



# 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	Beacon Hill Primary School
2. Name and position of main contact	Charlotte Nunns – Deputy Head
3. Applicant contact details (phone no, email and address)	
4. Type of organisation  If a charity, please provide registration number	Education
5. Is the organisation able to reclaim VAT?	Yes
6. 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.	N/A

### PROJECT DETAILS

7. Location of project	Beacon Hill Primary School – field & woodland, Nursery / Early Years Foundation Stages (Reception) area. (Parsons Lane site)
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8. Summary of the project proposal - describe

1. Resin / all weather 'Daily Mile' track around the field and pirate ship, composting toilet facilities, woodland school shelter.

All-Weather Daily Mile Track:

The installation of an all-weather track will enable every child in the school to consistently participate in the Daily Mile, irrespective of weather conditions. This initiative will significantly boost daily physical activity levels, contributing to improved health and concentration. This track will also link areas of the school to make them accessible all year round, contributing to the broad, balanced and well-rounded education the children of Beacon Hill receive. (Potential track in red on map)



Composting Toilet Facilities:

By installing composting toilets, we can significantly expand the school's capacity to host community groups on a bookable basis. This will contribute to the security and safeguarding of the school buildings as users of the woodland area will not need to enter other parts of the site or buildings.

All-Weather Woodland Shelter:

A purpose-built shelter in our woodland school area will ensure children can utilize this invaluable resource year-round, regardless of weather. This will profoundly benefit their learning, physical development, and mental well-being. Furthermore, the combination of shelter and composting toilets will create a more comprehensive and appealing outdoor offering, making it even more feasible to open these facilities to the wider local community.

2. Beach sandpit area for nursery / EYFS / Year 1 area.

The beach-like sandpit area will be accessible to children from the nursery, Reception and Years 1 on a daily basis. The design of it ensures children can access a variety of ways of learning independently and does not need to be closed at the end of the day. The benefits of sand-play are highlighted in the section below.



9. How does the project help address the demands of development in the area. What evidence is there to support this?

**COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING APPLICATION:  
ENHANCING OUTDOOR LEARNING AND COMMUNITY FACILITIES**

This application outlines key projects designed to significantly enhance educational opportunities for local children and expand valuable community access at Beacon Hill Primary School and Little Beacons Woodland Nursery. Our proposals focus on improving outdoor learning environments, promoting physical activity, and providing much-needed childcare provisions for Haslemere residents.

**Addressing the Demand for Quality Childcare and Early Years Provision**

There is a significant and unmet demand for Nursery spaces within the local area. Little Beacons Woodland Nursery stands out as the only school-based nursery in the vicinity, offering a unique selling proposition alongside our exceptional woodland learning facilities. This provision is critical for the community, offering high-quality childcare delivered by experienced teachers. Our unique approach emphasizes outdoor learning and physical activity, fostering a positive attitude towards the outdoors and promoting the physical and mental well-being of children as they embark on their educational journey.

### Enhancing Physical Activity and Outdoor Access

#### All-Weather Daily Mile Track:

The installation of an all-weather track will enable every child in the school to consistently participate in the Daily Mile, irrespective of weather conditions. This initiative will significantly boost daily physical activity levels, contributing to improved health and concentration.

#### Accessible Outdoor Learning Hub:

This track will also serve as a crucial link, connecting various outdoor learning areas of the school, including our Jubilee Garden, woodland areas, and Pirate Ship. This ensures these valuable educational spaces remain accessible in all weathers, maximizing their use for year-round learning and exploration.

### Expanding Community Access with Sustainable Facilities

#### Composting Toilets:

By installing composting toilets, we can significantly expand the school's capacity to host community groups on a bookable basis. This eliminates the need to unlock main school buildings, thereby enhancing security. These facilities will also directly benefit children attending the school, particularly during their woodland school activities, enriching their outdoor learning experience.

#### All-Weather Woodland Shelter:

A purpose-built shelter in our woodland school area will ensure children can utilize this invaluable resource year-round, regardless of weather. This will profoundly benefit their learning, physical development, and mental well-being. Furthermore, the combination of shelter and composting toilets will create a more comprehensive and appealing outdoor offering, making it even more feasible to open these facilities to the wider local community.

### Supporting Families with Holiday Childcare

Many local schools generate vital income by hiring out their facilities for holiday clubs. The proposed improvements, particularly the enhanced outdoor spaces and new amenities, will enable Beacon Hill School to offer similar holiday childcare provisions. This would provide crucial support for working parents in Haslemere, addressing a clear community need during school breaks.

### The "Beach Project": A Transformative Learning Space for Early Years

The proposed "Beach Project" for our Nursery, EYFS, and Year 1 children represents a truly transformative learning space. As highlighted by Early Excellence, a leading authority in early years provision, large-scale, walk-in outdoor sand areas are crucial for physically challenging and deeply

engaging play. Such spaces, equipped with life-size tools and contextual equipment, offer myriad benefits, including:

- Sensory Development
- Imagination and Creativity
- Problem-Solving and Cognitive Skills
- Language and Social Development
- Scientific Exploration
- Physical Development

By ensuring children from the local community can access this vital resource as part of both Little Beacons Woodland Nursery and Beacon Hill Primary School, we will be providing them with a positive and holistic start to their educational journey. This encourages a lifelong love of learning, enabling them to successfully complete their education and become valued contributors to the Haslemere community as adults.

The whole project includes the opening of a school based nursery which we earned a £150,000 grant from the DfE. – see attached letter reiterating need for more nursery spaces being needed in the area.

The nursery provision will benefit the local community by providing high quality, accessible childcare not just for Beacon Hill but the entire community. Working parents will be able to use the Government funded hours for their children to attend the nursery. There is not another school-based nursery in the local area who offer this.

Due to the increase in housing and development in the local area, children are coming from further away than Beacon Hill to attend the primary school, this will be the same for the nursery and the provision we are seeking funding to provide. Currently we serve: Beacon Hill, Hindhead, Churt, Headley, Bordon, Haslemere, Grayshott, Lindford, Fernhurst, Ash, Waterlooville. – Parents who travel to work via the A3 make use of our proximity to it, allowing for our facilities to be accessed by a wider range of people from outside the immediate community.

The total cost of the project is in excess of the funding the DfE have provided to open the school based nursery, this is being subsidised by the WMAT.

The local community, are behind the development of the outdoor area and set up a crowdfunding page, raising £2500 in just two weeks. – this money is earmarked to rebuild vegetable beds in the Jubilee garden, fell trees to enable the Pirate Ship to be restored and used and clear areas of the grounds.

In order to complete the project and enhance the provision not just for the children at the school but for the whole community to benefit, we are requesting CIL funding.

We believe these projects represent a strategic investment in the future of Haslemere's children and the broader community, aligning perfectly with the objectives of CIL funding to support local infrastructure and

	well-being. We urge Haslemere Town Council to consider our application favourably.
10. What evidence is there of support from the community	<p>Involvement in all local community events: Christmas Light switch on a village fair, Summer village fair, organising of the village Fireworks, singing carols at local care homes.</p> <p>The local community have raised funds for parts of our project. By enhancing the facilities, the local community will benefit from being able to open holiday camps and run additional clubs. – We aim to be able to hire out the facilities to various groups within the local community, this could include for enrichment activities for people living in the numerous local care homes and vulnerable adults in the sheltered accommodation in the local area. – This type of enrichment is not available elsewhere in Haslemere. The local youth groups / scouting groups could further benefit from the facilities to enhance their provision. By being able to complete the works we are requesting funding for, many different groups from the community could benefit as well as pupils in the school.</p> <p>Please see letter form the DfE (attached) who provide evidence for the high demand and need for the nursery project.</p>
11. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time	Completion by Spring 2026
12. Do you need planning permission to carry out the works?	No
13. If planning permission is required is it in place to carry out the works?  If so, please provide the application number	
14. What is the relationship between the applicant and the land/property ownership where the project is taking place?	125 year Long Lease – Weydon Multi Academy Trust Surrey County Council – copy attached

i.e. freehold/long lease/short lease /lease term? Please provide evidence.	
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### FUNDING DETAILS

15. Estimated project cost	£263,464.40
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16. 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	~£76,964.40	~£19,912 outdoor classroom ~£2,829.17 composting toilet ~£34,040 track* ~£18,733.23 beach and sheds (Beach project) ~£1,450 felling of trees to enable works to take place
Any other Local authority contribution eg WBC and/or SCC	£150,000 £34,000	School-based nursery grant from DfE £34,000 WMAT contribution
Third party contribution	£2,500	Parental / community contributions
Total cost	£263,464.40	See quotes included

\*Currently we have only been able to obtain one written quote for the track due to the limited number of companies able to offer this service. We are continuing to search for further companies who can provide similar in the local area.

17. Detail of additional sources of funding available	
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<p>18. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</p>	<p>The whole project includes the opening of a school based nursery which we earned a £150,000 grant from the DfE.</p> <p>The total cost of the project is in excess of the funding the DfE have provided to open the school based nursery, this is being subsidised by the WMAT.</p> <p>The local community, are behind the development of the outdoor area and set up a crowdfunding page, raising £2500 in just two weeks. – this money is earmarked to rebuilt flower beds in the Jubilee garden, fell trees to enable the Pirate Ship to be restored and used and clear areas of the ground.</p> <p>In order to complete the project and enhance the provision not just for the children at the school but for the whole community to benefit, we are requesting CIL funding.</p>
<p>19. 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</p>	<p>N/A</p>
<p>20. 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?</p>	<p>N/A</p>

### VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	✓
You hold a bank account in the name of the organisation applying, not an individual	✓
<p>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.</p> <p><a href="https://www.weydonmat.co.uk/235/key-information/category/20/accounts">https://www.weydonmat.co.uk/235/key-information/category/20/accounts</a></p>	✓
This application is accompanied by 3 quotes for the work you are wanting done	✓

The application is not for a project already completed	✓
The application is not for ongoing costs for a project	✓
The application is not for annual maintenance or repair	✓
The application is not a project promoting a political party	✓
The application is not for a project that conflicts with existing Town Council policies	✓
The application is not for VAT that you can recover	✓
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	✓
You consent to acknowledge HTC's contribution in your marketing / promotional material	✓

**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](http://www.haslemeretc.org)

Signed: Charlotte Nunns – Deputy Head

Organisation: Beacon Hill Primary School

Date: 18.07.2025

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_



# HASLEMERE TOWN COUNCIL

## CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

### INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

### CIL POLICY

The regulations that govern how CIL is spent require that Haslemere Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Haslemere, Grayswood, Beacon Hill & Hindhead.

These definitions allow Haslemere Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Haslemere. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Haslemere Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Haslemere Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

### WHO CAN APPLY?

Applications may be made either by:

- Haslemere Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, state schools, community groups and registered charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted either CIL funds, a small grant or green grant by Haslemere Town Council for a project it may **not** apply for further funding, regardless of the project, until **twelve** months have elapsed since the previous award was granted.

#### **WHAT IS NOT ELIGIBLE?**

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

*Please note it may be determined that some projects are better funded through other funding sources.*

#### **WHAT DOES A PROJECT NEED TO DEMONSTRATE?**

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

#### **HOW MUCH CAN BE APPLIED FOR?**

Applications can be made for full or part funding of a project. It is in the interests of Haslemere Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

#### **COMPLETING THE APPLICATION FORM**

Applications forms should be emailed to: [deputy.clerk@haslemeretc.org](mailto:deputy.clerk@haslemeretc.org)

CIL applications will be passed for consideration to the Infrastructure & CIL Committee and if successful may have to be prioritised against available and anticipated funds. Depending on the amount awarded the decision may have to be ratified by Full Council in accordance with the Council's Financial Regulations.

Dates of meetings of Haslemere Town Council and its committees are available on the Haslemere Town Council website: [www.haslemeretc.org](http://www.haslemeretc.org)

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Haslemere Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

#### **CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS**

This guidance aims to provide assistance to those completing the Haslemere Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Deputy Town Clerk.

## COMPLETING THE FORM

### Questions 1-3 – Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

**Questions 4-5** - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Haslemere Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Questions 6** - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts together with the latest budget. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Haslemere Town Councillors for decision making purposes.

**Question 7** - Please provide the address of the project, including postcode.

**Question 8** - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 9-10** - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Haslemere. These priorities have been identified in existing WBC infrastructure plans such as the: Haslemere Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Haslemere.

Haslemere proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

**Questions 11** - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision.

**Questions 12-13** - If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

**Question 14** Explain the relationship between the applicant and the land the project is taking place on i.e. Freehold owner, lease etc. Provide evidence to support your answer.

**Questions 15-19** - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third

parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Haslemere Town Council.

**Question 20** - You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

## **DECLARATION**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

## **SUPPORTING INFORMATION**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

## **WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?**

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, Applications will be considered at the Infrastructure & CIL Committee and you will be able to attend to speak in support of your application. Applications approved by the Infrastructure & CIL Committee may have to be forwarded to the next Full Council meeting for ratification.

## **PAYMENT OF CIL FUNDING**

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application the Deputy Town Clerk will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Haslemere Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

## **PUBLICITY**

The applicant will need to agree to publicise the support of Haslemere Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

**The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.**

### CIL scoring matrix for internal use by Councillors

<b>Name of organisation</b>	
<b>Purpose of CIL funding</b>	
<b>Amount requested</b>	
<b>Total amount of project cost</b>	
<b>Organisation's reserves (from accounts)</b>	

	<b>Score</b>
<b>Benefits of the project - Level of community benefit of the project</b>	
None	0
Limited (local benefit)	3
Moderate (more than local benefit <b>OR</b> disadvantaged group)	6
High (most of the community <b>OR</b> a significantly disadvantaged group)	9
<b>Public support - Level of public support for the project</b>	
None	0
Limited (for example one of: Member of HTC, Community Group, demonstration of wider community, other – please specify)	3
Moderate (two of above)	6
High (3 or more of the above criteria)	9
<b>Identified strategic need Supports an identified priority, possibly with a partner authority</b>	
None	0
Limited (for example one of: HTC Neighbourhood Plan/Strategic Plan/Climate Emergency motion, WBC Infrastructure delivery plan, SCC equivalent, other – please specify)	2
Moderate (two of above)	4
High (3 or more of the above criteria)	6
<b>Project planning &amp; deliverability</b>	
Details of the project have been specified/explored/agreed (to include timescale, specifications of project plan, deliverability of project etc)	
None	0
Limited (at a preliminary stage)	2
Moderate (plans at draft stage)	4
High (all details specified and agreed)	6
<b>Funding - Is there match funding in place (alternative sources of funding)</b>	
None	0
Limited (from one other)	2
Moderate (from one other and organisation applying)	4
High (from two other and organisation applying)	6
<b>Any other criteria not listed above</b>	
Please specify:	
<b>Total score:</b>	<b>/37</b>

*Score 0-12 application refused*

*Score 13-20 feedback given and applicants invited to give more information*

*Score 21 and above application approved and level of funding considered?*