

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

Please use guidance to complete



V1.00

FOR OFFICE USE ONLY	ID No:	Eligible: <b>Y / N / Not complete</b>	
---------------------	--------	---------------------------------------	--

**Before completing please complete Part One: Eligibility Form** Section 1: Summary of the Proposal

**1a. Name of Project:** Catering and hospitality facilities to tackle food insecurity and social isolation.

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

--

**1c. Ward and site(s): St Paul’s Church, Coronation Road - SOUTHVILLE**

**1d. Summarise** the project you want to deliver: **(50 words maximum)**  
 To install catering facilities and separate coffee bar facilities compliant with Food Standards Agency for cooking for the public. Creating two distinct areas where a domestic kitchen and coffee area are currently situated.  
 1. A lockable professional kitchen  
 2. Self-contained coffee bar for general use (including plumbing and electrical work)

<b>1e: Fund Sources</b>	<b>How much are you seeking?</b>	
CIL	£	50,000
S106	£	
<b>Total:</b>	£	<b>50,000</b>

**Section 2. Your Project details:**

**Section 2a. Name of your group or organisation:**  
  
**St Paul’s Parochial Church Council**

**Section 2b. Your Organisation:**  
 Briefly describe your organisation’s core purpose and activities (less than 100 words)

Our aims and purposes at St Paul's Parish Church Council (PCC), in accordance with Section 2 of the Parochial Church Councils (Powers) Measure 1956, to promote in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

We aim to be a beacon of God's love through being a centre:

- **for worship**, providing worship services / activities that allow members to express their faith.
- **for mission** through pastoral provision offering care and support, both in times of need and in everyday life to all in our church and wider community.

### **Section 2c. Your Project:**

St Paul's Church an essential community facility for the local area, which has be identified as experiencing significant levels of deprivation. As well as regular Sunday worship the space is used for a variety of community group (eg. Scouts, gardening clubs, community choirs, exercise, and well-being groups, Foodbank) – all requiring facilities for making refreshments (coffee bar). Developing catering facilities would increase our capacity to provide warm meals to Foodbank clients and run food preparation and cookery classes to develop people's skills in preparing healthy meals on low budgets. Our Refugee Hub would like to extend our hospitality by being able to provide catering. Future plans include supporting children and young people affected by holiday hunger, social activities for those experiencing isolation and also those experiencing homelessness.

**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:

This project will expand our provision for those who food insecurity and isolation. It will also increase opportunities for inclusion through have facilities to cater for larger community events / gatherings.

The church currently an old domestic kitchen which cannot be used for catering purposes. There current coffee bar requires access to the kitchen for water and drainage. This project would seek to provide a professional kitchen (compliant with Food Standards Agency) from which meals could be prepared for the public, therefore expanding the facilities and types of provision we can offer the community. This project would develop the coffee bar to be a self-contained area (with water sources and drainage) and installing a gate / hatch to prevent unauthorised people (including children) from entering a area of high rick. Creating distinct areas (kitchen / coffee car) means that users groups have the facilities to make refreshments without the need to enter the kitchen area and therefore maintaining the hygiene of the food preparation area and congestion within an area of higher risk.

A foodbank was started in the church in 2020 and we are seeing increase demand, we would like to provide some warm, and immediate nourishment for our most vulnerable clients. Through our work in the Foodbank and engagement with schools, we know that school holidays increase food insecurity for those who normally rely on free-school meals. Catering facilities would enable the church to provide a place for people to receive warm meals as well as a place of welcome and inclusion.

Hygiene compliant facilities would create educational opportunities such as classes on nutrition, budgeting and food preparation such as building on currently projects such as "BS3 Jammin" (a community project, celebration food harvested in our own community).

It would offer opportunities for cultural learning and inclusion, such as providing a space for Refugees and Asylum Seekers currently housed in the hotel to cook and mark significant cultural celebrations through food.

Being a well-equipped space will help us to expand the opportunities to the community such as large catered events and community meals, enriching the lives of local people through social engagement and participation.

**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)

In a densely populated area with high significant areas of deprivation this project seeks to provide a safe and accessible space for all, building social capital through social support, networks and participation, reciprocity and feelings of trust and safety.

We have evidence that this project is needed through:

- Risk assessments of the kitchen and coffee bar areas and the need for zoning.
- Recognising that the current facilities do not meet the Food Standards Agencies specification for regular catering to the General Public.
- Foodbank data on the food insecurity.
- Enquiries for booking a large, accessible space with catering facilities through the church office which we are unable to offer.
- Requests from Welcome Network to host a 'warm hub'

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?

- Providing facilities to offering meals to the general public, particularly those who are experiencing food insecurity.
- Providing a safe and welcoming space for those who might be experiencing social isolation.
- Providing a more comprehensive community space for larger gatherings and events.

**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)

Permission / Site / S106 Code	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution

How does your project meet the purpose of the S106 fund(s) and how does it address local needs and priorities?

N/A

**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>	To have a kitchen and coffee bar compliant with Hygiene standards.	Inspection of the work by Food Standards Agency	To Receive a high Food Hygiene Rating
		Trained team	A number of volunteers with Level 2 Food Hygiene
<b>Outcome 2</b>	Increase in Events and activities where Food is able to be served.	Number of meals and refreshments provided.	Collecting Data for events and user groups, particularly those participating from groups of protected status.
<b>Outcome 3</b>			

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

**Please use guidance to complete**

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](https://www.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.**

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

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	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*

Our church building has step free access and have accessible toilets and work is currently underway to improve access for those with hearing and visual impairment and additional learning needs improving audio and visual equipment in the space.

This project of delivering new catering facilities means we will be able to extend the facilities of the building to be a place of access and welcome to all. The church space is open and versatile, with the capacity for multiple seating configurations dependant on the needs of the users and accessibility requirements.

We have been approached by the 'Welcome network' about being a warm hub during the winter months which would provide hot meals, unfortunately we currently do not have the facilities. These spaces or often used by the elderly or those who are disabled and would spend much of their time at home and in some cases experience food and / or fuel insecurity.

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 already received feedback regarding the lack of catering facilities and the need, (particularly regarding providing hot meals to Foodbank clients and cookery classes).

Members of the congregation and regular user groups will be consulted on the final layout and finish of coffee bar and kitchen zones.

Our desire as a church is provide more high-quality activities for older members of the community and low income families such as film clubs, concerts and would consult with members of the community as well as other partner organisations regarding gaps in the current provision.

### 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?	Vicar (Incumbent) accountable to Diocese Advisory Committee		
Have you got their permission to deliver this project?	Yes	X	No
If "yes" please provide contact details	Name: Rev Jacqui Kean Tel: 07507851010 Email:		
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?

*200 words maximum*

In 2016 St Pauls PCC managed a project to provide accessible space and toilets, facilities for the community and youth work, meeting rooms and prayer spaces. This project totalling £200, 000 was successfully managed financially and has provided excellent and well used space.

We are currently part-way through managing a project to upgrade of Audio and Visual provision in the church, using professional sound engineers and training volunteers.

This project we will instruct professionals electricians, plumbers and builders to advise, purchase and install the new equipment. We will implement health and safety standards for the new area, ensure users are appropriated trained and qualified to prep food in the area. We will gain certification from Food Standards Agency, then have training provided for use and maintenance of equipment for all users.

Finance for ongoing maintenance will then be rolled into the fabric budget of the PCC.

**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>	May 2024	August 2024	September 2024	November 2024	January 2025	February 2025			
<b>Key Milestones:</b>	Plans of the area submitted to DAC	Plumbing and Electrical works	New Coffee bar installed	Volunteers to be qualified Food	New kitchen installed	Training of new equipment.			

Please use guidance to complete

				Hygiene Level 2					

**Section 4d. Project Delivery Budget**

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
Building and installation of profession kitchen and coffee bar.	£	£50000							
Training, registration and implementation of control measures.				£2000			PCC		£52000
<b>A. Total Project Capital Totals</b>									
<b>Revenue Costs</b>		<b>Funding sources</b>							

Please use guidance to complete

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>	£52000								

\* 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?**

% reduction	Management of project
10%	Lower level specification on finish of coffee bar cupboards
30%	Seek to purchase second-hand kitchen equipment
50%	No upgrade on coffee bar (except plumbing) install a second hand kitchen.

**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>	We will consult with the church architect regarding the best layout of the area. In process
<b>How did you choose your final quote?</b>	We have trusted contractors who are familiar with the building and have delivered high quality work in the past
<b>How have you calculated your revenue/ maintenance costings?</b>	Equipment maintenance is already accounted for in ongoing church accounts
<b>Please provide evidence of the quotes you've obtained</b>	To follow

#### 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>	£50,000		

Please use guidance to complete

Total CIL/S106 funding:			
----------------------------	--	--	--

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

-----