the danger of life changing illnesses such as diabetes.

Rugby is an activity in which youngsters will see role models that are a similar physical build to themselves and with which they can identify.

We run sports activities from age 2 to age 70+ that contribute to general health and give beneficial physical fitness.

SHBC9 - We would like to change our cramped poorly ventilated clubhouse into a twenty-first century airy building with large rooms and excellent hygiene provision.

As a Community facility, we would like the building to have use as a vaccine centre, a Prostate screening centre and other community benefits. We trialled this idea before the pandemic when Cardiac Risk in the Young (CRY) used our building to screen 2000 young people.

BUS3 - Everything we do, and all of our activity (participants from age 2 to 70+) fits closely with the SHBC Physical Activity Strategy. We are self-funding and receive no recurrent funds apart from those that are member generated.

BUS4 - Our club provides alternative parking space for any activities in Chobham. We have large porous car park to mitigate flooding and green/mesh-reinforced parking areas.

COM1 - Chobham Rugby is a social club for many local people in their 70s and 80s, it gives a safe place for vulnerable adults to meet.

and we have an even better fit with the Five Year Plan (SHBC4), particularly

- Access to green spaces
- Carbon neutral
- Increase re-cycling
- Strong community identity
- Promote active and healthy lives (initial action to increase engagement for all in physical activity)
- Deliver projects that support young people and families
- Access to leisure and recreation for all ability groups

**And all of these things at nil recurrent cost to the Borough.**

2.2 What is the timescale of the project? Start Date: **Clubhouse work Easter 2022**

Completion Date: **September 2022** .....

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

**the wider community**

2.4 Please describe your current facilities:-

We have three full sized pitches, two freehold and one leased, and we use additional space in Wishmore Cross Academy at weekends. We hold the freehold of our

Clubhouse, (social space, bar, kitchen, changing rooms, one big showering space, physio room, storage).

At Fowlers Wells, with three well used pitches, we are already under resourced in having only four small, poorly ventilated 1980s changing rooms in the clubhouse. **These changing rooms and showers are unsuitable for our female teams. The juniors make limited use due to crowding and hygiene.** One big shower space is archaic. The present provision was built when we had 150 mini/juniors, and 90 seniors. Now we have **800 players under 18 years old and 200 plus men and women.** On weekends the facilities are under severe pressure. Better accommodation is needed to keep these players active in sports.

Chobham have a successful record of facilities development; our grant applications achieved; our loans repaid. This is how we now own the freehold of our club and pitches.

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

Since the Clubhouse was built in the 1980s it has been used as a community facility and community hub. Members of the community routinely use our facilities in non-rugby ways, particularly for receptions and local meetings. The club with its hospitality services is available for local people to put on wedding receptions and other social events. Local councillors and Mayors have used our accommodation in the past for meetings and events. Recently there has been significant demand of accommodating wakes as we are close to the Woking Crematorium and Brookwood cemetery.

People running many local classes and clubs have made use of our clubroom, e.g. aerobics, Young Adults Club, and for several years the clubhouse had an educational use acting as the base for a facility teaching 16 to 18 year olds a BTec qualification. We consider ourselves part of our community.

Medical use: We have used the clubhouse for Cardiac Risk in the Young (CRY) screening of teenagers: this involved taking blood samples and testing. For this £10K was raised to pay the professionals and lab services needed. A similar event is planned with Cancer Testing South for Prostate Specific Antigen (PSA) blood testing to detect prostate cancer. We would like to increase these medical uses, including for example as a vaccination centre in the future, if our accommodation was upgraded to twenty first century standards.

Recently, we have lent all our furniture to the local vaccination centres, given our defibrillator to a local GP surgery, held a fundraising event for Woking Hospice, and supplied the Fire Brigade with regular food and drink when they were fighting the Chobham Common fire near us. Our accommodation is part of the Chobham village emergency plan, we provided shelter/facilities and support during the village floods and the clubhouse is available for any emergency use.

Specifically addressing the question of how will the clubhouse development benefit the wider community ....

As well as the benefits accruing from activities described above, the clubhouse is used for the benefit of many other community events, e.g., supporting the Chobham Carnival and many others such as the Windlesham Pram Race with its charitable outcomes. For a number of years, we organised a well-attended 5km Fun Run.

For the local population we put on the annual Chobham Fireworks event. This is entirely run by the club from the clubhouse. Over the decades of its history, the fireworks event has been attended by many thousands of local people each year. In 2021 it was the only local Bonfire night event.

We run free Secondary Schools rugby festivals, male and female, and Primary Schools festivals for all local schools to develop sports related fitness and discipline.

In addition, we actively support a number of national and local charities. Our annual Ladies' Lunch has raised money for Pancreatic Cancer, Breast Cancer, Anthony Nolan (bone marrow register), Alzheimer's Society, British Heart Foundation, and others.

On the recreational side we promote and run Walking Rugby for older athletes, and a Young Cannons Club for pre-school children. Touch rugby, a less robust rugby activity also has a large following, mainly for fitness and recreation.

We are particularly proud of our Mixed Ability rugby activity and team, and how that gives opportunities for people with learning and/or physical disabilities to take part in a team sport.

Yes, our core activity is the sport of rugby. But we stress the significant local metric is that we have over 1000 players from 5 year olds upwards; 800 of these are under 18 years. This is a substantial health and fitness related benefit to young people in the community. It needs a suitable quality building to accommodate them.

**Finally, we maintain a tired clubhouse and nine acres of community green space, unfenced and open, managed for parking, dog walkers and recreational use.** And apart for some past small grants, we are entirely self-funded.

.....

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

We don't wish to repeat evidence presented above, but our 1980s built facility needs extended to make it suitable for the third decade of the twenty-first century.

.....

2.7 How many people use the current facilities?  
**About 2000 people per week**, each player brings with them at least one other (parents, partners, spectators, friends) possibly more.

2.8 How many people will use the facilities on completion of the project?  
**We have seen a steady membership growth over the past two decades**

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~~ **YES over 3 years**

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

**No – we make the clubhouse available to the community**

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

**Yes** we do - see <https://chobhamrugby.co.uk/join-support/>  
Our membership subscriptions depend on age and activity but range from £10 to £230 pa. We operate a **policy of reducing charges very significantly for those of limited means**. We make sure income is never a barrier to participation.

2.12 When was the membership fee last increased? .....three years ago .....

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

**We have 372 players** from Surrey Heath addresses aged from 2 years old to 70. They play rugby 50 weeks a year.  
(Another 600+ players are from Woking, Guildford, Chertsey, Addlestone and other boroughs). Nearly every player brings another member – parent(s) or partner

**And 3000 SHBC residents** attended the Fireworks event.

Our Schools' Festivals normally attract **300 to 400 local school students** to the seven Festivals a year.

Many local dog walkers use our safe dog walking space with dog waste disposal bins, but we have never counted how many.

Local children have free, open access to our fields for recreational use, but again we have never counted.

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

Not as such, any member wishing to take part in activities has a **five week introductory period** to find out if our activities suit them, before we ask them to join the Club.

2.15 How many people regularly use your facility? ...**approx. 2000 a week**

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

Post lockdown/Covid, **participation levels have returned to their previous levels.** But we are still experiencing some understandable wariness to bring younger children into a new activity.

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

It has long been recognised that the ethnic profile of our membership reflects the ethnic profile of the boroughs that surround the Club.

In the last few years we have added several female teams to our playing roster. We now engage in female rugby matches at U13, U15, U18 and Adult women. This is the whole range at which the RFU runs competitions.

Our clubhouse facilities modernisation is particularly focused on these **female users as our existing facilities are inappropriate.**

**Our Mixed Ability rugby side has been used as an outstanding model of how to provide disability sports activity.**

### 3. PROJECT SITE

- 3.1 What is the location of the project? **Fowlers Wells GU24 8LD**

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

**Owned, freehold**, no outstanding loans or charges

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

Grass pitches are well maintained at a significant yearly cost to the Club.

**Car park and surrounds have recently been resurfaced. New access road.**

Clubhouse is in good condition decoratively and first rate structurally, but lacks size for an expanding club and lacks appropriate modern facilities.

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

Our consultant is Mike Riley of Project Techniques, based locally . Please see his letter (cRFC\_changing\_room01a.pdf) that says:

*"I have spoken informally to members of the planning committee at Chobham Parish Council as well as Surrey Heath BC and whilst these were not formal pre application discussions, there were no real issues raised."*

Also please see his Gant chart attached to the letter giving a timeline.

**All planning and building activity, and everyday life has been impacted by the Covid pandemic and we ask for your understanding and cooperation in this situation. We can only modernise the clubhouse in the rugby close season from June to September.**



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?

I refer again to the letter from our consultant, Mike Riley of Project Techniques. This says:

*“ My estimated cost for the building is £220,875.00 plus VAT (£265,050.00). This is a simple per m2 cost at this point. As the design progresses I will review and refine this number as the detail is finalized.*

*The cost estimate is on the basis that we can use the existing services infrastructure in the clubhouse (water, drainage, electric, gas) without major upgrade. As you are aware, the existing boilers were replaced and the hot water storage has been upgraded within the last 10 years. I have informally asked a mechanical and electrical contract to review this and he concurs with this view.*

**Again building activity, and everyday life has been impacted by the Covid pandemic and we ask for your understanding and cooperation in this situation so as not to delay modernisation.**

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**

**Attached as drawing 1120-041\_highlight.pdf from our Architects – Club Design Ltd recommended by the Rugby Football Union.**

#### **4. PROJECT COSTS**

4.1 How much grant are you applying for? £25,000.00

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

This part of our programme looks to modernise, extend and refurbish the changing facilities, showers and toilets for both male and female use

Approx. £250,000.00

COST

ITEM

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

**Nearly all the costs will be building costs 95% of total  
We hope to mitigate costs by doing some of the preparatory work ourselves and we will be using the existing gas/water/electricity/drains etc. of the clubhouse and re routing them.**

**Professional fees**

**< 5%**

**As a large Club with many local professionals in the land management, facilities and building trades we expect some fees to be pro bono.**

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

**Yes, we are putting a significant amount of our own funding** into this project and we seek to reduce the 'cash' cost of the refurbishments with voluntary and pro bono work carried out by Club volunteers thus reducing cost further.

Fundraising: We have a pot of surplus funds from an **underspend during the Covid lockdown period**, part of which has been used. We regularly hold fundraising activities such as a May Ball, evening social events etc. to provide additional funds.

This project is part of a Facilities upgrade programme with a proposed total spend: £450K. Of which we have already spent more than **£85K in excess of our normal maintenance** costs.

Our present renovation project includes these items that have already been funded by the membership:

- Refurbishment of 3<sup>rd</sup> pitch/portacabin changing room (**£20K – completed 2021**)
- car park repairs, refurbishment of the green surface car park that accommodates dog walkers (**£45K – completed 2021**),
- exterior lighting, external repairs, fences, (**£20K half completed in 2021**),

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, we have loan funding from the RFU**

See <https://www.englandrugby.com/participation/running-your-club/coronavirus/loans>

This loan application was a web form that did not give an output other than what went onto the web page above. We received an offer of **£150,000.00 loan** from the RFU Facilities Officers. This can be validated by contacting Rick Bruin [RickBruin@RFU.com](mailto:RickBruin@RFU.com) and [KieranSpencer@RFU.com](mailto:KieranSpencer@RFU.com)

**and we are in the process of internal Club fundraising**

And we have an application to **Your Fund Surrey** for a Grant – pending a decision.

4.6 What additional fund-raising have you undertaken?

We do not expect the whole project to be funded by grants from various sources. **We have a long successful record of fundraising and sourcing loans to finance development. We have the support of the Rugby Football Union in providing loan funding to the club, Club members will provide small interim personal loans**

**and engage in fund raising activity. Previously we have funded the building of the clubhouse and the purchase of the Freehold to Fowlers Wells in this way.**

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

**Yes**, and we have good cash flow forecasting. Our accountant's reports show that our finances are robust and sustainable

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

**We have several revenue streams that keep the Club well financed. See Club Accounts attached**

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

We would expect an **uptick of about 10% income across all our funding streams** With better, more modern facilities we can keep more local people and ratepayers involved in health and fitness related activity

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 anticipate that our running costs will be largely unaltered. **In fact the greening of our energy supplies, better insulation and ventilation and a borehole to supply water may lead to a significant reduction in running costs.**

## **5. RISK**

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

**We will be slowed down in our ability to provide local people with suitable resources for healthy living.** We will engage in more loan and fundraising activity to fund the project. Our development programme will continue, but slower. These are essential modernisations of facilities.

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

The risk of dissatisfaction with what the Club and Local Authority are providing as facilities for the ratepayers and members.

5.3 How will you mitigate/reduce the risk?

We will disseminate information e.g. Newsletters, and flyers for fundraising activities **to keep the members informed** and up to date with developments.

We look forward to announcing a successful grant application and intend to invite the Surrey Heath Mayor and councillors to celebrate this.

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 engage in more **loan and fundraising activity** to fund the project.

## 6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for?

**All of these age groups below are involved in in different Club activities**

>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?

Ethnic minority groups - **we have an active Diversity policy**

Religious groups - **we have an active Diversity policy**

Disabled groups – **we have dedicated activities for disabled players**

Unemployed groups - **we subsidise members with limited means**

Single parent family groups - **we support single parents with transport etc and subsidise members with limited means**

Other (please specify) - n/a and **we have an active Diversity policy**

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

**See Answers to 2.1 and 2.5 above**

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

**Increasing numbers of players and members, increasing involvement of volunteers, and every year we have a membership satisfaction survey**

6.6 How did you become aware of this fund?

I was informed of it by SHBC Officers that this was a suitable source of funding for our needs

## DOCUMENTS ENCLOSED WITH THE APPLICATION

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

A copy of your organisation's constitution. **Tick**

**Chobham RFC has a both a set of Rules for running the Club (attached as CRFC Club Rules - july21.docx) and a set of articles (attached as CRFC Articles of Association july21.docx) for running the limited company associated with the Club.**

Copies of your organisations audited accounts for the last two years. **Tick**

**Attached as Chobham RFC accounts signed Apr20.pdf and SIGNED full Chobham Rugby Football Club accts ye 30.4.21.pdf**

Copies of statements of current or investment account balances. **Tick**

**Bank statement attached as 2021\_September\_Statement.pdf**

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

**Our consultant is Mike Riley of Project Techniques, based in locally. Please see his letter (crfc\_changing\_room01a.pdf)**

Evidence you have applied to other sources of funding **Tick**  
**See answer to question 4.5**

Also, if applicable:

Proof of tenure of the property **Tick**  
**See LAND REGISTRY ENTRY TP1.pdf attached**

Copies of building regulations or planning permission **Tick**  
**Our consultant is Mike Riley of Project Techniques, based locally. Please see his letter with timeline (crfc\_changing\_room01a.pdf)**

Any architects plans or sketches **Tick**  
**Please see drawing 1120-041\_highlight.pdf from Club Design Ltd**

And Please see page 11 to 13 of **RFU Design Guide to Changing Rooms Clubhouses.pdf** Attached for information

## 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: President  
Print Name: ..... Nigel Heslop Date: 30dec21

## SURREY HEATH BOROUGH COUNCIL

### COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £25,000

#### **About the scheme**

The Council has its own 'Community Fund' from which it provides grants of up to £25,000 to assist local not for profit organisations with the delivery of community projects.

To qualify for a grant from the Community Fund applications must fit with the Council's objectives from our 2020 Strategy (a copy of which is available from our website at the following link <http://www.surreyheath.gov.uk/council/councilinformation/corporateplan.htm>) and must demonstrate a benefit to the local community or a section of it.

Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for amounts up to £25,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects that cost between £2,001 and £25,000 in total.

The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.

No retrospective applications will be considered.

#### **Grants will be considered for**

- Equipment purchase
- One-off events
- Building projects
- Start up costs

#### **Grants will not be considered for**

- General running costs
- Endowments
- Loan payments
- Activities promoting specific religious or political beliefs
- Salaries, wages, honoraria

#### **Grants will not be made to**

- Trading/profit making companies
- Individuals or funds set up to benefit an individual

## **Assessment**

In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant;
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance;
- The extent of support for the project in the local community;
- The extent to which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations that are not for profit groups.

Applications will be determined twice a year with deadlines for receipt being 30th June and 31<sup>st</sup> December. Applications received outside of these dates will not be considered until the next round. All grants will be determined by the Council's Executive Committee.

## **HOW TO APPLY?**

Once you have considered how your organisation's project fits in with the Council's objectives and you have collected all the relevant information required, you are ready to complete an application form.

In addition to completing the application form, you must also submit:

- A copy of your organisation's constitution;
- Copies of your organisation's audited accounts for the last two years;
- Copies of statements of current or investment account balances (as at the date of your application);
- Two written estimates/quotations from contractors/suppliers for the work to be carried out or items to be purchased.

### Also, if applicable

- Proof of tenure for works to buildings (if applicable);
- Any architect's plans or sketches and details of planning or building regulation consents (if applicable).

**REMEMBER: Application deadlines are twice a year on 30th June and 31<sup>st</sup> December.**

**Applications received after these dates will not be considered until the following application round.**

**Please note that your completed application form will be a public document and will be published by the Council as part of its Committee paperwork.**



## **WHAT HAPPENS NEXT?**

The completed application form must be returned with all supporting documents and information. The Council will acknowledge receipt of your application.

The application process may take several weeks following the relevant closing date as there will be a number of forms to be assessed; therefore, please consider the timing of your application and your project requirements and costs ensuring they are correctly aligned.

It is incumbent upon applicants to provide all requested information, it is not the Council's responsibility to chase information needed to assess applications. Applications will be refused if they have not provided the information requested. Following the Council's decision you will be advised of the outcome and, if you have been successful, any conditions attached to the payment of the grant.

Payment of the grant will be made in arrears, possibly in stages, on receipt of evidence of payment and subject to the grant conditions having been met. Except where alternative arrangements are agreed in advance, all grant aided schemes should commence within a year from approval and be completed within two years of approval. All organisations in receipt of a grant will also be required to submit audited accounts for the year in which the grant was given.

It will be a condition of the award of a grant that an appropriate acknowledgement is made of the assistance received from the Council's Community Fund. This may take the form of a press release or the erection of a plaque at premises that have benefited from works funded through the scheme.

The Council will base its decision whether to award a grant or not on the application form and supporting information provided. Organisations will need to address all numbered sections of the application form in full as they form the key criteria for consideration.

The Council's decision to award or not award a grant is final and is not subject to appeal.

For further information and help contact our Community Partnerships Officer on 01276 707464 or 707263.

**REMEMBER: The award of community grants is discretionary, the Council is not required to have such a scheme in place. It is essential, therefore, that in granting applications the Council is able to be satisfied that any award will be of value to as much of the local community as possible and that the spend represents good value for money for local tax payers .**

**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: WEST END VILLAGE SOCIETY .....

1.2 Principal Contact Name: RAVI RAVEENDRAN (PROJECT MANAGER).....

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

██

Post Code: ██████████ .....

Daytime telephone no: ██████████ .....

E-mail address: ██ .....

Amount applied for £12,000.00

1.4 Please confirm your organisation is 'not for profit'...We are a not-for-profit resident's group

- 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? Continuously since 1973

1.8 Are you a registered charity?  
No, we are a non-profit making residents group functioning under a constitution. It is managed by an organising committee (elected group of volunteers) and its running

cost are funded from the members' annual subscriptions. The certified annual accounts are published at the AGM attended by our members. Our website ([www.wevs.org.uk](http://www.wevs.org.uk)) contains the records of governance and details of all our activities including useful local information.

- 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? N/A.....
- 1.12 If not, please state your reasons for not doing so...N/A.....
- 1.13 Please state where your funding comes from...  
Running costs are funded from the members' annual subscriptions. Capital expenditures for our annual projects are supported by (a) individual contributions, (b) donations from businesses, (c) public fund raising (d) grants from councils (e) the society's reserves.

## 2. PROJECT DETAILS

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

### **Governance**

As a resident group we do not have an annual Business Plan akin to organisations that generate income. Instead, the organising Committee manage our affairs in accordance with the constitution (enclosed). The constitution allows us to implement community projects with the view to improve the appeal of the area, preserve the way of life, educate, create identity, enhance civic pride and residents' wellbeing for the benefit of the local residents, businesses, those who come to work and do business in the village. WEVS aspire to implement one community project per annum along with a few annual events in line with the constitution's objectives. Since 2014 we have managed to implement one special project per annum. Our constitution also allows us to raise funds to implement such projects with the help of the community and organisations

### **Project Need**

West End village has grown in numbers by approximately 20% in the past four years, there is a need to improve the village cohesion and image. Over the past decade the village has experienced a steady decline in its identity, sense of pride and a cynosure. There are now just over 2000 households and nearly 5,000 residents in our village, yet we neither have a typical village centre nor a main street. Thus, West End village appears unremarkable and unappealing. When a residential area is unappealing, it impacts the attitude, mindset and mood of the residents resulting in non-cohesion.

The non-cohesion amongst the residents is accentuated by the village layout. The village is disadvantaged by the A322 – a primary and minor arterial road - that runs north to south, causing a spatial division between the Nursery Estate (houses on the west side of the main road, including the doctor's surgery) and the properties on the east of the A322 which includes a few shops. The A322 carries over 400 vehicles per hour in each direction (source: Surrey County Council) with the 85th percentile speed

of 45 mph, which is too high for a village of our type. In addition, there is the A319 which is another primary road that runs east to west. Collectively both roads negatively affect the look and feel of the village making it difficult for people to enjoy walking.

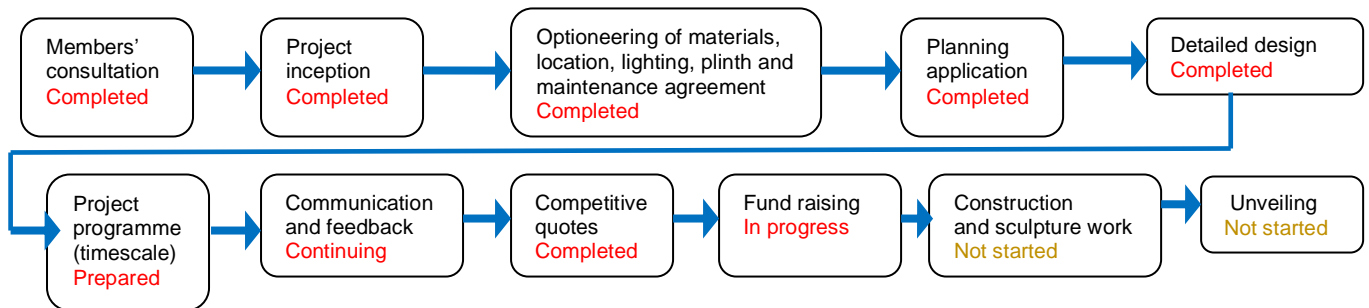
Our experience from earlier projects shows that the village cohesion improves when new facilities and features are introduced.

### Members' consultation

We choose the annual project at the AGM where we discuss all the proposals and elect one, through voting. In 2019, our members elected the Stag Project in favour of other proposals. The members felt that by gradually introducing public art is one way of making the place look appealing. A stag sculpture was chosen by our members because the animal is historically linked to the area. In mediaeval times deer used to be very common in this locality but the numbers declined due to human hunting activities. In recent times red deer have been successfully reintroduced in the heath land. West End has one of the largest populations of red deer in the south of England, with around 150 on Pirbright ranges, much of which lies within the parish of West End. It is therefore pertinent to choose a stag as our public sculpture.

### Project inception

In the subsequent months, the project of the year sub-committee developed the scope of the project by taking into account things such as the processes required to implement the project, complexity involved, legal requirements, affordability, stake holders, etc. The processes involved in the project are shown in a chronological order below:



### Optioneering

Following the completion of the scope, the sub-committee studied the available materials for the sculpture and their pros and cons. It was concluded that the sculpture shall be made from a low carbon material with high durability, UK sourced and illuminated with solar powered lighting. Low carbon means less CO<sub>2</sub> output than conventional material. It was recognised that the sculpture's whole life cost and ease of maintainability should be taken into account when choosing the materials. Being UK sourced would have two benefits, one no import taxes and two help the UK industries.

In studying the accident statistics and the road user numbers it was agreed that the sculpture is best located in the middle of the roundabout at the intersection of A322 Guildford Road, Kerria Way and Fellow Green in West End, which would give maximum exposure to the public art as the roundabout is one of the prominent places in the village. In order to be seen above the existing shrubbery and visible from all angles, it shall be erected on a 1.2m rockery plinth. A rockery would look more rustic and match the existing shrubbery than a typical plinth would. A solar

powered lighting was chosen because it is an environmentally and economically sustainable solution compared to the conventional lighting that also comes with added safety issues.

The two key stakeholders are the Surrey County Council and West End Parish Council. SCC is the highway authority, but the Parish Council maintains the roundabout on behalf of SCC. WEVS reached an agreement with the Parish council that the sculpture will be handed over to them after it is erected where they will take the responsibility for the ownership and maintenance. In addition, WEVS sought an early opinion from the SCC highways department for the proposal, citing the highways accident statistic being extremely low. SCC in turn consulted the Police and confirmed that they had no objection to the proposal.

### **Planning Application**

As the proposed location of the sculpture is within the public highway, a planning consent was needed to be obtained. WEVS submitted a planning application to Surrey Heath Borough Council and subsequently received the consent on 6 March 2020, Application no 19/0713/FFU, Officer: Mr Neil Praine. Refer to the enclosed planning application drawing (Planning Application Red Stag Sculpture Rev 2.0)

The planning permission states that a permit or potentially a Section 278 agreement must be obtained from the Highway Authority prior to commencement of any works. Additionally, all works on the highway would require a three months advance notice to the SCC's Streets Works Team.

### **Detailed Design**

Upon receiving the planning permission, the work on the detailed design commenced, this included developing a design brief to the potential sculptor. In line with the commitment made at the start, we specified that the sculpture shall be made of metal, ideally recycled or upcycled, one that becomes non-shiny after weathering process had taken place, to have good details, durable and that requires low maintenance. Our preferred sculptor uses recovered scrap metals shaped as required to form the sculpture that will have a realistic look with a rustic appearance and a lot of details. This makes the sculpture durable and strong, requiring just an annual application of lanolin to keep it protected. It also supports respect for wildlife and sustainable ethos encouraged in our village.

The civil engineering design shown on the drawing no 2019POTY-001(Plinth Construction Details P02) shall be used by the contractor for constructing the plinth, erecting the sculpture and fixing the solar powered illumination. The works will encompass site office establishment, ground clearance including removal of some minimum number of shrubs, excavation, construction of the plinth and erection of the sculpture. The site will be returned to the original state at the end of the construction.

The solar powered illumination shall be carried out by an electrician using commercially available units that has a 90deg illumination angle and works up to five hours during winter and eight hours during summer months.

To meet the planning conditions, we are in discussions with SCC about the appropriate licence that needs to be in place.

When completed, the sculpture would become a strong statement for the residents of the village. A commemorative plaque will be erected at the specified location to recognise the major sponsors and efforts of West End Village Society.

### **Project programme**

We anticipate to commence the work in spring 2022 with an instruction to the sculptor subject to the grant.

### **Communication and feedback**

Our members receive progress information via the website and in the newsletter which is published three times per annum. We take our members feedback seriously. Occasionally members do reach the sub-committee via email or at the stands that we put up at the village events.

### **Competitive quotations**

Following the completion of the detailed design, we carried out competitive quotations for the expensive items such as the sculpture and civil engineering works. The preferred contractors were chosen on their price, quality of their presentation, track record and their appetite to work on a community project. The alternative quotes for the civil works and sculpture are enclosed. The preferred suppliers are:

- George Hider (Sculptor)
- Bill Kear (Civil Engineering contractor)
- Graham Fenning (Electrical works)
- Marquee2hire (Opening day contractor)
- Timpson (Plaque manufacturer)
- 3D Arch Studio (Architectural and engineering design)

### **Fund raising**

Although the project inception was in 2019, due to the pandemic we encountered delays in obtaining the quotes and applying for grants since the grant schemes did not run for 18 months. We are pleased to have received funds from Surrey County Council (£2,592.00) and West End Parish Council (£750). Since 2019 our residents have contributed £2,598.15. WEVS will fund £6,059.85 from its reserves to make the available budget to be £12,000, see breakdown below:

Parish Council	=	£750.00 (reported in the 2021 annual account)
Surrey CC	=	£2,592.00 (refer to remittance enclosed)
Residents' contribution	=	£2,598.15 (reported in the 2021 annual account)
WEVS	=	£6,059.85 ( 2022 contribution from reserves)
Total available budget	=	£12,000.00
Estimated project cost	=	£ 24,000.00

Therefore, the grant amount being requested is £12,000, which amounts to 50% of the total project cost.

### **Construction and sculpture preparation**

Our preferred suppliers have been informed of our intent to engage them for their work. They are aware that we will instruct the works subject to the funds becoming available. The sculpture would take about 9 weeks to make and the civil engineering work is expected take 10 days.

Bill Kear has been tasked with obtaining the necessary Streets Works permit in time for the commencement of the works. They are also one of the approved contractors for SCC and are familiar with the processes involved. Bill Kear would act as the Principal Contractor under the CDM regulations to manage anyone else happen to be working on site.

### **Unveiling**

If we are successful in our grant application, and the money becomes available in April, we would anticipate the unveiling of the sculpture in summer 2022. This would be a timely event as the nation celebrate Her Majesty's Platinum Jubilee. The event will be an open event for our residents, and we will invite all our major sponsors, contractors and authorities to recognise their input to the scheme.

- 2.2 What is the timescale of the project? Start Date: Spring 2022 (provisional) ...  
Completion Date: Summer 2022.....
- 2.3 Who will benefit from the project, the wider community or a small section? .....  
This is a legacy project where it will become a new landmark along the A322 corridor which currently has no character. The benefits will be visible to the residents, those who work and do business in the village including passers-by. Also, indirectly it will introduce a feel-good factor and a sense of pride for villagers.
- This will complement the previously completed daffodils planting project which was widely recognised as conducive for encouraging more walking and thereby increasing the wellbeing of our residents.
- 2.4 Please describe your current facilities.  
There are no sculptures in West End, with the exception of the war memorial on the village green.
- 2.5 What other activities/services are offered at this site?  
The roundabout is poorly sponsored and maintained. The shrubbery therein is not in good shape. The installation of the sculpture and the renewal of the diseased shrubs will enhance the vista of the area.
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?  
No direct activities or services will be possible, but it will create a landmark and improve civic pride for an indefinite period.
- 2.7 How many people use the current facilities? N/A.....
- 2.8 How many people will use the facilities on completion of the project?  
The facility in question is not to be used but to be enjoyed by potentially several hundreds of people per day by looking at it day and night as it will be illuminated.
- 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?  
£4 per household per year, reduced to £2 for pension households. Savings offered in the subscription if paid in advance for 3 years.
- 2.12 When was the membership fee last increased?  
February 2019
- 2.13 Which parts of the local area do your members tend to come from?

Across West End village.

- 2.14 Does your organisation have open days to encourage new members?  
Yes, we actively recruit new members face to face when opportunity presents. Additionally, we always have a stand at the village fete and village show, informing everyone about the work that we do in the community and encourage them to join the society. In July 2020 we also leafleted the new developments that lie on the east of the village (circa 400 new dwellings) to encourage the non-members to join.
- 2.15 How many people regularly use your facility?  
Currently there is no facility at the location in question. However, on average, we receive approximately 800 hits (visitors) per month on our website
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.  
Membership stays fairly level as residents come and go. At present approximately 40% of the households are members.
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members
- 1) As the village grows, it is important to improve social cohesion by joining the east and west sides of the village which is currently severed by the A322. Having an active village society that is non-political and free from sponsorship allows us to act as the independent voice for the residents. The village has grown from 1650 to over 2000 households in the past four years.
  - 2) As one of the consultees on planning matters, we express our members' opinions and strive to prevent irresponsible future developments.
  - 3) We initiate and implement new facilities to meet the demographic trend, such as the outdoor gym that was implemented by the Parish Council but initiated by us in recognition of the growing younger demographics and the lack of facilities.

### **3. PROJECT SITE**

- 3.1 What is the location of the project?  
Centre of the roundabout at the junction of Guildford Road (A322), Fellow Green and Kerria Way
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)  
Land is owned by highway authority (Surrey County Council) but managed and maintained by the West End Parish Council. Both are patrons of the project and have given consent to the Stag Project.
- 3.3 What is the current condition of the property and are any other works being carried out?  
The roundabout is planted with various shrubs which are rather drab and poorly maintained.
- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.  
Planning permission has been received - Application no 19/0713/FFU Officer: Mr Neil Praine. Approval letter dated 6 March 2020 (enclosed)



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. For the bigger components of the works we have obtained two quotations save that for minor expenditures. Note that the council's legal and licence fee and the cost of the plaque are estimated values since they are partly unknown at present. Where it has not been possible to provide two quotes one is submitted.

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, please see attachments: (a) Planning consent drawing (b) Engineering design drawing (c) Planning approval letter. Please note Building Regulations do not apply to this structure.

#### 4. PROJECT COSTS

4.1 How much grant are you applying for?  (50% of the cost)

4.2 What do you anticipate the total project cost to be?  (incl. VAT)

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land / buildings, professional fees, VAT etc).	£259.00	Planning Permission fee
	£16.80	OS map
	£14,000	Plinth material & construction, Prelim costs, Safer working, Utility search / protection
	£3,400	Sculpture including delivery
	£650	Highway authority Section 95 licence. (Estimated)
	£525	Illumination (design & installation)
	£993	Unveiling costs
	£2,220	Engineering design services
	£100	Replacement shrubs (estimated)
	£400	Plaque, to include benefactors' logos & Instal.(estimated)
	£1,437	6% Contingency

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

Yes, £6059.85 will be allocated from WEVS's reserves.

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. West End Parish Council have contributed £750 (as detailed in the 2021 annual account), and subsequently Cllr Rebecca Jennings-Evans has supported us with a grant of £2,592.00 from the Members' Community Allocation Fund (remittance notice enclosed).

4.6 What additional fund-raising have you undertaken?

Since 2019 our residents have so far contributed £2,598.15 to the fund (refer to the 2021 annual account)

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

Yes, in our reserves we have made an allowance to spend up to £1,000 towards the purchase and planting of daffodils in the new housing developments during autumn 2022. Note that the future maintenance of the sculpture has been agreed with the Parish Council, who will arrange and fund the work.

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

We do not have capital income or assets; the annual membership subscriptions pay for the day to day running of the society which includes newsletters, maintenance of website, responding to planning matters, annual events, etc.

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

The project is not intended to raise a revenue; it's just a public sculpture for the benefit of the society.

£0.00
-------

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.

Parish Council has agreed to take on the future maintenance of the sculpture which is made from scrap metals. The maintenance requirements and costs should be negligible (application of lanolin only).

## 5. RISK

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

Project will be implemented with a reduced scope within the available budget where some elements of the work will be deferred to a later date when funds become available. Please see Sec.5.4.0 below for details.

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

There is no significant financial risk other than the money already spent on the design and planning application fees. However, the benefits detailed in Section 6.4 will be lost and public expectations will be dashed. Additionally, the credibility of WEVS will be negatively impacted as we have consistently delivered our promises in the past.

5.3 How will you mitigate/reduce the risk?  
 Money already spent is not a risk as they have already taken place. We will mitigate the risk by communicating to the residents to manage their expectations through the newsletter, explaining what had happened and propose that we proceed with a reduced scope and increased timescale. The potential social and amenity benefit will be late in materialising.

5.4.0 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 have already secured 50% of the required budget which will enable us to make a start as planned. However, in order to complete the project, we may have to modify the design of the plinth to a temporary one albeit it will not be aesthetically pleasing. Further savings could also be made by reducing the scope of the unveiling event.

**6. OTHER RELEVANT INFORMATION**

6.1 What age groups will you cater for?  >5  6-10  13-16  17-25  
 All Ages  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)  
 We serve all groups in the community...

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

**Lessons from a past project**

One of our earlier projects - spring bulbs planting - taught us how people appreciate seeing the village in a good light. It became a newsworthy item in the spring of 2018 and 2019 which improved the community spirits. That scheme was our first attempt to visually link the two sides of West End. The pandemic encouraged more people take strolls and appreciate the village on foot. However, more work is needed in this respect. The Stag Project is the latest of the projects to address the issues described in section 2.1 above.

**Social Benefit**

The introduction of the stag sculpture in a prominent position will provide a gateway landmark to the village. When completed, the sculpture would become a strong statement for the residents of the village. This will make the area stand out and give an identity to the village. The sculpture will help keep the village vista and appeal and prevent it from coalescing with Bisley village (adjacent village). The sculpture will become the talk of the village and make new connection between residents who may not have spoken before.

Additionally, the residents will see the tangible benefits that WEVS continues to bring to the village and become enthused to join WEVS.

The sculpture will no doubt slow down the drivers as they drive past it. This would reduce the 85<sup>th</sup> percentile speed of A322 which is currently 45mph. For a village this is too high. The reduced speeds will encourage more people to take up walking and make a safer place for the pedestrians accessing the shops, medical surgery and the prominent schools in the village.

The stag will complement the spring bulbs that were planted earlier around the village by WEVS under a separate project.

Ultimately this project will bring more social cohesion through the enhanced civic pride that it is sure to generate.

6.5 How will you measure the success of the project?

The success will be measured in four ways: One, whether WEVS managed to deliver the project on time, within budget and to the full scope. Two, to handover the asset to the Parish with no defects. Three, to gauge the public perception through social media and on our website to confirm that it has brought the desired effect to the village appeal. Four, to ask Surrey County Council for the 85<sup>th</sup> percentile traffic speed to see if it has reduced following the installation of the sculpture.

6.6 How did you become aware of this fund?

From Cllr Rebecca Jennings – Evans and Councillor Adrian Page

## 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 (none pending)


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: PROJECT MANAGER .....

Print Name: RAVI RAVEENDRAN..... Date: 8/March/2022 .....

This page is intentionally left blank