

# 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: <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:**

Hungerford Community Centre Regeneration project

**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	X
<b>AC6</b>	Bishopsworth; Filwood; Hartcliffe & Withywood; Hengrove & Whitchurch; Stockwood	

**1c. Ward and site(s):** Brislington West

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

We as a voluntary run committee and would love to be able to keep the centre up and running by bringing the old, leaky, tired building back to life. We want to replace the existing main entrance, leaking windows in the downstairs toilets, new fire door at the rear of the building, and new flooring on the ground floor, before the flooring can be replaced a sub-contractor needs to seal/cover or remove the old tiles which have traces of asbestos in them. Making the centre more inviting, secure and in line with health and safety regulations.

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<b>1e: Fund Sources</b>	<b>How much are you seeking?</b>	
CIL	£	21800.00
S106	£	n/a
<b>Total:</b>	£	<b>21800.00</b>

## Section 2. Your Project details:

**Section 2a. Name of your group or organisation:** The Hungerford Community and Social Club

### Section 2b. Your Organisation:

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

The Hungerford Community centre has been serving the local community and beyond for over 50 years! The Hungerford community centre is all about providing a safe place for the whole community to connect and socialise. We are a multi-purpose centre that offers various activities. We are now building on this history to develop the next generation of community centre so that these important spaces are maintained for generations to come. Yes, the online world is wonderful, but it cannot replace meaningful face-to-face interactions with people who want to meet and share and bring together different interests, values, and beliefs.

### Section 2c. Your Project:

The project is to regenerate life back in to an old, tired building by renovating the main entrance making the entrance more secure by replacing the old rotten wooden entrance with a new commercial spec aluminium double glazed entrance, replace the old rotten wooden fire door at the rear of the building together with replacing the old rotten toilet windows on the downstairs level making the building more secure. The flooring on the ground floor is broken and has traces of asbestos in the cracked tiles which is health and Safety issue. These need to be removed professionally before the new flooring can be replaced. primer, latex and install nonslip flooring We want to make the centre more welcoming for more of the community to use the centre especially as we are the only community centre located in Brislington, we want to be in a position to welcome more people to the centre especially with the new housing developments that are planned over the next few years adjacent to the centre.

**Please use guidance to complete**

**Please use guidance to complete**

**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)**

The property has its original fixture and fittings from when they first opened over 50 years ago, which are not up to today's Health and Safety standards therefore Improvements are required, the main entrance needs to be accessible for our disabled visitors and an electronic push button entrance pad will be introduced. The new flooring will be non-slip where current flooring is not. The flooring is cracked, lifting in places and contains some traces of asbestos. The fire door at the rear of the building is rotten so replacing it will improve safety & security. With regards to the windows this will also improve security and help with heat loss

**And/Or:**

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

We want to be in a position to welcome more people to the centre especially with the new housing developments that are planned over the next few years adjacent and local to the centre. The local community are currently expressing their concerns regarding the new housing estates and what pressure they will put on local services.

**Please use guidance to complete**

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

The centre will play its part and help relieve the pressures on local services by making large space available for day surgeries, educational classes, learning support, youth clubs, health activities, coffee mornings etc.

**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?

The S106 funds do not apply to the Hungerford Community Centre at the present moment in time.

**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>	Improve security and disabled access	Feel safe environment for all concerned. Don't have to rely on someone or be accompanied to gain access.	A Local retirement home has indicated an interest for its residents to use during the day if we can make these type of changes.  A council backed learning support has also indicated using our space if we can just make these sort of changes.
<b>Outcome 2</b>			
<b>Outcome 3</b>			

### 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	X

#### 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.

By replacing the old entrance to the community centre will be able to have better disabled access as the doors will be wider, automatic & more manageable for the less mobile. Replacing the flooring will remove any trip hazards and the new flooring will be in line with Health and Safety regulations as the existing tiles contain traces of asbestos.

**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?

The project itself does not involve the community to contribute to the nature of the work that needs to be carried out. We want to improve the facilities at the centre to encourage more of the community to use the centre and become actively involved in the day to day running of the centre, making the Hungerford community centre the main community hub for the residents of Brislington and the surrounding areas for years to come.

**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?	Hungerford Community Centre		
Have you got their permission to deliver this project?	Yes		
If “yes” please provide contact details	Name: Mr K Daly Tel: 07936743599 Email: Info@hungerfordclub.co.uk		
If “no” please state when you will know .			
	<b>Written confirmation of permission – please attach</b>		

**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?

**Please use guidance to complete**

The Project will be monitored by the Trustees of the Community centre to ensure that budgets are maintained although the work itself will be outsourced to reputable local tradesmen to complete.  
 The entirety of the project will be supervised by the centre secretary ensuring that all relevant Health and Safety regulations are complied with and all relevant certificates/guarantees are provided once the work has been completed, and who in turn will report back to the trustees on a weekly basis.

**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.

<b>Month/Period/ Year:</b>	<b>Pre works. (Week 1) On award, a Schedule of works to be produced and planned.</b>	<b>Pre works (Week 2) Confirm dates with contractors</b>	<b>Operations/siteworks Week 3. Entrance and ground floor windows, fire door.</b>	<b>Week 4/5 Floor Surfaces. remove &amp; reinstate ground floor</b>	<b>Week 5 Snagging (if required)</b>				

Please use guidance to complete

<b>Key Milestones:</b>	As above order monitored daily throughout the project.								

**Section 4d. Project Delivery Budget**

<b>Capital costs</b>		<b>Funding sources</b>							
<b>Item of Expenditure</b>	<b>Full Cost</b>	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?	<b>Total Income</b>
<b>Entrance and windows</b>	<b>14,400.96</b>		<b>n/a</b>	<b>n/a</b>		<b>n/a</b>			
<b>Flooring</b>	<b>9,020.00</b>		<b>n/a</b>	<b>n/a</b>		<b>n/a</b>			
<b>Fire Door</b>	<b>796.36</b>								
<b>Total</b>	<b>24,217.32</b>								
<b>A. Total Project Capital Totals</b>									
<b>Revenue Costs</b>		<b>Funding sources</b>							
<b>Item of Expenditure</b>	<b>Full Cost</b>	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?	<b>Total Income</b>

Please use guidance to complete

<b>B. Total Revenue Costs</b>									
<b>Combined Capital and Revenue Costs (A + B)</b>									

\* 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%	Priority would be main entrance, and flooring, fire door
30%	Main entrance partial flooring
50%	Main entrance

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

Have you:

Please use guidance to complete

	<b>Describe your approach</b>
<b>Obtained a range of quotes?</b>	Contact various local companies asking them to provide a quote
<b>How did you choose your final quote?</b>	Best value for money and a local sourced company
<b>How have you calculated your revenue/ maintenance costings?</b>	The work that we wish to be completed is maintenance free.
<b>Please provide evidence of the quotes you've obtained</b>	Please find attached all quotes.

#### 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>	2024 £21800.00		
<b>Total CIL/funding:</b>	£21800.00		

**Please use guidance to complete**

**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.**

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

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