



HASLEMERE TOWN COUNCIL

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT AND ENSURE YOU COMPLETE THE VALIDITY CHECKLIST ON PAGE 4

Contact and organisation details

1. Applicant organisation	Grayshott and Hindhead Institute and Village Hall
2. Name and position of main contact	Graham Harvey-Browne, Trustee
3. Applicant contact details (phone no, email and address)	
4. Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	
5. Type of organisation	Charity
If a charity, please provide registration number	301837
6. Is the organisation able to reclaim VAT?	No
7. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves and latest budget.	<p>A copy of the examined annual accounts for the year ending 31st March 2025 is attached to this application.</p> <p>A copy of the finance report dated 30th November 2025 presented to the Trustees meeting held on the 9th December 2025 is attached to this application.</p>

PROJECT DETAILS

8. Location of project	Grayshott Village Hall Headley Road Grayshott GU26 6TZ
9. Summary of the project proposal	<p>Grayshott Village Hall situated on the boundary of Surrey and East Hampshire is one of the largest in the East Hants / Southwest Surrey area and comprises five separate spaces:</p> <p>Main Hall with stage and kitchen facilities which is suitable for large functions such as weddings, meetings, exhibitions, children's soft play, theatrical and musical performances, film shows, lectures and seminars, as well as sports activities.</p> <p>Small Hall which is suitable for smaller meetings and children's parties or as a refreshment area for large events taking place in the main hall.</p> <p>The Studio, which is a separate building, attached to the Main Hall suitable for dance and fitness classes, meetings and children's parties.</p> <p>The Common Room which is suitable for smaller gatherings and is frequently used as a dance / exercise studio or musical rehearsal room.</p> <p>The Meeting Room which is a small space suitable for formal committee meetings.</p> <p>Grayshott Village Hall is the most important community resource in Grayshott. It is over 120 years old and needs regular expenditure on maintenance to keep it going. All users pay a hire fee for the space that they use. Income in the year to 31st March 2025 was £76,228.82 with a net movement of funds of £8,483.21.</p> <p>The project comprises:</p> <ol style="list-style-type: none">1. removal of the existing boiler plant, redundant controls, flue system, pumps, and all associated ancillary services most of which are over 40 years old.2. Adaption of the existing heating flow and return pipework within the boiler room to connect with the new services, including upgraded zone control valves and room thermostats.3. Installation of 2 No. cascade-mounted, fully modulating condensing natural gas-fired boilers. <p>The Mechanical Engineer's drawings and specifications are attached to this application.</p> <p>The Management Committee consider this project a capital investment in essential community infrastructure. Our heating engineer has designed major upgrades to the boiler room to improve the pipework and flues and install new energy efficient boilers and controls. This new system will enable the Hall to accommodate increased demand arising from local residential development by improving reliability, comfort and flexible, year-round use across all five spaces. The upgraded, zoned controls will reduce carbon emissions and running costs by ensuring only booked spaces are heated, improving sustainability and allowing future reinvestment in community benefit (e.g., booking system improvements, accessibility and phased refurbishment).</p>

	<p>Why are We Seeking Funding?</p> <p>While current assets at 31 March 2025 were £122,438 the Trustees are mindful that:</p> <ul style="list-style-type: none"> • Up to £65,000 (of a total cost of £100,000) is earmarked towards the replacement of the heating system (parts of the infrastructure of which are over 40 years old) • maintenance costs for a building that is over 120 years old are high and will vary from year to year (full redecoration of the main hall was last completed in 2012 and will be a significant cost in a few years' time – circa £20,000). • energy costs remain high and unpredictable. • The Trustees try to ensure that letting charges remain competitive and affordable. The hire fee was increased by 7.5% in April 2025, the first adjustment since 2019. Taking into account inflation over the same period, this represents a near 18% decrease in costs in real terms. • The Village Hall would be able to contribute a maximum of £65k towards this project. <p>Benefits The Project Will Bring</p> <p>The project will significantly enhance the long-term sustainability of Grayshott Village Hall by reducing energy consumption and lowering the environmental impact of a building that serves more than 29,000 users annually. The new high-efficiency condensing boilers, combined with upgraded zone controls, will ensure that only the spaces in active use are heated, eliminating the current need to heat the entire building for small meetings or single-room bookings. This targeted approach will substantially reduce gas usage, cut carbon emissions, and decrease strain on the heating infrastructure. In turn, the Hall will experience lower repair and servicing requirements, extending the lifespan of the new plant and reducing overall maintenance costs.</p> <p>The financial savings resulting from improved efficiency will help strengthen the resilience of the charity and enable the Trustees to reinvest in further enhancements that benefit the community. These savings could support the introduction of a more dynamic and responsive digital booking system, allowing users to book smaller spaces more efficiently and helping the Hall maximise occupancy across its five rooms. Reducing energy expenditure will also allow the Hall to maintain affordable hire rates—an essential factor for local clubs, families, and voluntary groups—and create capacity for future improvements such as accessibility upgrades, phased refurbishment of the Main Hall, or enhanced technology to support hybrid meetings and modern community activities.</p> <p>Overall, the project not only ensures a warmer, more comfortable and more environmentally responsible facility, but also unlocks opportunities for increased capacity, improved service levels, and long-term financial sustainability, ensuring the Hall can continue to meet the growing needs of the local population.</p>
<p>10. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>The level of residential development within Grayshott, Hindhead and Headley Down has increased the local population, and particularly the number of families, older residents and people working flexibly from home. Developments that have contributed to the increased demand for the Village Hall include:</p> <ul style="list-style-type: none"> • 38 family homes on the old Barons site, London Road • 36 family homes also on London Road. • 74 bed care home facility on Portsmouth Road • Licence for childcare facility (Hidden Valley, Grayshott – a regular user of the Village Hall) • Application for 99 dwellings on the site of the old Royal School (pending)

	<p>This has led to increased demand for accessible, affordable community facilities that can be used throughout the year, including during daytime and winter periods.</p> <p>Grayshott Village Hall is the primary multi-purpose community facility serving this growing population. It currently accommodates over 2,100 booked sessions per year by 102 organisations, with an estimated 29,000 individual users annually drawn from Grayshott, Hindhead, Haslemere and surrounding areas. Demand is expected to rise further as consented and proposed housing developments are completed.</p> <p>The existing heating system limits the Hall’s ability to meet this increased demand, particularly in colder months. The main hall is slow to heat, and the lack of effective zonal controls makes it uneconomical to heat individual spaces, discouraging bookings by community groups, commercial hirers and vulnerable users such as the elderly and young children.</p> <p>This project directly mitigates the impact of development by improving the efficiency, reliability and flexibility of the Hall’s infrastructure. The upgraded heating system will allow individual spaces to be heated independently, enabling greater and more simultaneous use of the Hall’s five spaces, improving comfort for users and supporting year-round community activity.</p> <p>The project aligns with Haslemere’s CIL priorities relating to the provision, improvement and maintenance of community infrastructure, supports climate change objectives through improved energy efficiency, and ensures that this key community asset can continue to serve an expanding population arising from new residential development.</p>										
<p>11. What evidence is there of support from the community</p>	<p>The Village Hall remained popular during the 2024-25 financial year with over 2,100 individual sessions booked by 102 organisations and individuals for activities including: art, badminton, bridge, dance, dog training, exercise classes, fundraising, health clinics, heritage, horticulture, meditation, music, private parties, theatre, yoga and the annual Parish Assembly.</p> <p>A recent survey of the Clubs, Societies and Commercial users tells us that over 29,000 people annually pass through the doors of one of these spaces demonstrating how well used and important these facilities are to the Grayshott and Hindhead Community. Details of this survey including an estimated breakdown of users from Surrey and East Hants is attached to this application. Approximately 48% of users live in Waverley.</p> <p>The Village Hall Management Committee consists of five elected Trustees from the community and eight representative Trustees of the main Clubs and Societies that use the Hall. Each of these Clubs and Societies have provided their full support for the project as agreed at the Trustees meeting held on 14th December 2025.</p> <p>We have a Friends Scheme to raise funds and keep stakeholders informed of Village Hall matters.</p>										
<p>12. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time</p>	<table border="1" data-bbox="360 1626 1150 1814"> <tr> <td>Design</td> <td>June – September 2025</td> </tr> <tr> <td>Tender Process</td> <td>October – November 2025</td> </tr> <tr> <td>Contract Awarded</td> <td>December 2025</td> </tr> <tr> <td>Work Starts</td> <td>June 2026</td> </tr> <tr> <td>Work Completed</td> <td>July 2026</td> </tr> </table> <p>Work starts at the end of the heating season. Upfront payment for supply of plant and equipment of £41,430 with the full and final payment within one month of completion.</p>	Design	June – September 2025	Tender Process	October – November 2025	Contract Awarded	December 2025	Work Starts	June 2026	Work Completed	July 2026
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13. Do you need planning permission to carry out the works?	No
14. If planning permission is required is it in place to carry out the works? If so, please provide the application number	n/a
15. What is the relationship between the applicant and the land/property ownership where the project is taking place?	The applicant is the Freeholder

FUNDING DETAILS

16. Estimated project cost	£100,000 as attached analysis	
17. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£20,000	
Other Local authority contribution:		
Grayshott Parish Council Neighbourhood CIL	£10,000	Applied for 14 th January 2026. Decision March 2026
EHDC CIL	£20,000	Application will be submitted when bidding round opens 2 nd February 2026

Third party contribution	£20,000	Application made to The National Lottery 25 th January 2026. Decision in 12 weeks.
	£30,000	Grayshott and Hindhead Institute
Total cost	£100,000	
18. Detail of additional sources of funding available	A maximum of £65,000 set aside in the Grayshott and Hindhead Institute annual accounts. .	
19. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>The replacement of the ageing boiler plant and heating controls is a critical infrastructure investment necessary to maintain the Village Hall as a safe, energy-efficient, and fully usable community facility. The existing system, with components over 40 years old, is unreliable, energy-inefficient, and restricts the Hall's ability to meet the growing demands arising from local residential development.</p> <p>CIL funding is specifically intended to support infrastructure that enables communities to accommodate growth. The Management Committee firmly believes this project meets the core eligibility criteria because it:</p> <ul style="list-style-type: none"> • supports increased community use, • improves sustainability and energy efficiency, and • enhances long-term community resilience. <p>Applications are also being made to Grayshott Parish Council, EHDC Strategic CIL and the National Lottery Community Fund. Consideration was given to applying for Waverley Strategic CIL, but there is not a current window for this.</p>	
20. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	No	
21. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed? And who will be responsible for it?	There is no revenue spend associated with the project.	

VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	Yes
You hold a bank account in the name of the organisation applying, not an individual	Yes
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application, together with latest budget.	Yes
This application is accompanied by 3 quotes for the work you are wanting done	Yes
The application is not for a project already completed	Yes
The application is not for ongoing costs for a project	Yes
The application is not for annual maintenance or repair	Yes
The application is not a project promoting a political party	Yes
The application is not for a project that conflicts with existing Town Council policies	Yes
The application is not for VAT that you can recover	Yes
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Yes
You consent to acknowledge HTC's contribution in your marketing / promotional material	Yes

Section E: Declaration

When you have completed the application please sign this declaration 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 Haslemere Town 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 Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Haslemere Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.haslemeretc.org

Signed:

Organisation: Grayshott and Hindhead Institute and Village Hall

Date: 26th January 2026

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____