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# 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:

The Coach House Refurbishment Project – Phase 1

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	X
<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): Ashley

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

BSWN are planning a refurbishment of the Coach House. The building is in a poor condition, much of it is inaccessible, and it has a poor thermal rating. It has also been rated High Risk in a recent fire risk assessment. The refurbishment will address these issues.

1e: Fund Sources	How much are you seeking?	
CIL	£	100000
S106	£	
<b>Total: £</b>		<b>100000</b>

## Section 2. Your Project details:

**Section 2a. Name of your group or organisation: Black South West Network (BSWN)**

### Section 2b. Your Organisation:

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

BSWN's over-arching intent is to build dynamic, independent, and strong Black and Racially Minoritized communities, businesses, and organisations that can flourish through releasing their agency and economic, social, and cultural capitals.

To deliver this, BSWN undertakes community-led research to identify needs and solutions. From this data we develop services and policy recommendations for local and regional state actors. BSWN's services include enterprise and social enterprise development, including the provision of incubators, offices, and targeted programmes of support. VCSE sector development services including business and leadership development, and cultural inclusion services including workshops, performances, and community building activities looking at identity, belonging, and place.

### Section 2c. Your Project:

BSWN are seeking to refurbish the Coach House into a Centre for Black Enterprise and Culture. We have received cabinet approval for a 125-year lease on the building and have had plans for the refurbishment drawn up by Askew Cavanna Architects. The community have been consulted on these plans and a full planning permission application was submitted to Bristol City Council in September 2023. The refurbishment will be undertaken in 3 phases, with Phase 1 addressing fire safety issues, accessibility issues, poor thermal performance, and urgent repairs. It will also install the structural development for future phases.

When fully refurbished, the Centre for Black Enterprise and Culture will feature 22 office and studio spaces, a business incubator space, meeting/training rooms, a cultural resources space, a large cultural events and exhibition space, and a restaurant. The Centre will offer a range of services to the community including enterprise and social enterprise incubation, development and growth programmes, VCSE sector development programmes, cultural heritage exhibitions, performances, activities, and workshops to support cultural inclusion and community building activities, and an onsite restaurant/hospitality incubator run by and supporting catering entrepreneurs from the community.

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**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 project will significantly improve an existing community centre in Area 4, the Coach House. The building is in a poor condition, much of it is inaccessible, and it has a poor thermal rating. It has also been rated High Risk in a recent fire risk assessment. These issues will be addressed in Phase 1 of the planned three phase refurbishment. This application relates to Phase 1.

Phase 1 will cost £802,000 inclusive of VAT. This includes addressing of key fire safety issues identified in a Fire Risk Assessment undertaken in 2021 that put the centre at risk of closure. These include inadequate escapes routes, inadequate emergency lighting, inadequate fire doors, and an inadequate fire alarm system. Phase 1 will also address the issues in the Condition Report 2020, which indicates that, without undertaking priority repairs, particularly in relation to water ingress, the internal areas will become unfit for use. That these are issues highlighted in a Condition Report in 2015, which were not addressed by the previous leaseholder, increases the dilapidation of the building over time and the urgency of these repairs in the short-term.

As well as addressing these issues and the refurbishment of offices and a meeting room, Phase 1 includes the installation of a lift in a new central foyer that will make the first floor of the building fully accessible and create the infrastructure for a fully accessible second floor that will be added during Phase 3. It will also include the installation new, fully accessible toilet facilities and a new hybrid VRF heating and cooling system to improve the carbon footprint - an Environmental Impact Assessment of the full refurbishment has been carried out by Bristol City Council. Once completed, the full refurbishment will reduce carbon emissions by 25%.

Phase 2 will include the complete refurbishment of the ground floor, including a new, double height entrance/reception area, range of offices/co-working spaces and studios, the introduction of the community cultural resources space, an expansion of the existing café into a restaurant and secondary access works to the first floor.

Phase 3 will include the complete refurbishment of the first floor and the 'cottage' element, including more office/co-working and studio space, meeting/workshop spaces, a tenants' kitchen and refectory/breakout space, and the building of an additional storey to provide the large cultural events, workshop, and exhibition space.

**And/Or:**

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

The proposal for the refurbishment of the Coach House has arisen from extensive research and consultation by BSWN with the Black and Racially Minoritized communities across the area that demonstrate the need and demand for it. Additionally, according to the Cabinet Report submitted by officers as part of the CAT process, 'the Centre for Black Enterprise and Culture project, with its location adjacent to a disadvantaged community of inner east – central area of the city, has a strong synergy with the Bristol One City Economic Recovery and Renewal Strategy published in November 2020, whose core aims include i) enhancing the economic and social wellbeing of every community, ii) supporting businesses to recover from the crisis and ii) targeting place based intervention on areas with communities experiencing long term deprivation – with the cross-cutting themes of inclusion and sustainability.

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

In delivering the services described above, the Coach House will develop strong and resilient Black and Racially Minoritized Business, VCSE, and Cultural sectors and communities across Area 4 and Bristol as a whole. It will engage a wider range of people with the cultural heritage of the city's Black and Racially Minoritized communities contributing to both a sense of belonging and inclusion as well as cross-community building and learning. It will also significantly increase the range of accessible provision for aspiring disabled entrepreneurs, social entrepreneurs and those seeking to engage in cultural heritage activities.

**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?

**Please use guidance to complete**

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>	Developing strong and resilient Black and Racially Minoritized Business, VCSE, and Cultural sectors	350 Black and Racially Minoritized led organisations supported each year.	Annual Service Agreement Report to Bristol City Council.
<b>Outcome 2</b>	Engaging a wider range of people with the cultural heritage of the city's Black and Racially Minoritized communities	200 people attending cultural heritage & community building events each year	Annual Service Agreement Report to Bristol City Council
<b>Outcome 3</b>	Increasing accessibility of community facilities in the area	Number of disabled people using the Coach House to be 15% of total.	Event/programme registration and attendance data. Reports from BSWN CRM Database

### 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	Y



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people	
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.

Currently, the first floor of the Coach House and the first and second floor of the adjoining cottage are not accessible. Phase One of the refurbishment will address this issue. An Equalities Impact Assessment has been undertaken by Bristol City Council on the proposed refurbishment, it states that 'the Centre has been designed with good accessibility for Disabled people with physical impairments throughout and creating a friendly, supportive environment for people with mental health problems or learning difficulties fully in mind, e.g. from BSWN staff dedicated to the Hub and the Enterprise Team, who will work 1to1 or with smaller groups. The outline business case shows how easy, safe access will be provided to the building, and the reception area, café/restaurant, training kitchen and business co-working space on the ground floor. Access to the two upper floors and annexe, including fully accessible toilets and rest areas on each floor, will be provided by means of a lift. The refurbishment plans demonstrate that the building will meet the Council's Environmental Access Standard.'

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?

BSWN has undertaken research with the Black and Racially Minoritized community in relation to the Coach House. These include research into the needs of Black and Racially Minoritized businesses, social enterprises, charities, and cultural producers. We have also run community consultation exercises regarding the plans for the refurbishment. We are currently consulting the community regarding the cultural heritage services we intend to provide. We undertake user evaluations of all our service provision to aid in their development and improvement. In terms of the Coach House, we run a User Group of tenants and users of our other services that meets 6 times a year. All of our research and consultation processes take an intersectional approach focussing on Black and Racially Minoritized groups with intersecting protected characteristics and equalities communities designations e.g., Black women, Disabled Black people, Black elders, Black young people, etc.

## 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	X	No
If “yes” please provide contact details	Name: Steve Matthews Tel: 07810 506511 Email: steve.matthews@bristol.gov.uk		
If “no” please state when you will know .	NB: Whilst Bristol City Council and its Cabinet have approved the project Planning Permission is required to undertake the works. It is anticipated that a decision will be given on this in September 2024, if not sooner.		
	<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*

BSWN will continue to work closely with Askew Cavanna Architects on a Design and Build basis to ensure that the necessary expertise is brought to bear on the capital works. Their team will work closely with our Operations Manager to ensure the smooth delivery of Phase 1. The governance and management will be overseen by an Executive Sub-committee of the BSWN Board including members with legal, financial, and property development expertise as well as the BSWN Director and Project Lead for the refurbishment. BSWN utilise a Strategic Coach House Steering Group including members from WECA, Bristol City Council, the West of England LEP, NLHF, and the University of Bristol, all of whom have extensive experience in large capital projects.

BSWN have been delivering business support and incubation services to Black and Racially Minoritized entrepreneurs and social entrepreneurs for the last 4 years, working with 350 organisations in 2022-23. We have been delivering capacity building support to Black and Racially Minoritized VCSE organisations since our inception in 2005 and are a key delivery agent for Bristol City Council's EVCSE Capacity Building contract. We have been delivering cultural heritage programmes for the last 10 years, including collaborations with MShed, Arnolfini, Bristol Old Vic, and the Bristol Ideas.

**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	September 2024	October 2024	December 2024	January 2025	June 2025			

Please use guidance to complete

<b>Key Milestones:</b>	Secure CIL and COF Funding/mortgage	Receive Planning Permission	Issue tender for Phase 1 construction	Appoint Contractors	Commence Phase 1 works	Complete Phase 1 Works			

**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>
Phase One Refurbishment – Capital works and fees (inc VAT)	£802,000	£100,000	0	£342,500	Clothworker s Foundation - £165,000 Nisbet Trust - £75,000	£359,500	Community Ownership Fund.	April 2024	£802,000

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					John James Foundation - £37,500 BSWN reserves - £65,000		If unsuccessful, we have an in-principle agreement for up to a £500,000 mortgage from the Charity Bank to cover shortfall	Mortgage is subject to planning permission. Date to be confirmed	
<b>A. Total Project Capital Totals</b>	£802,000	£100,000	0	£342,500		£359,500			£802,000
<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>
	0	0	0	0		0			0
<b>B. Total Revenue Costs</b>	0	0	0	0		0			0
<b>Combined Capital and Revenue Costs (A + B)</b>	£802,000	£100,000	0	£342,500		£359,500			£802,000

\* 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%	Any shortfall in grant funding to achieve the Phase 1 target will be met with a mortgage. However, we are seeking to minimise repayable finance liabilities through grant funding to maximise both ongoing sustainability and the generation of surpluses for reinvestment into our charitable objectives.
30%	See above
50%	See above

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

Have you:

	<b>Describe your approach</b>
<b>Obtained a range of quotes?</b>	Costs have been determined by Coreus Quantity Surveyors based on the detailed drawings and technical specifications developed by Askew Cavanna Architects.
<b>How did you choose your final quote?</b>	The work will be put out to tender and follow a Bristol City Council approved procurement process for capital works.
<b>How have you calculated your revenue/ maintenance costings?</b>	<p>A full business plan has been developed for the Coach House Refurbishment Project that includes financial modelling for during and after the refurbishment has been completed. This financial modelling demonstrates the financial viability of the property during all Phases and after completion. Revenue modelling is based primarily on income from rental and excludes grant income to ensure ongoing sustainability. The expenditure modelling for running and maintenance costs has been based on existing costs for the Coach House, including ongoing maintenance which, given the poor condition of the building, is likely to be higher, on average, than post refurbishment maintenance costs.</p> <p>The Financial Modelling is ramped over a 5-year period and uses conservative occupancy rates for offices, starting at just 52% and plateauing at 68% in Year 5. The modelling at these rates indicates the Centre generating an increasing surplus from year 2 of operation post the refurbishment to reach a modest £18,500 surplus p.a. in year 5. It is important to note that the modelling incorporates annual repayments of £45,000 on a £500,000 mortgage at 7.5%. However, we are seeking to reduce the burden of repayable finance through grant applications such as this one, which will further increase the surplus generated for reinvestment against BSWN's charitable objectives.</p>
<b>Please provide evidence of the quotes you've obtained</b>	See attached costings from Coreus. <b>NB: The relevant costings are those for Option 1</b>

#### 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.

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

	<b>Funding request 1</b> <b>(Month &amp; year)</b>	<b>Funding request 2</b> <b>(Month &amp; year)</b>	<b>Funding request 3</b> <b>(Month &amp; year)</b>
<b>Amount requested:</b>	100,000		
	October 2024		
<b>Total CIL/S106 funding:</b>	100,000		

**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**