

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Autumn Round 2023	
<p>1. Please read the “Guidance Notes for WNF CIL Funding Applications”</p> <p>2. The sections of this application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.</p> <p>3. Applications will be assessed by the WNF Steering Committee, taking account of the following criteria; applicants may wish to include supporting information regarding their project’s fit to the criteria.</p> <ul style="list-style-type: none"> • Location within or serving the WNF Community • The recipient operates as a recognised body with a nominated bank account <input type="checkbox"/> The project has agreement in principle from the property or asset owner <input type="checkbox"/> Value for money • Consideration has been given to health and safety requirements <input type="checkbox"/> Environmental sustainability <input type="checkbox"/> Innovation 	
APPLICATION DATE	18th September 2023
REVISION DATE if applicable	
TITLE Short title by which the project will be known	White Hart Community Pub – Kitchen Upgrade Phase II
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Teresa Hall
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	The White Hart Community Pub Ltd
OUTLINE PROJECT DESCRIPTION Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	<p><u>Aims:</u> To provide an upgraded commercial wash up area including dishwasher (currently none on site) with adjustments to plumbing and electrics as required.</p> <p>To maximise storage capacity in both volume, location and range and increase work surface areas for preparation.</p> <p><u>Objectives:</u> To upgrade the pub’s kitchen facilities and efficiency in line with current legislation.</p>

	<p>Specifically, to improve the working environment for staff & to allow the increase in orders to be satisfied more efficiently and speedily.</p> <p><u>Beneficiaries:</u> Local residents and customers who will enjoy the speedier serving of the now wider range of menu options in increased opening hours. This in a period of other pub closures or reduced hours locally.</p> <p>The manager, chef and other staff whose service to customers will be able to satisfy orders more easily and quicker. It will also offer up more food sales opportunities, which at present we are unable to accommodate e.g. Christmas parties for large groups</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>To readjust the pub’s cooking area to accommodate more work surface areas to allow a better food preparation area and storage.</p> <p>To replace sinks and fix a dishwasher in the wash-up area and provide a extra food prep space.</p> <p>To apply new hygienic splash backs and to fit anti-slip flooring throughout.</p> <p>All of these will enable better compliance with Environmental Health regulations.</p> <p>Timescales. Works expected to be completed in a week. The Kitchen will need to close during this time.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p>	<p>Consultations have taken place with the Directors of the pub and with the freeholder and the project meets with their approval.</p>

<p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>The pub is a great asset to the local community and very well used. Since the Mill site development, the number of local residents has substantially increased.</p> <p>The pub includes the weekly Warm Space initiative, with a Food Hub on offer to prevent food waste and to provide free produce and toiletries for those who have been affected by the increased cost of living. In Winter it opens with a log fire, free tea, coffee, snacks and soup from the community. The initiative has been funded by grants from the OCC and their HSG and from individual donations both financial and in kind.</p> <p>The pub thus plays its part in supporting the developing social responsibilities here.</p>
<p>CONSENTS REQUIRED</p> <p>Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)?</p>	<p>No structural changes would be introduced to this Grade 2 listed building but obviously Building Regulations approval would be sought when and if needed</p>
<p>FINANCE</p> <p>How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?</p> <p>PLEASE INCLUDE COPIES OF COST ESTIMATES</p>	<p>Total Cost = £19836.25 plus VAT = £23,803.50. Plus an additional £1000 to completely empty the kitchen, store the equipment and level the floor ready for the kitchen installation.</p> <p>Over the last 3 years, we have invested over £25,000 to ensure our kitchen is compliant and our electricity supply can accommodate our planned expansion. Phase 2 will enable the kitchen to function at maximum capacity. CIL funding to match our investment would be appreciated.</p> <p>The grant money would be spent solely on the project.</p>

	<p>One quote only is attached. Another comparable quotation has been promised by week ending 06/10/23. Please note that the quotation includes a fridge and air fryer we feel we do not need so I have deducted these from the quotation total.</p>
<p>MAINTENANCE</p> <p>How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.</p>	<p>Maintenance will be carried out by the manager, chef and other staff as necessary, and equipment's servicing will be followed.</p> <p>There are standard guarantees on the new equipment</p>
<p>RISK ASSESSMENT</p> <p>Are there any financial or other risks to the completion of this project?</p> <p>Are there any safety issues associated with the project?</p>	<p>No</p> <p>None that will not be addressed by full training of the staff managing the service.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The success of the project will be measured by the food income, supplies expenditure, wages costs and anecdotal evidence.</p> <p>Timescale will be weekly, monthly and annual.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>We are aware that this is a substantial request that we are making, but in order for us to build on the continuing success of this community pub, we need to upgrade our facilities to keep abreast of demand and to bring our resources up to speed with current regulations e.g. Environmental Health.</p> <p>The pub's success is also reflective of the support it has already received from WNF in providing other facilities and its directors, staff and users are openly and truly grateful for this.</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com</p>	