



Aldenhams Parish Council

First Floor, The Radlett Centre
1 Aldenhams Avenue
RADLETT
WD7 8HL
Tel: 01923 856433

The CIL community capital grant application form

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.

Aldenhams Parish Council would like to introduce the CIL community capital grant scheme for local projects looking for support between £1000 and £20,000. Applications to be welcomed for capital spending, but core organisational costs such as salaries, rent or utilities will not be eligible.

APC must look at its own projects requirements first and then decide how the CIL funds will be allocated. This will be reviewed twice a year following a receipt of CIL funds from the Hertsmere Borough Council (currently April and October).

CRITERIA:

Grants will normally be given only for schemes that meet the following criteria:

- projects and schemes must serve the area within the civil boundary of Aldenhams
- projects and schemes that show a clear benefit to parish residents and businesses
- The application should estimate the number of individuals whom will benefit from an allocation.
- The funding isn't available for a project that has already been completed.
- The funding is for applications between £1000 and a maximum of £20,000
- The project must be achievable within the funding timescales, but no longer than 5 years.
- Does not require on-going revenue funding from the Aldenhams Parish Council and has sound business planning in place if there is ongoing revenue requirement such as maintenance.
- A Project must be run by a local voluntary organisation, community group, social enterprise - not individuals or businesses
- The project has long-term impact. Applications for capital spending will be considered, but core organisational costs such as salaries, rent or utilities will not be eligible.
- If match funding is available from other sources this should be detailed.

Grant applications from organisations will only be considered when accompanied by at least one of the following:

1. Audited accounts; or
2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.
3. Project business plan



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Below are some examples of expenditure, explaining whether or not they might qualify as capital spend:

Type of Expenditure	Is it Capital Expenditure?	Reason
Construction of New Building	yes	Creation of an asset, which will provide benefit for more than one accounting period.
Replacement roof	yes	A major structural repair, which will have the effect of extending the useful life of the building as well as increasing the economic benefits offered by it – e.g. improved energy efficiency. In this instance consideration should be given to componentising the asset.
Replacing a few roof tiles or a section of a flat roof	no	Repairs only maintain the asset; they do not increase the life of the building.
New boiler	yes	Creation of an asset, which will provide benefit for a period of more than one accounting period. In this instance consideration should be given to componentising the asset.
Repairs to boiler after breakdown	no	Repairs only maintain the asset; they do not materially increase the life of the boiler.
Signage for directions to a new pavilion	yes	Can be considered for capitalisation as part of the overall project costs of the new pavilion, which results in the creation of an asset that will provide benefit for more than one accounting period.

How to complete your application form?

This form should be completed by a member of the group or organisation's management committee. Please give as much information as possible. Not all of the questions will be applicable to your organisation and questions left unanswered will not necessarily affect the outcome of your application.

Please complete all sections.



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OVERVIEW

Section 1

Applicant information

Project Title	Woodland Lodge : Extension to external paved area and refurbishment of pathway
Name of organisation and contact person	Radlett District Guides Contact: Stephen Williams, Honorary Treasurer
Postal address	c/o 4 Christchurch Crescent, Radlett, WD7 8AH
Phone number	01923 856254 and 07768 741 385
Email address	Stephen@stqwilliams.com
Location of project (if different from postal address)	Woodland Lodge Scrubbitts Park Road Radlett WD7 8JN
Amount Required	£6,600



SECTION 2 YOUR PROJECT

Tell us in no more than 300 words about your project (what you want to do and who it will benefit). Please include details of any partners and their role within the project.

Woodland Lodge is the headquarters of Radlett Girlguiding and provides the home to some 7 units of Rainbows, Brownies, Guides and Rangers for their regular weekly meetings and activities.

The Covid19 pandemic initially curtailed all our Guiding activities at the Lodge during to the 'lockdown'. After lockdown was lifted, face to face Guiding activities recommenced, although on-going policy guidance has recommended that more activities are conducted outside rather than inside. We envisage this requirement to continue for some time into the future.

It has become increasingly apparent to the District's Guiding Leadership Team that in order to provide a better, safer area for the girls to carry out their guiding outside, it would be sensible to extend the current paved area at the rear of Woodland Lodge by a few metres. In addition, we have a need to improve the pathway around the South West sides of the Lodge as it has become worn and indistinct over the years and, again, primarily to provide a safer passage way for the girls.

Currently more than 130 girls enjoy the regular use of Woodland Lodge for their Guiding activities, and we believe that the delivery of this project will generate significant amenity benefit for both them and all future generations of Rainbows, Brownies, Guides and Rangers who will be able to enjoy an increased range of outdoor guiding activities in a safe environment.

It should be noted that Radlett Girlguiding is run solely by local volunteers.

Tell us in no more than 300 words why your project is needed. Please also include information on the following:

- Estimated time frame to deliver this project
- How will the project be sustained over time?
- A description of the buildings/site (supported by photographs and maps where possible)

The need for the project is described in the paragraphs above.

Time frame: The execution of the project is estimated to take no more than two weeks to complete, the precise time will be affected primarily by weather.

Woodland Lodge, located on Scrubbitts Park Road, Radlett, is situated on a small area of natural woodland which it shares with the Radlett Scout Hut. The land is owned by Aldenham Parish Council.

Attached are 2 photographs showing both the front and rear of Woodland Lodge, together with 2 plans, one a Landscape Plan showing the position of Woodland Lodge on the whole site, and second the Project Plan showing the extended paved area and the refurbished pathway.

The project will be sustained over time through normal ongoing maintenance of the grounds and pathways by Girlguiding volunteers.



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Who are the likely beneficiaries of the project?

As described in Section 2 above, the beneficiaries of the project will be the 130 or so current, and all future Rainbows, Brownies, Guides and Rangers whose Units currently meet regularly at Woodland Lodge.

Will community access increase as a result of the proposal and if so how?

Yes, by continuing to provide a welcoming and safe environment for girls to enjoy their Guiding activities in, as well as community initiatives such as the hosting of Lunch Club and activity days that are open to the wider community.

Would the project lead to any income generation?

The extension of the paved area will not in itself generate any additional income directly.

However, the extended facility should enhance the enjoyment that the girls currently get from Guiding by improving the attractiveness and safety of the facility and thereby indirectly support ongoing recruitment of future Rainbows and Brownies – which in itself ensures the continuation of Guiding in Radlett. It will also make it easier for the Unit Leaders to organise outdoor activities at Woodland Lodge since more paved space will be available.

Section 4 Current Status of the Project

Aside from funding, is this project ready to commence?

If the project is not ready to commence, please list briefly the main reasons (please note further information is requested later on the form).

Yes. Subject to finalising the agreement with the preferred contractor, the project is ready to commence.



Section 5 Current Funding for the project

Please indicate the total cost of the project

Preliminary costs of Tree Reports and Plans (already incurred) :	£ 876
Contractor Quotes received for the delivery of the project are Quote 1: £6,425 Quote 2: £8,650+vat = £10,380. Assume selection of the lower quote:	6,425
Allowance for contingencies and unexpected additional costs:	1,000
Total estimated Project Cost	£8,301

How much grant aid are you requesting?

£6,600, being 80% of projected cost

How much funding does this project currently have?

75-100%	
50-74%	
25-49%	
Up to 25%	XX
None	
Uncertain/unknown	

If delivery of the project is expected to exceed 12 months, please provide a project delivery breakdown.

Not applicable

Would the scheme be fully funded if the bid for this grant is agreed? Yes



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Please indicate in the table below the source of additional funding that has been secured/sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
	None applied for			

*if no, please provide details of when a decision is expected?

Could the project be fully funded through your organisation's revenue or capital budget? If not, please outline why this is the case.

The Radlett District Guides Accounts (attached) indicate that the organisation held close to £49,000 of reserves as at the end of 2021.

However, £25,000 of those funds are held in a specific contingency fund to safeguard the long term maintenance and repair of Woodland Lodge itself, and close to a further £16,000 relate to monies accumulated and donated to support specific Guiding activities such as international visits, providing grants to enable less well off girls to fully engage in Guiding, and to support first aid activities. These funds are not intended to support 'capital' projects such as this.

The residual 'general reserves' amount to just over £8,000, and it is from these funds that we would look to finance this current project. With the estimated total project costs being in the order of £8,000, the Leadership Team do not consider it would be sensible to apply all of these funds to such a project as it would leave the District somewhat exposed financially. Hence, in order for this project to go ahead, we are respectfully requesting grant support from the CIL. However, we are comfortable to fund some 20% of the project from our own resources.

How will any future revenue costs associated with the project be funded?

Any external expenditure for on-going maintenance of the paved area and pathways will be funded out of our on-going District Guiding budget. However, such work is normally carried out by unpaid volunteers as we like to focus our budget on activities for the girls and the community.

What steps have been taken to ensure that the proposal submitted forms part of the most cost effective option for delivery?

With permission from Peter Evans, we have sought only two independent quotations for the work. The main reason being that we have been able to attract the interest of two credible local contractors for this work, and being a small project, we did not want to 'waste' the time of additional contractor.

The quotes from these two contractors: Ashley Paving and Alexander Charles are attached, as requested.

We also attach a paper outlining the decision criteria that the Leadership Team has applied in selecting our preferred contract, which is Alexander Charles.

This paper also discloses potential conflicts of interest in the selection of these contractors, but we consider these not to have influenced our decision.

*** Please note that if the project is not subject to a full tender process, three quotes should be obtained and submitted with your bid.**



Section 6 Delivery Timescales

Please provide further details on the programme for delivering the project, including start and completion dates.

Estimated start date: 1 November 2022
Estimated completion date: before 30 November 2022

Is agreement required from any other organisations before you are able to deliver the project?

We have the support of our landlord, Aldenham Parish Council

No other agreement required

If planning permission is required for the project, please provide details of any planning consent or pre application advice which you have received*

Planning Permission was sought and has been granted by Hertsmere Borough Council.

A copy of the original planning application submission is attached, together with the Decision Notice from Hertsmere Borough Council issued on 1st September 2022



Section 7 Constraints and Risks

Please show what technical constraints (if any) apply to the project

Physical and environmental impacts e.g. flood risk, contamination, biodiversity, noise etc.	Protection of the retained trees during the project is a key element of the work
Approvals of necessary consents	None
Ownership, acquisition or access issues	Project agreed with Landlord, APC
Partnership and governance issues	None
Dependency on other projects going ahead	None

Please provide further information about any other potential barriers to delivering your project and to what extent these barriers can be overcome?

None



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Section 8 Declaration

When you have completed the application, please sign the declaration below and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Aldenhams Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Parish Council Manager of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project.

Signed:

Stephen T Q Williams

Position in Organisation:

Honorary Treasurer, Radlett District Guides.

Date:

30 September 2022



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Supporting Documentation Attached

Attachment	Title	No. of Pages
Attachment 1	Photo of front of Woodland Lodge	1
Attachment 2	Photo of rear of Woodland Lodge	1
Attachment 3	Landscape Plan	1
Attachment 4	Project Plan	1
Attachment 5	Contractor Quote 1	2
Attachment 6	Contractor Quote 2	1
Attachment 7	Planning Application Submission Letter	3
Attachment 8	Planning Decision Notice	7
Attachment 9	Radlett District Guides Accounts 2021	1
Attachment 10	Contractor Selection Decision Criteria	1