

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: Michael King	Date: 12 th February 2023
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Project Description

Project Title:	1 st Sunningdale Scout Group Hut Rebuild
Project Location:	Sandy Lane, Sunningdale
Description of the project:	Demolition of existing aged Scout Hut building that is now in a state of disrepair and beyond remedy. Rebuild with accessible and ecologically sound structure that will allow organisation to scale to meet growing need of the local community through the 1 st Sunningdale Scout Group.

Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	X	No	
Which category does it fall under?	<p>Strategic objectives:</p> <ul style="list-style-type: none"> Lifelong learning – learning and self-development is core to Scouting in the sections from 4-18 years and for adult leaders/volunteers Environment – climate change, visual enhancement, cleanliness, and maintenance A safe place – keeping people safe, protecting the vulnerable, promoting good health Community – supporting village by providing activities for young people away from screens and contributing to local events, e.g. beacon lighting, tidying the Churchyard, bulb planting. <p>The project supports related initiatives in the business plan:</p> <ul style="list-style-type: none"> E10, SF4 & SF5: through the objectives of Scouting and the activities we undertake, we promote and deliver health and fitness. In particular, outdoor exercise, walking and cycling. We help develop positive habits for life. E2: visual improvement of a dilapidated building and replanting with wildflowers on the road boundary. SF2: providing youth activities and engagement with the community which reduces disaffection and crime 			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]	1 st Sunningdale Scouts believe it has the legal rights to undertake this project			
Explain the problem, issue or need that the project addresses.	1 st Sunningdale Scouts is one of the earliest groups in Scouting still in existence, founded in 1910 and operating from the current building since 1967. We provide youth activity for the population of Sunningdale and environs. The current hut has served its time, and its materials, facilities, and design are beyond their serviceable life. We need a building that will enable us to continue to provide Scouting for future generations. We need a building			

that is suitable for a wider range of Scouting activities and learning opportunities than we can currently offer.

Most importantly, we cannot provide Scouting for the current demand nor the future: we need to be able to provide for the increased demand resulting from housing developments in the area. And if we don't replace this building now then existing provision levels will fall or fail completely. New residents coming to the area because of development will have the expectation of youth activities for their families, but without this infrastructure investment there will be a bigger shortfall than ever. The replacement of the Scout Hut is therefore an important part of addressing the demands that development is placing on the area.

Safety and environment

- We do not have a building that keeps people comfortable for long periods of time, nor meets current building standards of safety and health. The building has asbestos, it leaks, and it is damp. It therefore severely limits the operations of the Scout Group.
- The building does not provide for those with additional needs and needs significant work to achieve accessibility standards both inside and outside the building.
- Scouts' Safeguarding policy requirements mean the current configuration of the building has spaces that we effectively cannot use, (e.g. the workroom). This reduces capacity, and also reduces the range of activities we can offer.
- The current building is expensive and extremely inefficient to heat and run, it is poorly insulated, and it is difficult to clean and maintain.
- The current building is a dark and unpleasant environment to spend time in for adult volunteers and young people alike.
- The site and building needs improvements for the safe storage of expensive equipment and improved security to reduce the risk of theft.
- We have explored the shared use of alternative sites, but these did not sufficiently meet our requirements, and the nature of our activities (e.g. wet or muddy) and our use is likely to be negative for other shared users.

Learning

- Young people and adults who take part in Scouting nationally gain from a wide range of learning, mental-health, and physical wellbeing benefits. Our current building constrains the range of activities and benefits 1st Sunningdale can provide. We need a building that is suitable for a wider range of Scouting activities and learning opportunities than we can currently offer.
- Recruitment and retention of adult leaders/volunteers is difficult, and this significantly negatively impacts the number of local young people that we can provide opportunities for. The poor state of the building exacerbates this problem – few people see it as a positive place to spend time in to give back a positive contribution and impact to the community.
- The limitations of the current structure and external space layout does not allow for a range of activities undercover (e.g. pioneering pole structures).
- Limited space in the kitchen prevents us from running activities for the young people to build cooking/science/life skills.

Communication/community

- We have a lack of appropriate facilities to encourage parents to engage with the group. The toilets are poor, without an accessible toilet, and catering facilities are extremely limited. We are unable to adequately provide a suitable welcoming environment for parent participation nor for those wishing to support ceremonies and events. Parental involvement is a vital first stage for recruiting leaders and adult volunteers which further allows us to grow.

Financial

- There is a limit on the amount we can raise subscription fees before Scouting becomes unaffordable for many. We need to increase the size of the Group to spread the fixed costs.
- Future maintenance costs will continue to increase in an old building with so many problems, little insulation, old facilities, and increasing regulatory standards. Additionally, original construction materials means that it suffers from extremes of temperatures, leading to sessions having to be cancelled.

	<ul style="list-style-type: none"> • These unnecessary and increasing ongoing maintenance costs can only be met from raising subscriptions each year. • Major capital repairs are required throughout building (most significant of which currently is the roof and the asbestos). We have investigated the option of a full repair of the building but have ruled it out as the building is now beyond repair and cannot be adapted to meet the requirements for accessibility and environmental issues.
<p>In what way does the project resolve these issues?</p>	<p>Building a new hut will resolve these issues. The new hut will allow us to increase the number of places for young people and provide for them in a welcoming environment conducive to the programs that we run.</p> <p>The new design has been carefully planned to create many benefits.</p> <p>Safety and environment – a new hut will:</p> <ul style="list-style-type: none"> • remove all asbestos from the site. • create a naturally well ventilated, dry space, free from damp and mould problems. • provide a safe, healthy, and welcoming building and exterior, and will comply with high standards of accessibility throughout the site, with safe/level access to the exterior of the site, to the building, and to interior spaces. • provide an accessible toilet. • significantly reduce carbon footprint, becoming a carbon zero building, including solar panels (14 x 400W photovoltaic panels) and many additional efficiency improvements – insulation; thermal efficiency; double glazing; air source heat pump; more natural daylight; energy efficient lighting, heating and hot water. • reduce water usage by improvements including efficient taps, toilets, water flow restrictors and a water meter. • create an integrated building design that has significantly better utilization of all space, optimised for leaders to save time and better focus on the needs and supervision of young people. • the indoor and outdoor space can be easily opened-up into a combined space, making it easier to supervise and run a more diverse range of activities in one session regardless of the weather. • improve storage and care of camp/outdoor equipment – improving the health & safety standards for leaders/volunteers handling this, often heavy, equipment. • help us increase the longevity of essential/expensive equipment – e.g. we have £15k of canvas tents which require drying after camping trips to prevent mould and deterioration. • improve indoor storage of equipment and resources. • improve access to camp/outdoor equipment for loading/unloading trailer/minibus making this process quicker and safer. This will also reduce the amount of time the trailer is vulnerable to theft outside the site. • provide shelter for loading/unloading equipment in inclement weather. • provide improved security for the site and building. • be a more attractive building, improving the street scene of Sandy Lane. <p>Learning – a new hut will:</p> <ul style="list-style-type: none"> • enable 1st Sunningdale to increase learning opportunities for the existing, and the increased number of, young people in the local community. • have an outdoor canopy to enable outdoor/messy activity to take place in all weathers which means more variety of activities, as well as easing planning difficulties for leaders. • have additional height in the interior to allow a wider range of physical activity, e.g., ball games, high ropes activities, and building with pioneering poles. • create a larger double kitchen to enable more young people to work simultaneously – increasing opportunities for cooking skills, science experiments, as well as other life skills such as safety in the home. • create improved access to kitchen to increase functionality of kitchen for different types of activity or event. <p>Communication/community – a new hut will:</p>

	<ul style="list-style-type: none"> • provide better facilities to increase the opportunity to bring parents and the wider local community into the hut to share Scouting (e.g. ceremonies, Jamborees). • encourage more Scouting activity in the heart of our local community through a greater sense of ownership and participation with increased membership and participation, fostering a real connection to the village of Sunningdale. <p>Financial – a new hut will:</p> <ul style="list-style-type: none"> • increase our membership while reducing our fixed running costs. • be an investment for the long-term. A short-term solution of further repairs will not solve the underlying inadequacies or provide value for the future. • increase financial stability and protect our assets. It will give the Group confidence in the future and a stable platform on which to meet the challenges of the next 113+ years.
<p>Who are the likely beneficiaries of the project?</p>	<ul style="list-style-type: none"> • Currently 126 young people (ages 4-18) throughout Sunningdale and the wider local area are Scouting members. They attend local schools across the area: Charters, Ranelagh, Holy Trinity, St Michaels, St Francis, South Ascot Village School, and Cheapside. • 2 young leaders – young people aged 14-18, who learn leadership skills. • 3 Duke of Edinburgh Award volunteers. • 16 adult leaders (authorised by the Scout Association who lead sessions). • 30 adult volunteers (who support the group in additional supervision, activities, fundraising, administration etc.). • Currently there are 52 young people on our Scouting waiting list, even after we have filled all our spare places for the beginning of term (Summer 2023). 49 of the 52 are age eligible today, but we have no capacity. With all the new housing at Sunningdale Park, we anticipate the number of young people on our waiting list will continue to increase further. • c.220 extended family members who participate in events and activities. • c.30 alumni young people and families, leaders, and volunteers, who continue to support the group in recognition of what they gained from it. This is through the group and the Scout Network (Scouting for 18-25 year-olds). • 14 young people who attend Sunningdale Brownies, with 2 adult leaders and 2 young leaders. Sunningdale Brownies use the facility and will benefit from all the advantages the new hut will provide. • Total number throughout Sunningdale and environs: more than 300 <p>As we increase provision over time it is expected the figures will grow to 228 young people (81% increase), 30 leaders/assistant leaders, and 6 young leaders (100% increase). Additional volunteers, family members, and alumni, will also grow.</p>
<p>What evidence do you have of consultation with the community or stakeholders for this project?</p>	<p>As part of the process of developing the plans for the new hut we engaged with the community in the following ways:</p> <ul style="list-style-type: none"> • Letters of support – we discussed the project with and received support from: Charters School, Holy Trinity School, St Michaels School, and Holy Trinity Church • Public Open days – 16th & 17th October 2021 sharing the proposed plans and extended the invitation to councillors, Cllr Mrs. Alison Sharpe attended • Counsellors briefing – 9th May 2022 open invite to several councillors prior to planning application submission, Cllr. Mr. Julian Sharpe attended • 1st Sunningdale Scouts website – open to all, a dedicated section including plans and progress updates with opportunity to submit feedback • Sunningdale Parish Magazine – since Sept 2021 we have submitted an article for each issue providing an update on the hut project, invitations to opens days and planning application links to encourage input • Event updates – updates and materials provided as part of our last four Quiz Night events each attended by c.180 members of local parishes • Communication to parents of Scouts <ul style="list-style-type: none"> ○ Updates included in our monthly Green & Gold newsletter ○ Updates and open discussion as part of annual AGM ○ Plans and leaflets available to visitors to the hut

	<ul style="list-style-type: none"> • Engagement with immediate residents – August 2021 we share the idea of a hut rebuild and sort feedback; 28th November 2021 and 27th February 2022 face to face discussions on the proposed plans
Would the project lead to any income generation? Provide forecasts of this.	The new building will enable us to provide Scouting to an increased number of young people but is not intended to generate additional streams of income. Subscriptions will increase with larger numbers, and this will be divided between the incremental costs of additional participants (e.g. equipment, materials, badges, etc), the fixed costs of running the building (e.g. heat, light, insurance), and subsidising Scouting for those in hardship and need.

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes		No	X
If the project is not ready to commence, please list briefly the main constraints.	<ul style="list-style-type: none"> • We remain on track to commence works in Spring 2024 • We are expecting planning permission to be granted, following the signing of the S106 agreement, which is currently progressing. <i>Target date, end of February 2023.</i> • Appointment of local principal contractor through formal tendering process to finalise costs and timeframes. <i>Target date, start June 2023.</i> 			

Funding for the Project

Please indicate the total cost of the project	The project build, fit out, and post planning architectural costs are assumed to be £633,547																																																							
Please provide a detailed breakdown of the costs for the project	<p>The following are the key cost elements for the project.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Key Cost Element</th> <th>Cost Estimate (£) ex VAT</th> </tr> </thead> <tbody> <tr><td>1</td><td>Removal / Strip out / Demolition</td><td>24,420</td></tr> <tr><td>2</td><td>Sub-structure</td><td>77,438</td></tr> <tr><td>3</td><td>Super-structure</td><td>135,620</td></tr> <tr><td>4</td><td>Roof covering & rainwater good</td><td>57,025</td></tr> <tr><td>5</td><td>Internal walls ceilings and lining</td><td>38,631</td></tr> <tr><td>6</td><td>Doors windows & roof light</td><td>38,825</td></tr> <tr><td>7</td><td>Finishes</td><td>34,005</td></tr> <tr><td>8</td><td>Joinery</td><td>10,450</td></tr> <tr><td>9</td><td>Staircase & handrails</td><td>0</td></tr> <tr><td>10</td><td>Plumbing & Mechanical</td><td>39,810</td></tr> <tr><td>11</td><td>Electrical</td><td>55,245</td></tr> <tr><td>12</td><td>Decorations</td><td>7,500</td></tr> <tr><td>13</td><td>Miscellaneous</td><td>2,250</td></tr> <tr><td>14</td><td>Landscaping</td><td>5,000</td></tr> <tr><td>15</td><td>Main contractors' preliminaries @12%</td><td>62,546</td></tr> <tr><td>16</td><td>Contingency @7.5%</td><td>43,782</td></tr> <tr><td>17</td><td>Architects Fees</td><td>6,000</td></tr> </tbody> </table> <p>For more detail, please refer to the attached project cost breakdown, which has been prepared by an independent building cost consultant and reviewed by two separate contractors to ensure it is an appropriate estimate for early design stage.</p>		#	Key Cost Element	Cost Estimate (£) ex VAT	1	Removal / Strip out / Demolition	24,420	2	Sub-structure	77,438	3	Super-structure	135,620	4	Roof covering & rainwater good	57,025	5	Internal walls ceilings and lining	38,631	6	Doors windows & roof light	38,825	7	Finishes	34,005	8	Joinery	10,450	9	Staircase & handrails	0	10	Plumbing & Mechanical	39,810	11	Electrical	55,245	12	Decorations	7,500	13	Miscellaneous	2,250	14	Landscaping	5,000	15	Main contractors' preliminaries @12%	62,546	16	Contingency @7.5%	43,782	17	Architects Fees	6,000
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How much funding does the project currently have?	The project currently has £58,000 secured through historic savings and an increased fund-raising drive since 2021.																																																							

	<p>It is planned to deliver an additional £17,000 before the end of March 2024 to reach a total self-funded contribution of £75,000</p> <p>We have also received the following professional services to date from local business, as a benefit in kind, whilst preparing the building planning application. This is excluded from the CIL grant application as the services have been received.</p> <p>Benefit in kind received to date: £19,784 inc. VAT</p> <ul style="list-style-type: none"> • £6,960, Leigh & Glennie Ltd (planning application) • £5,544, Twenty 20 Architecture (design and architectural plans) • £1,860, Sid Smith Project Management (cost planner) • £1,584, ACS (Trees) Consulting (arboreal report) • £1,440, CD Surveys Ltd (site survey) • £1,080, Blue Sky Unlimited (sustainability report) • £594, Herald Nickinson Solicitors (legal) • £362.10, John Wenman Ecological Consultancy (bat report) • £360, David Wood (structural engineer) 			
<p>Please provide a detailed summary of the total CIL funding required?</p>	<p>We are requesting funding support from Sunningdale Parish Council of £297,892.</p> <p>This is to part fund (we are also applying to Sunninghill Parish CIL fund for a similar amount) the full cost of the project less the 1st Sunningdale Scout Group's own contribution.</p>			
<p>Would the scheme be fully funded if the CIL contribution is agreed?</p>	<p>Yes</p>		<p>No</p>	<p>X</p>

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

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
Sunninghill Parish CIL fund	£260,655	None	None	No. Likely decision after elections in May 2023
1 st Sunningdale Scout Fund Raising	£58,000	none	n/a	Yes
1 st Sunningdale Scout Fund Raising	£17,000	none	n/a	No
Professional Services Benefit-in-kind	£19,784	none	n/a	Yes

*If no, please provide a date of when a decision is expected.


Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	X
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?	<p>It is intended to be a 'turnkey' project, managed by a principal contractor who will oversee all aspects.</p> <p>The following are the latest key milestones for the project:</p> <ul style="list-style-type: none"> • 3rd April 2023 - Project tenders issued to main contractors • 5th June 2023 – Appointment of main contractor • April 2024 – Building work commences • September 2024 – Building work completed • October 2024 – New Hut opening 	

Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	<p>The following are the key identified project risks, which would have a high impact to the projects success.</p> <p>Financial</p> <ul style="list-style-type: none"> • <i>Not able to raise the required Grant from CIL applications resulting in delays the project target start date.</i> We have identified several additional sources of funding potentially open to supporting an application, but it is key to understand the support from our local Parish Councils prior to further applications. • <i>Cost inflation impacting the build cost.</i> As part of the project tender we will look to cap pricing; 7.5% contingency included within the funding request; progress the project within 12 months of appointment to minimise exposure to variation. • <i>Exceed the funds allocated including contingency.</i> There will be a clear cost schedule defined, weekly check points and monthly reviews held to manage variations. We will be actively seeking further reductions in the overall costs through continuing to seek environmental grants and discounts from sub-contractors. During the building phase we will continue to fund raise (target £4,500). • <i>Scope of work great than anticipated.</i> Used an experienced building costing consultant to provide costed plans to a quality specification and use the tender process to draw out potential oversight. • <i>Unable to complete raising the additional £17,000 to reach £75,000 contribution by end of March 2024.</i> We have a clear plan of fundraising, which we will monitor and action early for any negative variance. If necessary, we will also contact some of the small charitable organisations in the local area who have previously supported us to help bridge the gap. <p>Delivery</p> <ul style="list-style-type: none"> • <i>Impact to immediate neighbours to the site.</i> As part of the appointment of a main contractor they will be expected to actively minimise the impact of the work to the 	
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	<p>neighbours, expressly outlined in a way of working agreement. There will also be a regular opportunity for issues and concerns to be discussed.</p> <ul style="list-style-type: none">• <i>Project delivery longer than 6 months.</i> We will establish an agreement with Earleywood to be able to maintain Group sessions indoors during the late Autumn and Winter periods.• <i>Main contractor is not able to complete the project.</i> Financial stability will be assessed as part of the competitive project tender. Phased payment based on deliverables to be maintained throughout the project.
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Signed: 	Date: 12 th February 2023
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