

# CIL & S106 2023, Full Proposal Part Two: Full Project Proposal Form

V1.00

Please use guidance to complete



FOR OFFICE USE ONLY	ID No:	Eligible: Y / N / Not complete	
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## Section 1: Summary of the Proposal

1a. Name of Project:

Hartcliffe City Farm Play Facilities

1b. Where do you plan to deliver your proposal: Area Committee (tick box)

<b>AC6</b>	Bishopsworth; Filwood; Hartcliffe & Withywood; Hengrove & Whitchurch; Stockwood	✓
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1c. Ward and site(s): Hengrove and Whitchurch ward, Hartcliffe City Farm

1d. Summarise the project you want to deliver: (50 words maximum)

The project will install a nature-based play space on the site making it more attractive to children and complementing other facilities in the neighbourhood.

1e: Fund Sources	How much are you seeking?	
CIL	£	30,000
S106	£	0
<b>Total:</b>	£	<b>30,000</b>

## Section 2. Your Project details:

**Section 2a. Name of your group or organisation: Hartcliffe City Farm CIC**

### Section 2b. Your Organisation:

Briefly describe your organisation's core purpose and activities  
(less than 100 words)

Hartcliffe City Farm CIC provides facilities and services to local people. These include an open farm and gardens, education and learning, health and social care activities, sustainable economic development, community events and activities, and conservation of the environment.

### Section 2c. Your Project:

The project will establish play facilities in the large barn on the Hartcliffe City Farm site.

The fabric of the barn is being improved through the winter of 2023/4 with Community Resilience Funds. This will remedy previous subsistence and stabilise the structure. This application is for fund to fit out the space.

The final design of the space is currently unknown because we want to develop it with input from the children and young people who will be using it. This engagement will take place through the winter of 23/24 with existing community groups we work with. We do know some of the constraints and the broad objectives that we want to achieve.

The following is subject to the feedback we receive and is intended to give an illustration of our ideas. The space (approx. 13m x 25m) will be divided into zones:

- 1) an area for people to sit. Most likely picnic tables with facilities to buy café items.
- 2) an area for younger children. Most likely 4-7 year-olds with loose-parts play and a natural feel (eg straw-bale divides, natural materials)
- 3) an area suited to 8-13 year-old children. A higher level of adventure with climbing elements, perhaps construction or den-building areas. Still a natural look and feel.

We aim to make the space as flexible as possible (to allow, for example for performances or events to be held in it) without compromising the play value.

The space will need to work with minimal staff supervision (daily safety inspection, café or caretaking staff on hand for emergencies, but no play facilitator) for the majority of the time. Parents/carers will be expected to remain with younger children.

A high degree of consideration will be given to designing the space so that it needs the least amount of ongoing maintenance. It will become part of the fabric of Hartcliffe City Farm.

**2d(i): CIL-funded projects**

See Guidance (Section 3: CIL Criteria): this is the place to set out how your project meets the **technical criteria** for use of CIL funding (2di & 2dii). Then describe how your project will address the issues you've identified and/or what improvements it will deliver.

**How does your project support development by delivering:  
(500 words maximum)**

i. the provision, improvement, replacement, operation or maintenance of infrastructure:

**And/Or:**

ii. address the demands that development places on the Area Committee area:

- Describe the demands placed by development that this project is addressing:
- What evidence of these demands is there? (Include any data evidence; local plans, surveys, Neighbourhood Development Plans)

The growth in population in the neighbourhood, brought about by considerable levels of residential development (see for example [New housing site will create 1400 new homes in South Bristol - BBC News](#)), is bringing more families to live nearby. The area does not have high levels of facilities for children of any age and none have the attraction of being under cover and co-located with an open farm.

iii. How will this project address the demands you've identified? What are the chief benefits that the project is designed to deliver?

This project will provide additional open-access play facilities for families to enjoy, improving their quality of life and supporting development by improving local infrastructure.

The [Hengrove and Whitchurch Park Neighbourhood Development Plan \(2017-30\)](#) was developed before the current Hartcliffe City Farm was established and has a focus most directly on the former airfield site. It does, however, mention that it is "an area under-resourced with children's play areas" and lists the former Hartcliffe Community Park Farm as being valuable for its children's play area.

The space will also provide opportunities for events for the whole community and targeted activities for particular social groups.

### Section 2e. Describing Success:

How can you demonstrate that your proposed project will address the demands and needs you've identified? How will you measure and demonstrate positive changes to the Area Committee and to local communities?

Propose **at least one** and **up to three** outcomes and associated measurable indicators (up to 3 per Outcome) to describe the improvements your project will make

Write no more than 25 words for each Outcome. Please use SMART Indicators and concrete proposals to evidence achievement. This will be followed up in Project Monitoring			
Outcome	Description	Indicator or Measure	Proposed evidence
1	Local children will have greater access to play facilities.	Number of children using the space	Count the number of people coming (sample data).
2	Families will have improved quality of life.	Families will report positive impact on quality of life	Survey data (self-reported improvements by users).

### Section 3. Equalities, Inclusion and Public Sector Equality Duty

Both devolved Section 106 and CIL monies are the responsibility of Bristol City Council. Their use is covered by Bristol City Council's **Equality and Inclusion Policy and Strategy 2018–2023** and the **2010 Equality Act Public Sector Equality Duty** (see [Equalities policy - bristol.gov.uk](http://bristol.gov.uk/equalities-policy)).

All project proposals completing this proposal **MUST** attach a completed **Public Sector Equality Duty and Equalities Impact Assessment** to demonstrate how your project supports relevant elements of these policies.

Please tell us how your project has been designed to deliver positive impacts and mitigate any negative impacts on people with protected characteristics as set out in the 2010 Public Sector Equality Duty and identified Equalities communities within those protected characteristic categories.

See **Appendix 1** for the table template and see the Guidance for information about how to complete it.

**Your Full Proposal will not be considered for funding without a completed Public Sector Equality Duty and Equalities Impact Assessment.**

Section 3a. <b>Public Sector Equality Duty and Equalities Impact Assessment</b>	Tick to confirm
completed and attached	✓

Section 3b. **Equalities-led organisations:**

Tell us if at least half your organisation's board (trustees or directors) are:

	Y/N
Black, Asian and minority ethnic people	N
LGBT people	N
Disabled people	N

Section 3c. **Disabled Access to Capital Projects:**

Please explain below how you will ensure that high quality access for Disabled people will be delivered by your project? Please note: your project will not be funded unless you can demonstrate how it will be fully accessible. *200 words maximum*

The physical space is currently accessible to wheelchair users and access will be improved further by the project. We will ensure the design considers as many enabling elements as possible (eg high contrast signage for visually impaired people). This will be aided by involving disabled people in the design conversations as the project progresses.  
The elements of the play space will be designed to enable people with a wide range of physical abilities to access them. People of all abilities should be able to enjoy a meaningful equivalent experience in the space.

Section 3d. **Involving the community**

How have you already, and how will you, involve the wider community with your project, including Equalities communities and groups with Protected Characteristics under the 2010 Equality Act? *100 words maximum*

The engagement undertaken by HWCP in the pre-CAT period (2020) established that the community are keen to see a facility that offers access to local people to a space that helps them engage with nature and animals. Subsequent conversation we have had with volunteers and visitors to the site have reinforced the desire for facilities that enable families to enjoy a visit to the site. We are active in engaging the community and recently went door-to-door with the BCC neighbourhood community development officer to elicit more views on the farm (write up in progress).

The main focus of involvement in the design of the space will be to bring the voices of children and young people to the design. We already work with groups in the target age range and will engage them in the design process. This will include working with disabled children through local schools. We are currently planning how to integrate the play area design into sessions through the winter.

## Section 4. Project Delivery Details

**Section 4a. Land/Resource ownership.** Please demonstrate your Project has permission to be delivered from any third-party owner of the land or resources it will impact on:

Land/Resource ownership	
Who owns the land or resources your project will impact on?	Bristol City Council
Have you got their permission to deliver this project?	Yes
If "yes" please provide contact details	Name: John Bos Tel: 0117 9036440 Email: john.bos@bristol.gov.uk
	Written confirmation attached

**Section 4b. Delivery Track record:** what resources, skills, experience, knowledge, quality assurance processes and networks will your organisation use to successfully deliver the project? How will you deliver this project? *200 words maximum*

Hartcliffe City Farm will use the resources of Windmill Hill City Farm staff to complete the project. We have delivered around £500,000-worth of capital projects on the Hartcliffe City Farm site in the past year with funds from central government and charitable sources using the same approach.

Works have included major refurbishment of buildings (new roofs, drainage, insulation, fixtures and fittings) as well as landscaping and technology infrastructure. The same team has delivered multiple capital projects at the Windmill Hill City Farm site over the past 10 years.

We have well-established project management processes that cover management, finance and quality assurance. We define project briefs in advance and monitor progress with either in-house staff or external specialists as appropriate.

### Section 4c. Delivery timetable and key events/activities:

Please complete the table below to set out the key actions and events which you will deliver to complete your project and the anticipated time scales.

Date	Milestone
Dec 23 – Jan 24	Development of design for the space including with local children through workshops and activities.
Feb 24	Decision on funding.
Mar 24	Finalise design of space.

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	Sign-off and release of funds.
Apr 24	Tender for contractors (where required). Completion of CRF-funded works to stabilise barn structure.
May 24	Appoint contractors. Begin fit-out of space.
Jul 24	Completion of fit-out.
Aug 24	Target opening event for start of school holiday period.

**Section 4d. Project Delivery Budget**

<b>Capital costs</b>			
<b>Item of Expenditure</b>	<b>Full Cost</b>	<b>Amount of CIL requested</b>	<b>Total Income</b>
Fit out - Play materials and installation	18,000	18,000	18,000
Fit out - Electrical and lighting other utilities	2,000	2,000	2,000
Fit out - Specialist contractors	2,500	2,500	2,500
Fit out - Project management	2,500	2,500	2,500
Unrecoverable VAT	5,000	5,000	5,000
<b>A. Total Project Capital Totals</b>	30,000	30,000	30,000
<b>B. Total Revenue Costs</b>	0	0	0
<b>Combined Capital and Revenue Costs (A + B)</b>	30,000	30,000	30,000

**Section 4e. How would you manage delivery of your project if the Area Committee offers you less funding than you are requesting?**

<b>% reduction</b>	<b>Management of project</b>
10%	It's still possible to deliver a play area in the barn at this level (£27k). The final 10% will deliver the finishing touches that make it a 'must come to' destination and losing it will impact on the ongoing viability of opening the café space due to reduced footfall.
30%	This level of reduction (£20k awarded) puts in doubt our ability to delivery much more than a very pedestrian space with little appeal beyond a distraction for those already coming to the site. It will have no additional draw to bring people in.
50%	At £15k we'd really struggle to deliver anything very appealing. Multiple compromises would be necessary and we'd end up disappointing a large number of people who'd contributed to the design.

**Section 4f. How have you arrived at your project costs?**

Have you:

	<b>Describe your approach</b>
Obtained a range of quotes?	<p>Not yet. The concept is settled, the design is not. Once the design is in place we will compare the cost and time required over a range of options.</p> <ol style="list-style-type: none"> <li>1) In-house build by WHCF team (lowest labour cost, potentially longer due to capacity)</li> <li>2) External contractors (more expensive, but usually quicker, may have specialist knowledge)</li> <li>3) A combination</li> </ol> <p>Where external contractors are required we obtain quotes in line with our purchasing policy. For in-house work we have regular suppliers for materials that we periodically benchmark with spot checks on any particularly high-value items.</p>
How did you choose your final quote?	Best value for money with an acceptable timeframe for delivery.
How have you calculated your revenue/maintenance costings?	It will be designed to be low-maintenance. Ongoing costs will fall within the range of general activity of the city farm.
Please provide evidence of the quotes you've obtained	This will need to come further into the process. No quotes obtained now would have a validity into the new year.

**Section 4g. CIL/S106 Payment release schedule**

If your Full Proposal is approved, how would you like to have your funding released? BCC departments will arrange this with the Planning Obligations Officer.

Voluntary and Community Organisations: please complete the table below, fitting your payment requests with your project timetable.

	<b>Funding request 1</b>	<b>Funding request 2</b>	<b>Funding request 3</b>
	<b>March 2024</b>	<b>May 2024</b>	<b>July 2024</b>
Amount requested:	£10,000	£15,000	£5,000
Total CIL funding:	£10,000	£25,000	£30,000

Please return the completed form by email to [communities@bristol.gov.uk](mailto:communities@bristol.gov.uk) by the deadline communicated to you by email.