

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

V1.00

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FOR OFFICE USE ONLY	ID No:	Eligible: <b>Y / N / Not complete</b>	
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## Before completing please complete Part One: Eligibility Form Section 1: Summary of the Proposal

1a. Name of Project:

Improving St Cuthbert's for Everyone

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

<b>AC1</b>	Avonmouth & Lawrence Weston; Clifton, Clifton Down; Hotwells & Harbourside, Stoke Bishop; Westbury-on-Trym & Henleaze	
<b>AC2</b>	Bishopston & Ashley Down; Cotham; Horfield; Henbury & Brentry; Redland; Southmead	
<b>AC3</b>	Eastville; Frome Vale; Hillfields; Lockleaze	
<b>AC4</b>	Ashley; Central; Easton; Lawrence Hill; St George Central; St George Troopers Hill; St George West	
<b>AC5</b>	Bedminster; Brislington East; Brislington West; Knowle; Southville; Windmill Hill	√
<b>AC6</b>	Bishopsworth; Filwood; Hartcliffe & Withywood; Hengrove & Whitchurch; Stockwood	

1c. Ward and site(s): Brislington West. St Cuthbert's Church, Sandy Park Road.

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

Completing an exciting redevelopment of the interior of St Cuthbert's Church. Creating a smaller worship space, thereby allowing construction of a large, accessible space for community use. Kitchen and toilet facilities will be included. New zoned heating and lighting systems making for a comfortable, affordable new space for the Brislington community.

1e: Fund Sources	How much are you seeking?	
CIL	£	28,000
S106	£	
<b>Total:</b>	£	<b>28,000</b>

## Section 2. Your Project details:

**Section 2a. Name of your group or organisation:** The PCC of St Cuthbert's

### Section 2b. Your Organisation:

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

An Anglican church, St Cuthbert's provides regular opportunities for worship & friendship for members of the local parish and beyond. In addition to the people attending for worship, the existing community space 'the crypt room' is made available, providing facilities enabling a range of local groups and individuals to meet together for a variety of purposes. Over a week as many as 150 people from a spectrum of age bands, including children, use the facilities currently available. This number is increased substantially when organisations meeting on a monthly basis and those 'one off' bookings for family parties etc are included.

### Section 2c. Your Project:

As with any parish church the communal value of St Cuthbert's is considerable. For nearly a century it has been the primary venue of key social ceremonies within the community; it has hosted countless marriages, funerals and baptisms for the people of Brislington. Its Crypt Room has not only provided a venue for community groups to meet, but also events and activities..

The existing kitchen facilities are well used to cater for communal events and also provide an important social function within the congregation. Their location in the Crypt limits their use in connection with nave-level (ground floor level) community uses and worship and precludes communal eating and drinking in the lightest and most attractive areas of the building. The existing toilets are at Crypt level and disconnected from the use of the nave where there are no accessible toilets

After many years of consultation and discussion, plans have been approved to transform the church into a flexible and accessible facility offering space for worship and wider community use improving St Cuthbert's for everyone. This major reordering project will provide a central flexible space in the nave with stackable chairs and smaller meeting/group spaces in acoustically enclosed rooms in the north aisle. The south aisle will have a new kitchen and 'café' area for church and community use. Same level toilets with baby changing facilities alongside new flooring and ramps will increase accessibility. Thermal upgrades, renewed heating, lighting and on-site renewable energy generation will improve the church's carbon footprint and high-speed digital connectivity and audio-visual equipment will enhance the multi-functional use of the building.

A community survey carried out just pre pandemic showed a need for both improved access to venues and an increase in community centred activities. 70% of respondents only knew of St Cuthbert's or one other

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local hireable community venue. When asked about activities needed locally the list included: café style neighbourhood drop-in sessions, Zumba/Pilates, Brownies/Beavers (other local groups have waiting lists), older people's club/activities, pre-school/children's activities, meditation, women's exercise classes, language classes, live music, farmers or makers market, arts/crafts workshops or skills share, evening talks, amdram groups, choir, internet access, cinema screenings, Citizens Advice sessions. Activities to support local businesses were also identified including co-working spaces with access to plugs and WIFI for self-employed/home workers that is not a café.

Working with award winning architectural practice Connolly Wellingham, St Cuthbert's PCC aim to fully unlock the potential of the church as an active centre of worship and community use within Brislington, protecting its significance for future generations to enjoy. This will be achieved by improving the comfort, flexibility, accessibility and sustainability of the building, and expanding the available facilities for appropriate complementary community uses.

The approved plan balances the need to maintain the architectural integrity of the interior of the church with the need for appropriate and sympathetic sub-division of the large existing interior facilitating more flexible use of the space by church and community groups. This will be carried out by removing fixed pews to create a central open area of the nave for large community events. Worship space will be maintained in the chancel where the majority of the existing furniture will be retained and reinstated at the new raised floor level. Additional seating on moveable chairs will increase comfort, accessibility and flexibility (six pews will be retained just into the nave for overspill). We hope that improved spaces for worship and greater community presence will help to support church growth.

Three new community rooms will be constructed in the north aisle: the first opening onto the nave and divisible into two separate rooms; the second room will be added on a mezzanine deck above with stairs and the possibility of a lift at a later date; and the Lady Chapel will be enclosed to create the third meeting room. A kitchenette with servery will be added into the south aisle with adjacent informal café style group space.

Three unisex toilet cubicles will be added to the vestry area including an accessible cubicle and baby change unit. Floors will be levelled throughout the church and ramps added for wheelchair access where this is not possible. Minor repairs and redecoration will also be carried out.



Existing area to be developed



Architects' plan showing same area - redesigned

**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:

The main outcome for the redesign project will be a modern, welcoming church building that is accessible to everyone. The space will be flexible, allowing it to be used every day of the week, not just Sundays, and in new ways with the potential for different activities happening at the same time. Improvements to access and provision of toilets and changing facilities enable the church to extend that welcome to all, whatever their access needs. In practical terms this means:

- \* Raising floor levels to eliminate as many steps as possible.
- \* Inclusion of ramps where it is impossible to remove steps.
- \* Inclusion of accessible toilet and changing facilities.
- \* Ensuring that doors are wide enough for wheelchairs.
- \* Installation of new kitchen
- \* Installation of Loop system as part of a new audio visual system
- \* Installation of new heating system, thereby reducing the building's carbon footprint.
- \* Improvements to lighting installations.
- \* Removing reliance on books/paper documents.

The project comprises work to make the building more environmentally sustainable including, where possible, secondary glazing on the large north and south aisle windows, upgrading all historic light fittings to LED and adding new lighting as part of the new infrared linear units.

Following a review of heating options by sustainability consultants Anthesis, the PCC has approved the use of infrared linear units throughout the building. In line with the church interior, the linear units have an elegant design and provide the flexibility to mount LED lights meaning that their operation can be linked to the occupancy sensors. This achieves the aim of directly heating objects and people in a space, as opposed to heating and circulating the air, reducing overall energy consumption. Solar voltaic electricity generation and battery storage will increase the building's environmental credentials and sustainability. Where possible pews will be recycled into panelling.

New digital provisions will include a modern audio-visual system, a Hearing Loop and large screens which will reduce the need for books and paper resources.

Once the reordering project is complete, community groups, activities and events currently utilising the semi-basement Crypt Room will move up into the renewed spaces in the main church building. This will free up the Crypt area which could be let to an anchor tenant providing community services or used as a co-working/business start-up office space depending on demand.

<b>And/Or:</b>
<p>ii. address the demands that development places on the Area Committee area:</p> <ul style="list-style-type: none"> <li>• Describe the demands placed by development that this project is addressing:</li> <li>• What evidence of these demands is there? (Include any data evidence; local plans, surveys, Neighbourhood Development Plans)</li> </ul>
<p>iii. How will this project address the demands you've identified? What are the chief benefits that the project is designed to deliver?</p>

**2d(ii): S106-funded projects**

Insert the S106 reference code(s); amount; purpose and expiry date: (this will be used to check that your project meets the terms of the S106 Legal Agreement)			
<b>Permission / Site / S106 Code</b>	<b>Current Contribution Value</b>	<b>Date to be Spent / Committed by</b>	<b>Purpose of Contribution</b>
How does your project meet the purpose of the S106 fund(s) and how does it address local needs and priorities?			

**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
<b>Outcome 1</b>	A comfortable, modern building with several meeting spaces. Improvements to access and provision of toilets and changing facilities.	Seven days a week usage	Bookings diary
		Increase in enquiries/bookings	“
<b>Outcome 2</b>	The ability to accommodate more/all requests to use the space	More bookings in the diary	Bookings diary
<b>Outcome 3</b>	Improvements to the carbon footprint of the building.	Reduction in use of gas	Utility bills
		Installation of solar array – reducing electricity costs	“

**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)).

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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.**

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

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

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

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

**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*

It is intended to remove the pews from the main area of the church and to raise floor levels to eliminate as many steps as possible. Ramps will be built where any steps remain. Doors will be wide enough to enable wheelchair access. Free standing chairs and tables will be used which it is possible to arrange to suit the activities of the groups using the space. This will enable everyone admission to all areas.

Three toilets will be added including an accessible cubicle and baby change unit. There will be improved audio visual arrangements using screens rather than books/paper. A modern Loop system will also be fitted.

**Please use guidance to complete**

The flexibility of the new heating system will mean that the spaces will reach comfortable temperatures quickly and to levels suitable for different activities and the needs of the users.

**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*

We have held public meetings giving information about the plans to redesign the building. Church members are part of the Brislington community and as such are in touch with a wide range of organisations and businesses, regularly providing information and details about the plans. Our continuing contact with the groups currently using the Crypt room will continue to be part of involving the wider community. When the ‘new’ building is ready for use, we will be holding open events for all to come and see what’s available and contribute to forward planning for the use of the space.

**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?	The church building (and any church yard) is vested in the incumbent in their corporate capacity as a corporation sole.		
Have you got their permission to deliver this project?	Yes	√	No
If “yes” please provide contact details	Name: Emma Bakewell Tel: 0117 906 0100 Email: <a href="mailto:emma.bakewell@bristoldiocese.org">emma.bakewell@bristoldiocese.org</a> The Parochial Church Council (PCC) received faculty permission to re-order the building via Faculty (app ref: 2017 -015682 on 20/07/2022)		
If “no” please state when you will know .			



Written confirmation of permission – please attach

**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*

Working with award winning architectural practice Connolly Wellingham – currently at Stage 4 of the RIBA process, Connolly Wellingham will be undertaking the project management role, on behalf of St Cuthbert's PCC, to see the project through. This includes:

**\*Procurement**

Reviewing options for contractors, contracts, phasing and approx. programme.

Initial liaison

with contractor teams and preparation of tender shortlist of interested and available firms.

**\* Preparation of documentation**

Drawings, specifications, schedules, instructions to tenderers, health and safety information

and attendance at site visits.

**\* Administer Tender**

Submitting tenders and managing tender period, including requests for information and post tender report.

**\* Conditions**

Discharging conditions on permissions and liaising with Approved Inspector to coordinate

design stage Building Control sign-off.

**\* CDM**

Continue Principal Designer duties on behalf of client in accordance with CDM 2015 legislation.

**\*Introduction of Design Team consultants for PCC approval and appointment.**

**\*Structural Engineer. Hydrock. Detailed design of new raised floor structure including north aisle repair.**

**\*Services Engineer. Hydrock. Detailed design of heating system, solar panels, lighting and oversight of AV integration.**

**\*Quantity Surveyor. Hookway. Requirement for additional cost planning TBC**

**\*Approved Inspector. Assent. Review of developing design information and sign off Building Control approval. To be completed prior to commencement of contract.**

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Please use guidance to complete

<b>Section 4c. Delivery timetable and key events/activities:</b>									
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.									
<b>Month/Period/Year:</b>	January 2024	Mid February 2024	End February 2024	End April 2024	May 2024	June 2024	August 2024	October 2024	November 2024
<b>Key Milestones:</b>	Tenders issued	Tenders returned	Selection of preferred contractor	Contract commencement	Facilitating works: eg removal of fixtures etc	Heating & Lighting install	Internal finishes: Raise floor levels; carpeting, flooring	Remodelling work. Framing: drainage work etc	Kitchen install; Toilets install.

**Section 4d. Project Delivery Budget**

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Capital costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income
	£56,000	28,000		£28,000	Sale of property				£56,000
<b>A. Total Project Capital Totals</b>	£56,000								
Revenue Costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested*	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income
<b>B. Total Revenue Costs</b>									
<b>Combined Capital and Revenue Costs (A + B)</b>	£56,000								£56,000

\* Bristol City Council has already retained 33% of all relevant S106 contributions to support revenue costs

**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%	We would be forced to seek funds elsewhere
30%	“
50%	“

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

Have you:

	<b>Describe your approach</b>
<b>Obtained a range of quotes?</b>	** See note below
<b>How did you choose your final quote?</b>	
<b>How have you calculated your revenue/ maintenance costings?</b>	
<b>Please provide evidence of the quotes you've obtained</b>	

\*\* This is just one part of a project, not yet started, worth in excess of £1,000,000. As yet we have not sought quotes for the work. Our costings are based on an elemental survey undertaken on our behalf by Chartered Surveyors, Hookway.

### 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 (Month &amp; year)</b>	<b>Funding request 2 (Month &amp; year)</b>	<b>Funding request 3 (Month &amp; year)</b>
<b>Amount requested:</b>	April 2024 £10,000	June 2024 £10,000	August 2024 £8,000
<b>Total CIL/S106 funding:</b>	£10,000	£10,000	£8,000

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.

**Please use guidance to complete**

**We can no longer accept hand delivered application forms**

