

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:

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 3rd 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.

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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.

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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 (cxfc_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 3rd 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 and 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