

# 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:

Remedial Work to Church Garden (public green space)

### 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):** Central Ward and Site is 21 St Stephen's Street BS1 1EQ (Old City)

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

The project will address health and safety issues in the church garden and restore this premium green space in the heart of the old city to its former condition where members of the public and wheelchair users and people with disability challenges can safely enjoy the peaceful and relaxing surroundings.

1e: Fund Sources	How much are you seeking?	
CIL	£	12,000
S106	£	-
<b>Total:</b>	£	<b>12,000</b>

## Section 2. Your Project details:

### Section 2a. Name of your group or organisation:

**Saint Stephen's Church  
(PCC of Holy Trinity and Saint Stephen's, Bristol)**

### Section 2b. Your Organisation:

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

Saint Stephen's is a living an active medieval church and garden with a worshipping community. The building and garden are open to the public and there is considerable footfall from visitors and the local community. The garden is a prime green space in the heart of the old city and many events take place which have included sleep overs to highlight homelessness, activities during school holidays for children and parents, the Old City Music Festival, engagement with refugee groups. The location will also be one of the prime sites for the Light Festival this year.

### Section 2c. Your Project:

Remedial work and improvements to Saint Stephen's church garden which includes repairing, replacing in some areas, and the levelling of pennant flagstone pathways which have become a trip hazard, together with the installation of drainage to resolve flooding on one of the pathways and to provide raised flower beds containing sensory plants for wheelchair users and people with disability challenges to engage in gardening work. The works will make the area safe and accessible for the general public and particularly for wheelchair users and people with disability challenges who regularly use this premium green space in the old city.

**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:

Saint Stephen's medieval church and the adjoining churchyard garden provides an inviting and attractive green space open to the general public as a place for quiet, reflection and refreshments in the busy and built up area of the old city.

It also provides a therapeutic and significant contribution towards mental wellbeing in line with the 'One City Plan', and particularly the goal for the increase in the number of Bristol residents visiting a park or an open space at least once a week. It provides infrastructure in the old city where green space is limited and in high demand and, with additional development planned in the city centre, the demand on green spaces will increase.

The Bristol City Centre Development and Delivery Plan sets out the aim to increase the number of new homes to 2,500 and 750 new student beds over the next 10/15 years, and this means that our green space in the city centre will contribute significantly to the Bristol Liveable Neighbourhood strategy to give people access to better quality green spaces.

Our proposed project will improve this infrastructure by making our pathways safer and more accessible and, by improving the drainage, it will make this space more usable throughout the year.

<b>And/Or:</b>
ii. address the demands that development places on the Area Committee area: <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>
iii. How will this project address the demands you've identified? What are the chief benefits that the project is designed to deliver? <p>The completion of this project will address the identified health and safety issues in a premium green space area that is regularly used by the general public which includes people with disability challenges.</p> <p>The church garden offers significant benefits in providing an opportunity for people to relax, reflect and restore their wellbeing in the heart of an extremely active and busy location in the old city. Situated close to transport and adjoining the medieval church of Saint Stephen's, which is open to the public, alongside a unique onsite Spanish style café offering food and refreshments, the location is prime and is an asset to the City of Bristol.</p> <p>We believe that this project is a step towards a more inclusive and accessible Bristol. By aligning our efforts with the Equality Framework for Local Government and the Equality Act 2010, we aim to create a welcoming, safe, and inclusive space that cherishes the diversity of our community.</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)			
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?			

**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

Please use guidance to complete

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>	Improved access to the space for wheelchair users and people with mobility challenges	Increased use	Attendance Records
		Monitoring health & safety records	Safety and Accident Reports and Risk Assessments
<b>Outcome 2</b>	Making the space available for diverse community groups and events	Increased use	Attendance Records
			Record of Events
<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.

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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	No - We have a leadership team called the PCC (Parochial Parish Council) and have people from Black, Asian and LGBT groups who worship at our church. A number have joined different activities and projects and we are working towards encouraging them to take leadership roles in the church. Our community covers a diverse group of people and we have regular attendees, many of whom come from Hong Kong, Afghanistan, India, Pakistan, and African countries.
LGBT people	No - We have members of our groups and congregation who identify with being part of the LGBT+ community and our church supports and undertakes same sex blessings.
Disabled people	No - We encourage people with physical and mental health disabilities to attend our church services and community groups. This particularly includes people living with dementia and their carers. Older people are also supported by having an older person lead within the church leadership and specific activities such as a weekly lunch club.

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**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 levelling of the pathways in the church garden and elimination of flooding due to heavy down pours of rain which we are now experiencing will provide safe access for wheelchair users, as well as people with disability challenges and vulnerable elderly people, who will be able to enjoy the quiet surroundings and green space that our unique garden provides right in the heart of the old city.

**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 a team that maintains the church garden throughout the year, growing summer bedding plants from seed and cuttings and planting daffodil bulbs and shrubs ready for the Spring. The team consists of church members and refugees who the church supports, offering ministry and conversational English-speaking courses for the past two years. The garden is accessible by all members of the public and provides seating and a quiet environment in the busy city centre. The proposed works will ensure that the garden is accessible and enjoyed by wheelchair users and people with disability and age-related challenges.



## 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 church garden 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: Revd Kathryn Campion-Spall Tel: 0117 922 5267 Email: <a href="mailto:rector@bristolharboursidechurches.org">rector@bristolharboursidechurches.org</a>		
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?

<p><i>200 words maximum</i></p> <p>The project will be overseen by the Revd Frances Houghton in the capacity of Project Manager who has 30 years’ experience with other projects, including recently being on the lead team of the Hartnell Project which has successfully delivered the internal refurbishment of our medieval Grade 1 Listed church building. In addition, Frances has also been the Project Manager for the</p>
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recent church café refit which offers food and refreshments to visitors to the church and garden. The project requires a DAC Faculty which gives permission for the works to go ahead, monitors progress and signs off satisfactory completion. The project will be delivered through regular onsite supervision by the Project Manager to maintain quality assurance and the successful completion of the works commensurate with the works specification. Regular work related progress reports will be produced for 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.

Month/Period/ Year:	April 2024	May 2024	June 2024						
<b>Key Milestones:</b>	Faculty granted. Instructions to Contractor. Purchase of materials and supplies.	Commencement and progression of works in the following stages: 1. South path 2. North path 3. Installation of soak away on the lawn adjoining north path	Completion of final stages of works: 1. Filling lower lawn areas with topsoil and re-seeding lawn 2. Installing three raised flower beds alongside north path 3. Signing off completion of 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>Ground Works</b>	<b>£12,000</b>	<b>£12,000</b>							<b>£12,000</b>
<b>Ground Works</b>				<b>£864</b>	<b>PCC</b>				<b>864</b>
<b>A. Total Project Capital Totals</b>									<b>£12,864</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>
<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%	
30%	
50%	

We hope that the Area Committee will sanction the funds for this important and efficacious project in the old city of Bristol to ensure that wheelchair users and people with disability challenges can get easy access to the church garden. If there is a shortfall, then we will undertake as much of the work that is possible. However, we are conscious that, because of the health and safety issues, partial works would create difficulties in fully achieving our goal of making this premium green space safe and accessible to everyone.

**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 have given the specification to two contractors.
<b>How did you choose your final quote?</b>	On reputation, price and our own experience with this contractor who has completed similar work for us in the past.
<b>How have you calculated your revenue/ maintenance costings?</b>	Upkeep of the garden is provided by volunteers and any ongoing routine maintenance requirements is sanctioned and paid for by the PCC.
<b>Please provide evidence of the quotes you've obtained</b>	See two quotes, plan and photos included in this application.

**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>(April 2024)</b>	<b>Funding request 2</b> <b>(May 2024)</b>	<b>Funding request 3</b> <b>(June 2024)</b>

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<b>Amount requested:</b>	£6,000	£5,000	£1,000
<b>Total CIL/S106 funding:</b>	£12,000		

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.

We can no longer accept hand delivered application forms

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