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**Neighbourhood Portion of  
Community Infrastructure Levy (CIL) for Bath**

**PROJECT EXPRESION OF INTEREST AND APPLICATION  
FOR FUNDING FORM**

**SECTION 1: FOR COMPLETION BY THE PROJECT APPLICANT**

**1) Contact Details:**

Name:	
Organisation:	
Phone number:	
E-mail address:	

**2) Criteria**

- **2.1 How does the project address the specific impacts of the new developments from which the funding has been generated? (You may consider this on a Ward basis a Locality basis or a City wide basis.)**

The Holburne Park development has created significant works traffic, including frequent large and bulky lorries delivering via Beckford Road and Warminster Road. This has aggravated the dangers to pupils at the proposed positions.

When complete the Holburne Park estate will add significant amounts of rush hour traffic from the exit of the estate, which is in close proximity to the rear entrance of the school.

- **2.2 How does the project provide links to the locality of the area where**

development has taken place? (for example if your project has a City wide impact)

The Holburne Park development road exit is within 110m of one of the school's main entrances on the A36 Warminster Road. And the traffic increase, both during the development and afterwards, will impact the children and parents approaching the school via the Beckford Road Bridge, as well as North Road and Sydney Road.

- 2.3 What evidence can you provide which shows how the community have been listened to and support this project?

The school has completed a School Travel Plan to analyse how we can work with parents and the council to make the routes to the school safer and encourage parents to travel by foot or scooter rather than by car.

There has been a consultation of parents and interested residents requesting feedback on the proposed ideas. This has highlighted parental concern of two particular dangerous spots, the Beckford Road Bridge and the pedestrian refuge on the A36 and there is overwhelming support for our proposals.

This consultation feedback can be provided if requested.

2.4 Does the project show that it either:

- Support the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure  
or
- Anything else that is concerned with addressing the demands that development places on the area.

Yes

No

### 3) Project Contact Details:

Contact details for the project (if different to person completing the form)	
Project Name	Bathwick St Mary's School – Safer Routes to School
Project Location	Beckford Road and Warminster Road
Locality or Ward which will benefit from this project	Bathwick

### 4) Project Details:

**4.1 Description of your project (maximum 300 words)**

To install new bollards (5 off) in the Beckford Road, Beckford Gardens junction. As proposed in the Highways drawing TCXXXX/BSMS/02 to protect children and parents walking along this exposed section of narrow road.

To Replace inadequate school signs to highlight the dangers of school children traveling to and from school. As shown on Highways drawing TCXXXX/BSMS/02, TCXXXX/BSMS/03 and TCXXXX/BSMS/04. A total of 5 signs.

**4.2 Reasons for supporting this project (maximum 300 words)**

The council has a policy of improving routes to school to provide our children with the safest commute possible, and to encourage walking/scooting/cycling to school instead of adding to congestion and pollution at the busiest time of the day by driving.

The construction of the Holburne Park estate is putting additional pressure and difficulties on these routes and I fully support the schools and parents request for CIL funding to provide a solution to the deteriorating position and continue to encourage parents to feel safe to walk their children to school.

**4.3 Is this a new project or does this project link into an existing project?**

This is a new project

<b>4.4 Target Start Date</b>	Jul 2018	<b>4.5 Target Completion Date</b>	Dec 2018
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**4.6 If planning permission is required for this project has it been granted?**

**5) Funding:**

<b>5.1 Total Cost of Project:</b>	£1700 for bollards and updated warning signs (5 off)at total £750
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	<b>Total £2450</b>
<b>5.2 Amount sought from Neighbourhood Portion of CiL Fund:</b>	£2450
<b>5.3 Benefit (Money identified from other sources)</b>	£0

**6) Bank Details (for successful projects)**

<b>6.1 Details of the Bank Account into which the funds from the Neighbourhood Portion of CiL should be paid:</b>			
<b>Bank name:</b>	BANES Highways account	<b>Sort code:</b>	
<b>Account name:</b>		<b>Account number:</b>	

<b>6.2 If the project is being delivered internally, internal code is required below:</b>													

**SECTION 2: FOR COMPLETION BY STRATEGY & PERFORMANCE**

<b>Project Form Validation Decision (Officer decision)</b>
<p>The local developments in this area will see an increase in the level of traffic that will be on the school route.</p> <p>The improvements to the infrastructure through the addition of bollards and additional signage will help the community with road safety issues near the school.</p>

**SECTION 3: FOR COMPLETION BY BATH CITY FORUM WORKING GROUP**

<b>Project Expression of Interest Recommendations (Working Group decision)</b>
<p>This application asked for funding of £2,450 to provide additional school crossing signage on Warminster Road, Sydney Road and Beckford Road (£750) and installation of safety bollards on Beckford Road (£1,700).</p> <p>This application was submitted as the development of Holbourne Park Estate which will impact upon the traffic on the route of Bathwick St Mary's School.</p> <p>The panel were in agreement in the allocated of funding to this project but have asked that B&amp;NES Highways confirm that this scheme is considered to be above a medium priority before funds are awarded.</p>

**SECTION 4: FOR COMPLETION BY BATH CITY FORUM**

**Recommendations received (Bath City Forum decision)**

The Bath City Forum agreed the recommendation on 18<sup>th</sup> September 2018.

**SECTION 5: FOR COMPLETION BY SUPPORTING COUNCIL SERVICE AREAS****Recommendations received on project delivery (Officer decision)**

The works will be delivered by the Network Management Team, they are currently under pressure to deliver the 2018 to 2019 capital programme and it is proposed to include the St Mary School Scheme in the 2019 to 2020 programme of works. This can be prioritised to ensure delivery in the first quarter of the 2019 to 2020 programme.

**Gary Peacock, Deputy Group Manager- Highways & Traffic**

**SECTION 6: OUTCOME OF THE COUNCIL CABINET DECISION****Recommendation (Cabinet decision)****SECTION 7: PROCESS LOG**

	<b>Process start date</b>	<b>Date agreement reached</b>
<b>Expression of interest and Officer Validation</b>	<b>10-07-18</b>	<b>10-07-18</b>
<b>Bath City Forum Working Group recommendations</b>	<b>03-09-18</b>	<b>03-09-18</b>
<b>Bath City Forum recommendations</b>	<b>18-09-18</b>	<b>18-09-18</b>
<b>Service Area recommendations</b>	<b>17-10-18</b>	<b>17-10-18</b>
<b>Submission to Council Cabinet for agreement</b>	<b>21-11-18</b>	
<b>Payment of Funds</b>		



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**Neighbourhood Portion of  
Community Infrastructure Levy (CIL) for Bath**

**PROJECT EXPRESION OF INTEREST AND APPLICATION  
FOR FUNDING FORM**

**SECTION 1: FOR COMPLETION BY THE PROJECT APPLICANT**

**1) Contact Details:**

Name:	
Organisation:	
Phone number:	
E-mail address:	

**2) Project Details:**

<b>2.1 Have you or your organisation previously applied for funding from Neighbourhood Portion of Community Infrastructure Levy (CIL) for Bath</b>
No
<b>2.2 Description of your project – including your outcomes and objectives (maximum 300 words)</b>
Within the Sydney Gardens Masterplan Scheme to restore and re-invigorate Sydney Gardens and create a 21st Century Pleasure Garden [Refer to the accompanying Design & Access Statement], we propose to demolish the existing disused Bowls Club (empty since 2016) and construct a new café within the expanded play area. We also propose to refurbish and create a new Community Pavilion within the existing toilet building. This requires moving the existing two toilets from the building and relocating them within the new café building. Alongside these two toilets we will be seeking to provide a new modern Changing Places facility to cater for the needs of the severely disabled. We

would fit out the Changing Places (CP) room with manual equipment to reduce the risk of breakdowns and to ensure that future replacement costs are kept manageable. It is this CP facility that we are approaching the City Forum for match funding from the Neighbourhood portion of the Community Infrastructure Levy (CiL).

Whilst the café has been within our Heritage Lottery Fund scheme from the beginning and was included in our budget costs approved at Round 1 bid stage, the relocation of the existing toilets to create a Community Pavilion and the inclusion of a Changing Places Toilet only entered the Masterplan Scheme in the latter stages of the R2 Development Phase following extensive local consultation.

In providing these disabled toilet facilities in the new café, this will enable us to clear out and refurbish the existing toilet building ready for its re-provision as a Community Pavilion. The Community Pavilion will be used in conjunction with the Gardeners Lodge for the use of the local community, schools, art and health outreach programmes and will have a discrete adjoining garden as a breakout space for those using the buildings.

### **2.3 Reasons for supporting this project (maximum 300 words)**

By helping support the Sydney Gardens Project by match funding the Changing Places facility within the new park café, the City Forum will not only be facilitating the creation of a new Community Pavilion within the Gardens, but will be providing the first and only Changing Places facility within a public park in the city of Bath.

Only two Changing Place Toilets exist within the B&NES area, one in Keynsham and one in Southgate and the one in Southgate is only accessible by booking ahead. Although our new facility will be open during café opening hours, it will be accessible on demand via a remote access system.

There is a comprehensive Changing Places network and an organisation dedicated to promoting the location and details of all Changing Places facilities (see accompanying extract from the Changing Places Practical Guide). On opening we would be on their map and promoted through their network resulting in more individuals, families and carers feeling confident to venture out and into a park and use the play area and café. In doing so, they will know that if they have a need to use the toilet, shower and changing facilities, it will be available to them.

This would certainly be something to publicise and be proud of as a city funding body.

### **2.4 Is this a new project or does this project link into an existing project? (include a breakdown of how you plan to allocate the funding)**

This is a new project (the Changing Places Facility), but one that sits within, and is dependent on, the successful HLF grant application for the Masterplan Scheme and the successful planning application, currently registered with B&NES.

<p><b>2.5 Target Start Date</b></p>	<p>RIBA 4 Technical Design May 2019 with Construction starting February 2020</p>	<p><b>2.6 Target Completion Date</b></p>	<p>Construction ends December 2020 with end of 12 month Defects Period Dec 2021</p>
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**2.7 What milestones and targets have you included in the delivery of this project?**

Heritage Lottery Bid (Delivery Phase) Decision due by end of December 2019. Technical Design May – Sept 2019; Tender Works Package Oct-November 2019, Contractor Awarded and on Site Jan/ Feb 2020. Completion of new café and toilets and new Community Pavilion by December 2020.

[Refer to accompanying Sydney Gardens Project Programme]

**2.8 If planning permission is required for this project has it been granted?  
If Yes - please include the dates and reference numbers for these permissions.**

The Planning Application for the Sydney Gardens Masterplan Scheme was Registered on 14th August 2018 (1x planning application and 1x Listed Building Consent application for all the works within the Masterplan Scheme. A decision is expected by 9th October:

Application Title: Sydney Gardens, Sydney Place, Bathwick, Bath,

Description: Works at Sydney Gardens Public Park including erection of cafe kiosk with accessible toilets following demolition of existing Bowls Pavilion. Restoration of Listed Ladies and Gents toilets to be used for park related uses and events. Relocation of listed ladies toilets. Conservation works to the grade 2 listed Loggia and Minervas Temple. Conversion of Bothy and modern toilets to community / park related activity use. Consolidation of the lower half of the derelict structure in the current depot area and associated site wide repairs and landscape works.

Application reference: 18/03451/REG03 & 18/03452/REG13

Planning Portal reference: PP-07160069

**3) Criteria**

- **3.1 How does the project address the specific impacts of the new developments from which the funding has been generated? (You may consider this on a ward basis, a locality basis or a city wide basis.)**

New urban development, whether large scale or small incremental development will lead to an increase in the number of people living and working within the city. These people need access to greenspace, play areas and vibrant parks with events and activities. The Sydney Gardens project will restore the park and generate new facilities for all, whether they are local residents or visitors from further afield.

A much larger play area for all ages and abilities; the first Dementia friendly park in the city; an accessible park and play area for those with a wide range of disabilities; will all be a valuable resource of support and rejuvenation in the locality, offsetting existing and future development impacts within the neighbourhood. The provision of a Changing Places facility within the park will give confidence to those families and carers who need that reassurance that they can use a clean changing room that is fit for purpose.

The relocation of the existing toilets is a catalyst for providing another new local benefit, the Community Pavilion. The Pavilion will be available to local clubs and groups to hire as well

being the key reception facility for local schools and outreach programmes in association with the Gardeners Lodge. At present the schools do not have a place of shelter when they arrive in the Gardens. They will be able to leave their kit, be briefed, have workshops, use appropriate toilets and hand washing facilities and eat their pack lunches in the Pavilion on rainy days. Having this facility and using it in conjunction with the Holburne Museum will mean that Sydney Gardens can become the centre of local community life and provide art, education and outreach programmes.

- **3.2 How does the project provide links to the locality in the area where development has taken place? (if your project has city wide impact you will need to demonstrate how the broader community in the city will benefit)**

Sydney Gardens lies within the Bathwick Ward and is surrounded on all sides by residential development. The project, with the guidance and support of the HLF, has spent the past year reaching out into the community via the project's Community Ranger to engage and respond to local needs. One of the key tasks has been to understand the barriers to accessing the Gardens and seeking ways to boost both the numbers and diversity of those using the Gardens. For those moving into the new houses on the Warminster Road development (Holburne Park) Sydney Gardens will be their nearest Park and biggest greenspace facility in the neighbourhood. Also by ensuring that the Sydney Gardens project caters for the needs of all (including the severely disabled) the CP facility will be a major benefit and of direct relevance across the city to both residents and visitors.

- **3.3 Please provide evidence which shows how the community has been listened to and what support exists for your project?**

Extensive public consultation took place for the Masterplan Scheme, both in the lead up to the HLF R1 Bid, and then again during the Development Phase. In the last 6 months we have built on these earlier sound and robust consultations to develop the Design Plans in direct response to community feedback. Our last exhibition had 98 people respond to the final plans. There has been strong support (more than 70%) for most of the master plan proposals with many appreciative comments. Our ideas for the Changing Places facility and the Community Pavilion came directly from our consultation work.

Representatives of the local Residents Associations, heritage interests, schools and education institutions, local service providers and their clients, voluntary and community groups, local councillors, The Holburne Museum and the Friends of Sydney Gardens, have been fully involved in the collection and interpretation of the information that underpins the proposals and have made their own written comments on the draft proposals as they have evolved. Our Public Consultations and Design Plan Exhibitions have been available to visit in person at publicised events in Sydney Gardens, online and by post (by request), and most recently at the public library. We have promoted them widely, through the Council portals, social media and our project e-newsletter. Unsurprisingly when we plotted the postcode data of the respondents to our exhibition on the Community Fun Day held last April (over 1000 visitors were recorded in the Gardens by volunteers), we noted that the majority of respondents were from around Sydney Gardens and Bathwick. We can provide a copy of the full Public Consultation Report which went into the HLF R2 Bid, if required.

**3.4 The project must show that it either:**

- Supports the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or
- Anything else that is concerned with addressing the demands that development places on the area.

Please explain how the project fits with these requirements

The provision within Sydney Gardens of fully accessible new toilets within the café building and a Changing Places Toilet fits clearly within the new provision of infrastructure within a park (Changing Places Toilet) and the replacement of the existing toilets and their associated anti-social behaviour, with the new fully accessible toilets located within the new café which itself is located within the new play area for all ages. We would fit out the Changing Places Toilet with manual equipment only to reduce the risk of breakdowns and to ensure that future replacement costs are kept manageable. This replacement of existing infrastructure also has a secondary benefit in that it allows for the creation of a new Community Pavilion for use by the local community within the former toilet building.

#### 4) Project Contact Details:

Contact details for the project (if different to person completing the form)	
Project Name	
Project Location	Sydney Gardens
Locality or Ward which will benefit from this project	Bathwick Ward

#### 5) Funding:

5.1 Total Cost of the Sydney Gardens Project:	£3,542,308
5.2 Amount of funding sought from Neighbourhood Portion of CIL Fund:	£41,076 (approximately 15% of the cost of the new café and toilet building and representing the proportion taken up by the Changing Places Facility)
5.3 Does this project benefit from any source of matched funding? (include below the sources, dates funds agreed/expected and the amounts)	Yes. Heritage Lottery Fund: £2,742,500 [decision due 13th Dec. 2018]

	<p><b>= 77% from HLF</b> The remaining match funding is as identified in 5.3.2 &amp; 5.3.3 below</p>
<b>5.3.1 Volunteering Hours:</b>	<b>800 days (6000hrs) over 3yr lifespan of the project</b>
<b>5.3.2 Additional Funds which have already been agreed:</b>	<p><b>B&amp;NES: £450,000</b> [agreed as part of the Capital Spending Prog. at R1 in 2016, will need a PID in Jan. 2019]</p> <p><b>World Heritage Enhancement Fund: £5,000</b> [agreed 22nd May 2018 to be spent in 2019/20 on Conservation of Edwardian Toilets in SG]</p>
<b>5.3.3 Funds which have been applied for but are awaiting a decision:</b>	<p><b>Sport England Community Asset Fund for refurbishment of tennis courts</b> [bid due to be submitted in Oct.2018 joined bid Alice Park]</p> <p><b>Network Rail: £20,000 contribution to works alongside railway</b> [to be confirmed in line with their annual maintenance grant cycle, works expected 2019/20]</p>

**5.4 Please provide and breakdown of the costs for the delivery of this project**

The cost of the new café, toilets and Changing Places Toilet is £273,841. The Changing Places facility takes up 12 square meters of a total footprint of approximately 80sqm of the café, and building curtilage. This is approximately 15% of the total area and equates to £41,076 as a proportion of the cost of this building within the whole scheme.

We would be very grateful if the City Forum could therefore provide 15% match funding [£41,076] for the new café kiosk building in the play area. In doing so, they would be directly funding the provision of a new Changing Places facility in Bath, the first in any public park in the City.

We would of course be able to recognise this in any publicity and in an appropriate place within the facility to acknowledge the contribution.

**6) Bank Details (for successful projects)**

**6.1 Details of the Bank Account into which the funds from the Neighbourhood Portion of CiL should be paid:**

<b>Bank name:</b>		<b>Sort code:</b>	
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<b>Account name:</b>		<b>Account number:</b>	
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**6.2 If the project is being delivered internally, internal code is required below:**

{tbc}													
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**SECTION 2: FOR COMPLETION BY STRATEGY & PERFORMANCE**

**Project Form Validation Decision (Officer decision)**

This application shows that a great deal of consultation has taken place with in the overall project for the redevelopment of Sydney Gardens.

The new infrastructure that is planned will provide some unique facilities to the residents and visitors to the park.

The funding for an accessible changing places facility will provide the ability to those with disabilities who will gain in being able to use the park more freely.

The overall project has a number of other funding streams and provides a great opportunity for volunteering projects.

Developments locally include Holbourne Park where over 200 new homes are being developed.

**SECTION 3: FOR COMPLETION BY BATH CITY FORUM WORKING GROUP**

**Project Expression of Interest Recommendations (Working Group decision)**

This application was received from the Sydney Gardens Project with a request for the sum of £41,076 for the provision of a fully accessible changing places facility.

The facility is part of the overall project which is presently awaiting the outcome of their bid to the Heritage Lottery Fund for £2,742,500 this is due 13 December 2018.

The panel felt that supporting this facility will make a great difference to a lot of people that visit the park. Bath presently only has one facility that is situated in Southgate.

The panel recommended that funding be given to this project subject to a successful outcome from the Heritage Lottery Fund bid.

The panel also asked that Bath City Forum is recognised as the provider of funding for the facility and a plaque shows this at completion of the project.

**SECTION 4: FOR COMPLETION BY BATH CITY FORUM**

**Recommendations received (Bath City Forum decision)**

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The Bath City Forum agreed the recommendation on 18<sup>th</sup> September 2018.

## SECTION 5: FOR COMPLETION BY SUPPORTING COUNCIL SERVICE AREAS

Recommendations received on project delivery (Officer decision)

N/A

## SECTION 6: OUTCOME OF THE COUNCIL CABINET DECISION

Recommendation (Cabinet decision)

## SECTION 7: PROCESS LOG

	Process start date	Date agreement reached
Expression of interest and Officer Validation	21.08.18	21.08.18
Bath City Forum Working Group recommendations	03.09.18	03.09.18
Bath City Forum recommendations	18.09.18	18.09.18
Service Area recommendations	N/A	N/A
Submission to Council Cabinet for agreement	21.11.18	
Grant Funding Agreement Signed		
Payment of Funds		

## SECTION 8: COMPLETION STATUS

Confirmation from the monitoring officer that the project has been completed satisfactory

Publication through @bath\_forum and the B&NES Council website once the project is completed







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**Neighbourhood Portion of  
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**PROJECT EXPRESION OF INTEREST AND APPLICATION  
FOR FUNDING FORM**

**SECTION 1: FOR COMPLETION BY THE PROJECT APPLICANT**

**1) Contact Details:**

Name:	
Organisation:	
Phone number:	
E-mail address:	

**2) Project Details:**

<b>2.1 Have you or your organisation previously applied for funding from Neighbourhood Portion of Community Infrastructure Levy (CIL) for Bath</b>
Yes
<b>2.2 Description of your project – including your outcomes and objectives (maximum 300 words)</b>

The introduction of an Administration Assistant to support the SCP Co-ordinator. This role would be designed to free up time by taking on duties including:

- Logging Complaints
- Maintaining Databases
- Preparation of papers for meetings
- Taking notes at meetings
- Working on the Website and Social Media
- Improved Communication to all Bath Residents

The outcome would be that the SCP Co-ordinator can deliver improved levels of:

- Promotion of the partnerships positive activities
- Respond quicker to community issues and complaints.
- Community Engagement with residents, young people and students on shared issues.
- Work alongside volunteering groups to support initiatives which assist the ageing population in Bath
- Working with partners, including UofB SU ENACTUS, on food waste challenges

Campaigns that are for the benefit of all residents

- #Never OK: The SCP works closely with groups around the city to support anti-harassment and bullying initiatives. From nightclubs to the Students' Unions, the SCP wants everyone who enjoys the night-time economy in Bath to feel safe.
- River Safety Forum: The River Avon is a beautiful part of our city, but it can also be dangerous. The SCP encourages residents to stay safe around the water, particularly at night time.
- Green Group: From April until July, the SCP works with both universities in Bath to promote Pack for Good, a campaign through donation banks for unwanted items when moving out.

### **2.3 Reasons for supporting this project (maximum 300 words)**

The city will benefit if there is a greater level of dialogue between all of the different parties who are living in the developing areas.

The work of the partnership is generates savings though early intervention and education.

Opportunities with local businesses need to be explored, by building these relationships could see the finance required to sustain this role for future years.

### **2.4 Is this a new project or does this project link into an existing project? (include a breakdown of how you plan to allocate the funding)**

The SCP has been an active partnership that has been working in Bath for over ten years.

**2.5 Target Start Date**

**ASAP**

**2.6 Target Completion Date**

**2 years**

**2.7 What milestones and targets have you included in the delivery of this project?**

The SCP Co-ordinator produces reports every quarter.

**2.8 If planning permission is required for this project has it been granted?  
If Yes - please include the dates and reference numbers for these permissions.**

N/A

**3) Criteria**

- **3.1 How does the project address the specific impacts of the new developments from which the funding has been generated? (You may consider this on a ward basis, a locality basis or a city wide basis.)**

The greatest numbers of new properties that is designated for student accommodation stretches from Kingsmead along the river corridor through Widcombe and Westmoreland towards Twerton.

- **3.2 How does the project provide links to the locality in the area where development has taken place? (if your project has city wide impact you will need to demonstrate how the broader community in the city will benefit)**

The communities which have the densest population of students will see greater levels of engagement.

- **3.3 Please provide evidence which shows how the community has been listened to and what support exists for your project?**

The SCP handles complaints and has produced analysis of how the community has responded to students that are live in areas of the city that have undergone development.

**3.4 The project must show that it either:**

- **Supports the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or**
- **Anything else that is concerned with addressing the demands that development places on the area.**

**Please explain how the project fits with these requirements**

The Student Community Partnership operates with the context of 'our shared city'. There are numerous developments that have taken place to deal with the higher levels of accommodation that is needed to accommodate the students that are studying in the cities universities.

The demands and impacts that are brought to Bath by having higher numbers of students living in the City need to be managed through early engagement with the different types of residents that are living side by side and having to share facilities in some cases for the first time.

Investment in supporting positive campaigns that help with the social cohesion needed for all of the residents impacted by developments. By generating a better understanding through the running of strong initiatives will generate longer term efficiencies that will benefit all of the community.

**4) Project Contact Details:**

<b>Contact details for the project (if different to person completing the form)</b>	Kalyn Mallard
<b>Project Name</b>	SCP Administrator
<b>Project Location</b>	Bath
<b>Locality or Ward which will benefit from this project</b>	All wards in the Bath will see the benefit of additional resource to support the role of the Student Community Officer. The more densely populated wards will have a greater level of frontline support and better levels of promotion of campaigns and initiatives.

**5) Funding:**

<b>5.1 Total Cost of Project:</b>	<b>£15,000</b>
<b>5.2 Amount of funding sought from Neighbourhood Portion of CIL Fund:</b>	<b>£15,000</b>
<b>5.3 Does this project benefit from any source of matched funding? (include below the sources, dates funds agreed/expected and the amounts)</b>	<b>No</b>
<b>5.3.1 Volunteering Hours:</b>	<b>*The SCP currently is responsible for a large number of projects that deliver volunteer hours.  Having the co-ordinator freed up from administration tasks will allow</b>

	for an addition number of opportunities to be developed.
5.3.2 Additional Funds which have already been agreed:	N/A
5.3.3 Funds which have been applied for but are awaiting a decision:	N/A

<b>5.4 Please provide and breakdown of the costs for the delivery of this project</b>
The cost for an Administration Assistant will be £10 per hour, the position will be part-time (25 hours per week) and in term time only (30 weeks per annum).  £7,500 per year for two years = £15,000

**6) Bank Details (for successful projects)**

<b>6.1 Details of the Bank Account into which the funds from the Neighbourhood Portion of CiL should be paid:</b>			
Bank name:		Sort code:	
Account name:		Account number:	

<b>6.2 If the project is being delivered internally, internal code is required below:</b>												

**SECTION 2: FOR COMPLETION BY STRATEGY & PERFORMANCE**

<b>Project Form Validation Decision (Officer decision)</b>
This project looks to provide the funding for an employed support member of staff on a part time basis for a two year period. The SCP co-ordinator would be enabled to carry out a greater level of strategic work and have a greater amount of time spent carrying out face to face interactions with the public. Over the two year period work in proposed to forge links with other organisations to secure funding to sustain the role longer term.

**SECTION 3: FOR COMPLETION BY BATH CITY FORUM WORKING GROUP**

<b>Project Expression of Interest Recommendations (Working Group decision)</b>
The panel felt that this application would provide the Student Community Partnership (SCP) the opportunity to strengthen the Town and Gown offering to areas of the City that are now seeing increased levels of student accommodation.

The panel recommended that the funding for an administration support position over two years. The SCP will need to provide a progress report after the first year to report on the additional impact that the support has delivered.

The panel would like to see the SCP use these two years to explore ways to sustain this extra support once the two years has concluded.

#### **SECTION 4: FOR COMPLETION BY BATH CITY FORUM**

##### **Recommendations received (Bath City Forum decision)**

The Bath City Forum agreed the recommendation on 13<sup>th</sup> November 2018.

#### **SECTION 5: FOR COMPLETION BY SUPPORTING COUNCIL SERVICE AREAS**

##### **Recommendations received on project delivery (Officer decision)**

N/A

#### **SECTION 6: OUTCOME OF THE COUNCIL CABINET DECISION**

##### **Recommendation (Cabinet decision)**

#### **SECTION 7: PROCESS LOG**

	<b>Process start date</b>	<b>Date agreement reached</b>
<b>Expression of interest and Officer Validation</b>	<b>07-09-18</b>	<b>07-09-18</b>
<b>Bath City Forum Working Group recommendations</b>	<b>05-11-18</b>	<b>05-11-18</b>
<b>Bath City Forum recommendations</b>	<b>13-11-18</b>	<b>13-11-18</b>
<b>Service Area recommendations</b>	<b>N/A</b>	<b>N/A</b>
<b>Submission to Council Cabinet for agreement</b>	<b>21-11-18</b>	
<b>Grant Funding Agreement Signed</b>		
<b>Payment of Funds</b>		

#### **SECTION 8: COMPLETION STATUS**

**Confirmation from the monitoring officer that the project has been completed satisfactory**

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**Publication through @bath\_forum and the B&NES Council website once the project is completed**

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Please return completed form to: [BATHCITYFORUM@BATHNES.GOV.UK](mailto:BATHCITYFORUM@BATHNES.GOV.UK)

**Neighbourhood Portion of  
Community Infrastructure Levy (CIL) for Bath**

**PROJECT EXPRESSION OF INTEREST AND APPLICATION  
FOR FUNDING FORM**

**SECTION 1: FOR COMPLETION BY THE PROJECT APPLICANT**

**1) Contact Details:**

Name:	
Organisation:	
Phone number:	
E-mail address:	

**2) Project Details:**

<b>2.1 Have you or your organisation previously applied for funding from Neighbourhood Portion of Community Infrastructure Levy (CIL) for Bath</b>
No
<b>2.2 Description of your project – including your outcomes and objectives (maximum 300 words)</b>
<p>Our project will provide a Community Library in Moorland Road serving South West Bath by offering a comprehensive book loans service and Internet access, free to anyone in the community.</p> <p>The objective of Moorland Road Community Library (Bath) is the 'advancement of education for the benefit of the public, in particular but not exclusively, in the area of Moorland Road, Bath and the surrounding area, by the provision of a volunteer led</p>

community library and associated services.

#### Outcomes

- To open for a minimum of 22.5 hours per week initially, with a view to increasing the number of opening hours.
- To grow the number of people using the library, .In turn, this may increase footfall for surrounding businesses at the west end of Moorland Road.
- To engage with the wider local community, including families and children, older people and students in Moorland Road.
- To become a community hub that offers a meeting space to community groups with the potential for income generation with a focus on evenings and weekends.
- To combat social isolation and loneliness in both younger and older generations.
- To provide internet access to individuals who are seeking a pathway back to work.
- To support education, learning and reading skills by building connections with local schools.
- To provide new opportunities for volunteering
- To encourage a lifelong love of reading for leisure, pleasure and wellbeing

### **2.3 Reasons for supporting this project (maximum 300 words)**

Moorland Road Library is a vital facility for the continued wellbeing of the local community in South West Bath, a diverse and vibrant collection of communities.

The library is constrained by its physical boundaries. It is a small space and its capacity can only expand by increasing opening hours. Due to the space constraints, there is no opportunity for adding a social enterprise on the site, e.g. coffee shop.

A strong response from the local community to a current survey demonstrates that there is demand for the library and for its services to continue and grow.

Moorland Road Community Library Committee was only set up five months ago and is, therefore, a very young organization. Funding this project through CiL will enable the committee:

- (a) to focus on our main priority which is delivering an excellent library service
- (b) to build a support base of library volunteers during the early transition period
- (c) to use the Council transition grant of £5k to purchase good quality, robust IT equipment (not second hand) rather than using it to cover basic running costs

CiL funding will give the committee time to develop ongoing capacity to secure further funding for future sustainability.

### **2.4 Is this a new project or does this project link into an existing project? (include a breakdown of how you plan to allocate the funding)**

Yes, this is a new project.

<b>2.5 Target Start Date</b>	<b>April 2019</b>	<b>2.6 Target Completion Date</b>	<b>April 2022</b>
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**2.7 What milestones and targets have you included in the delivery of this project?**

Annual monitoring will include:

- To build towards the current 22.5 opening hours per week.
- Increase the use of the library space by local groups or meetings
- Increase the membership of the library service.
- To build the volunteering base team.
- Creation of a "Friends of the Library" support group.
- To improve the links with local schools and nurseries.

**2.8 If planning permission is required for this project has it been granted? If Yes - please include the dates and reference numbers for these permissions.**

N/A

**3) Criteria**

**• 3.1 How does the project address the specific impacts of the new developments from which the funding has been generated? (You may consider this on a ward basis, a locality basis or a city wide basis.)**

Moorland Road Library is the only library in south west Bath. There have been considerable levels of building development in the local area. In addition to the Western Riverside Phase 1 development of a 1000 homes already built, there will be a further 1000 homes in Phase 2. Adding Spring Wharf's 171 homes and the Bath Press site's 244 homes means that there will be approx 2,500 extra homes within a 10-15 minute walk of Moorland Road Library. This project plans to serve not only the existing community but also the new community created by these housing developments.

The existing local community has been impacted by these new developments. Supporting our project will ensure that a much needed local facility will continue to thrive in an area which includes some of the most deprived areas in Bath and North East Somerset.

**• 3.2 How does the project provide links to the locality in the area where development has taken place? (if your project has city wide impact you will need to demonstrate how the broader community in the city will benefit)**

Moorland Road Library sits at the heart of the local business and shopping area serving south west Bath. These are the closest shops and facilities to new developments at Western Riverside, Spring Wharf and the old Bath Press site.

- **3.3 Please provide evidence which shows how the community has been listened to and what support exists for your project?**

We have held Community Engagement Meetings in early 2018.

An Online Survey has been conducted to determine the needs of what the community library needs to deliver. 260 responses have been received and are included in a separate report.

A committee of determined volunteers meets regularly to drive the process of this project. It has recently gained charitable status through the Charity Commission.

**3.4 The project must show that it either:**

- **Supports the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or**
- **Anything else that is concerned with addressing the demands that development places on the area.**

**Please explain how the project fits with these requirements**

This project replaces and improves the existing library provision.

**4) Project Contact Details:**

<b>Contact details for the project (if different to person completing the form)</b>	
<b>Project Name</b>	
<b>Project Location</b>	
<b>Locality or Ward which will benefit from this project</b>	

**5) Funding:**

<b>5.1 Total Cost of Project:</b>	£23,000 (including transition)
<b>5.2 Amount of funding sought from Neighbourhood Portion of CIL Fund:</b>	£18K (over 3 years) £8K Year 1 £6K Year 2 £4K Year 3

<b>5.3 Does this project benefit from any source of matched funding? (include below the sources, dates funds agreed/expected and the amounts)</b>	Charitable status was awarded 31st August 2018. No other sources of funding have yet been explored.
<b>5.3.1 Volunteering Hours:</b>	Minimum of sixty hour per week at £10 per hour an estimated £30,000 per year.
<b>5.3.2 Additional Funds which have already been agreed:</b>	N/A
<b>5.3.3 Funds which have been applied for but are awaiting a decision:</b>	£5,000 transition funding - by the end of December 2018

<b>5.4 Please provide and breakdown of the costs for the delivery of this project</b>
<p><u>£6,000 per year operating costs.</u></p> <p>£2,500 water and electricity costs  £1,500 ongoing maintenance including alarms, pat testing and fire equipment  £500 cleaning equipment  £400 insurances  £400 telephone and internet  £400 rates  £150 IT costs  £150 consumables</p>

**6) Bank Details (for successful projects)**

<b>6.1 Details of the Bank Account into which the funds from the Neighbourhood Portion of CiL should be paid:</b>			
<b>Bank name:</b>		<b>Sort code:</b>	
<b>Account name:</b>		<b>Account number:</b>	

<b>6.2 If the project is being delivered internally, internal code is required below:</b>												

**SECTION 2: FOR COMPLETION BY STRATEGY & PERFORMANCE**

<b>Project Form Validation Decision (Officer decision)</b>
This application will provide this newly established community organisation with staggered funding over a three year period. The early years are important for the organisation as they are transitioning the delivery of the library service from a Council provided service to a service

that will be run by community volunteers. The size of the premises limits other revenue opportunities that other community library locations have been able to work on. The support to keep the library open is backed up by the survey of local people that has been conducted.

### **SECTION 3: FOR COMPLETION BY BATH CITY FORUM WORKING GROUP**

#### **Project Expression of Interest Recommendations (Working Group decision)**

The panel requested that the Library Trustees operate with an inclusive approach which allows for all members of the community to take part in the discussions around the setting up and then the running of a Community Library.

The panel will require a monitoring report (which will be provided) at the end of each year that shows how the library is meeting its objectives. This report will be required before the following years funds are drawn down.

The panel agreed to recommend this application for funding of £18,000 over a three year period.

Year 1 - £8,000

Year 2 - £6,000

Year 3 - £4,000

It was agreed by the panel that once the final sign off of this recommendation is reached on the CIL application, the funds can only be released on the basis that the community library agreement between B&NES Council and Moorland Road Community Library (Bath) has been finalised and signed off.

### **SECTION 4: FOR COMPLETION BY BATH CITY FORUM**

#### **Recommendations received (Bath City Forum decision)**

The Bath City Forum agreed the recommendation on 13<sup>th</sup> November 2018.

### **SECTION 5: FOR COMPLETION BY SUPPORTING COUNCIL SERVICE AREAS**

#### **Recommendations received on project delivery (Officer decision)**

N/A

### **SECTION 6: OUTCOME OF THE COUNCIL CABINET DECISION**

#### **Recommendation (Cabinet decision)**

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## SECTION 7: PROCESS LOG

	Process start date	Date agreement reached
Expression of interest and Officer Validation	19-09-18	19-09-18
Bath City Forum Working Group recommendations	05-11-18	05-11-18
Bath City Forum recommendations	13-11-18	13-11-18
Service Area recommendations	N/A	N/A
Submission to Council Cabinet for agreement	21-11-18	
Grant Funding Agreement Signed		
Payment of Funds		

## SECTION 8: COMPLETION STATUS

Confirmation from the monitoring officer that the project has been completed satisfactory

Publication through @bath_forum and the B&NES Council website once the project is completed

