



HASLEMERE TOWN COUNCIL

Neighbourhood CIL - Haslemere Parochial Church Council – the Link

BACKGROUND

- Haslemere Parochial Church Council (PCC) has submitted a second application for Neighbourhood CIL funding to complete the refurbishment and expansion of the Link Community Hub.
- In June 2024, the Amenities & CIL Committee awarded £100,000 of Neighbourhood CIL funding towards the project, which then had a total estimated cost of £2.15m.
- The applicant has secured £2.33m in funding to date. However, project costs have risen to £2.46m, resulting in a current shortfall of £130,000.
- The second application provides further details of the revised budget and reasons for cost increases and is appended to this document.
- Due to time constraints of the Applicant, and the Council's own approval process, an extraordinary meeting of the Amenities & CIL Committee will be held on 22 January 2026, immediately prior to Full Council. This is to allow any committee recommendation to be considered and, where appropriate, approved by Full Council on the same day.
- The Council is asked to approve the recommendation or resolution made at the extraordinary meeting held earlier on 22 January 2026.



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	The Parochial Church Council of the Ecclesiastical Parish of Haslemere (the "PCC" for short).
2. Name and position of main contact	Catherine Moore Link Community Hub Team (Volunteer)
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 If a charity, please provide registration number	The organisation is a Parish in the Church of England, charity number 1127927
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>Unrestricted cash reserves at 31/12/25 totalled £149,000 These comprise:</p> <p>Building Fund - £77,357 Haslemere PCC is responsible for 3 listed buildings and this amount is a contingency reserve to cover St Bartholmew's Church and St Christopher's Church. Stone work is known to be required at St Christophers</p> <p>General Fund - £79,799 The PCC is dependent upon voluntary contributions for its work and maintains a reserve to ensure it can weather fluctuations in contributions.</p>

	<p>The management accounts are attached and show a break-even position for day-to-day operations in 2025.</p> <p>The audited accounts for 2024 are also attached.</p>
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PROJECT DETAILS

8. Location of project	<p><u>The Link Community Hub</u> The Link Derby Rd Haslemere GU27 1BS</p>						
9. Summary of the project proposal	<p><u>The Link Community Hub</u> Our project is the refurbishment and expansion of the Link, a former school building, to create a much-needed community space. We have core funding in place and construction is underway, with project completion in May 2026.</p> <p>In discussions with organisations and individuals in 2023-2024 (we spoke to over 3,000 people) we identified unmet needs in our community – mental health challenges, support with debt and other life issues, facilities for SEND children, meeting places for youth, food poverty, loneliness and physical and mental wellbeing for young families and the very old. There is a shortage of affordable spaces for hire in the East of Haslemere (around our building), especially small rooms for private discussions and counselling.</p> <p>Our project will provide quality spaces for people to meet, exercise, seek support and celebrate family events. The counselling rooms on the new upper floor will provide a permanent home to Crossways Counselling and Citizens Advice to continue their vital work providing advice services and mental health support to individuals. Our governance structure will ensure that room hire rates are affordable, and community activities will be supported through discounts on hire fees.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Total Project Cost:</td> <td style="width: 30%;">£ 2,460,000</td> <td style="width: 40%;">Current Funding £ 2,330,000</td> </tr> <tr> <td>Grant Requested</td> <td>£ 100,000</td> <td>Or such funds that HTC feel is appropriate</td> </tr> </table>	Total Project Cost:	£ 2,460,000	Current Funding £ 2,330,000	Grant Requested	£ 100,000	Or such funds that HTC feel is appropriate
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10. How does the project help address the demands of development in the area. What evidence is there to support this?	<p>The HTC guidance defines Infrastructure as “The provision, improvement, replacement, operation or maintenance of infrastructure; or Anything else that is concerned with addressing the demands that development places on an area”</p> <p>In 2023 we undertook a significant consultation with organisations and individuals (section 11) and identified that there are unmet needs, especially related to for activities and support for children, young families and the elderly. We learnt that existing community facilities are running at high capacity, with limited availability of affordable community spaces in the East of Haslemere where our building is situated. At this time, the Link building was underutilised, with tired facilities, and a layout that did not meet the needs of those looking for community spaces.</p>						

	<p>Development in our town will lead to increased population and higher demand for community spaces and support. The local population demographic is skewed towards young families and older people. There will be increased demand for activities and services that meet the needs of these groups.</p> <p>In refurbishing and expanding the Link, a former school building, we will create a much-needed community space, a home for Crossways Counselling and Citizens Advice, a Hearing Clinic and accessible space for a wide range of community activities.</p> <p>In summary our project will benefit the town by :</p> <ul style="list-style-type: none"> ● Providing improved infrastructure to support the increased population of Haslemere. ● Maintaining a high quality neighbourhood with its distinctive character including this Grade 2 listed building, which will be conserved and enhanced. ● Enabling the retention of an existing facility that provides for the leisure, recreation and cultural needs of the community, and improve these facilities to give increased flexibility and opportunity. ● Promoting the value and worth of all residents, with opportunities for all, regardless of race, age, disability, religion, gender or sexual orientation, income or wealth. ● Meeting the unmet needs in our community – mental health challenges, support with debt and other life issues, facilities for SEND children and parents, meeting places for youth, food poverty, loneliness and physical and mental wellbeing for young families and the very old. ● Addressing the impact of climate change and car use in the town. The scheme will include bike racks. The Link is on a bus route and within walking distance of the High Street, railway station, Health Centre and Hospital.
<p>11. What evidence is there of support from the community</p>	<p>Since 2023 we have held discussions with groups and individuals across the town speaking to over 3,000 people.</p> <p>Our parish website has a page dedicated to the development plans and photographs showing progress at the Link. At the date of application it had received 2,931 unique hits in the prior 12 months showing, we believe, the interest in our project.</p> <p>Engagements have included</p> <ul style="list-style-type: none"> ● Mailshots to nearby residents (1,100 leaflets) ● St Bartholomew’s Primary School (Parents and carers at the school gate, Chair of Governors, Headmaster) ● Haslemere Health Centre and Healthwatch Surrey (members of Patient Participation Group) ● Haslemere Town Council and Mayors ● Haslewey Community Centre (Manager, deputy manager and volunteers) ● Waverley Borough Council re High Lane Community Centre and were told it is unavailable for community hire. ● Clergy and members of the Haslemere Parish including childrens’ and family workers. ● Youth and childrens’ workers in Haslemere on a number of occasions ● Those attending toddler and youth activity groups

	<ul style="list-style-type: none"> • Users of our Thursday Coffee Club (Seniors) and our Hearing Clinic • Haslemere Foodbank • Haslemere Chamber of Commerce (President) • Love Haslemere Hate Waste • Haslemere Museum (curator) • The Community Fridge • Rt Hon Jeremy Hunt MP, Rt Hon Gregory Stafford MP • Local Councillors. <p>At all the events we attended and at all the meetings we held, we were inundated with enthusiasm and positive comments about the project, the design and the location of the building. We have numerous letters of support which were submitted with our prior application.</p> <p>Fundraising events have been carried out and widely attended by people within the community of all ages and backgrounds.</p> <p>We are very grateful for the support from Haslemere Town Council, mayors and councillors who have supported our project with funding (inc donations from the Mayor’s fund), and writing letters and emails of support.</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>	<p>Project schedule is for completion May 2026.</p>
<p>13. Do you need planning permission to carry out the works?</p>	<p>Yes</p>
<p>14. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	<p>Local Authority Planning Consent and Listed Building Consent was approved by Waverley Borough Council on 12th October 2023 with later minor amendments (WA/2023/00922, WA/2023/00923, WA/2025/00867).</p>
<p>15. What is the relationship between the applicant and the land/property ownership where the project is taking place?</p> <p>i.e. freehold/long lease/short lease /lease term?</p> <p>Please provide evidence.</p>	<p>Freehold</p> <p>The building is owned by Haslemere PCC, but held in trust by Guildford Diocese. As a precaution to avoid a future sale of the building (a requirement of councils grant awards), a restriction has been made at the Land Registry such that the consent of both Surrey CC and Waverley Borough Council is required for any future title transfer request.</p>

FUNDING DETAILS

16. Estimated project cost	£ 2,460,000																							
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	£100,000 or such funding as HTC feel appropriate	This is a second application for support.																						
Any other Local authority contribution e.g. WBC and/or SCC	£ 1,000,000 £ 400,000 £ 100,000	Surrey CC - Your Fund Surrey Waverley BC CIL Haslemere Town Council CIL (1 st funding application- May 2024)																						
Third party contribution	<p>The initial seed funding that paid for professional fees for design, costing, planning approvals and our tender process was provided by the PCC and the Haslemere Fund (a local church related charity that funds capital projects). In Oct 2023 we achieved planning consent which was fundamental to securing our core funding from Your Fund Surrey (April 2024) and Community Infrastructure Levy (Inc. from HTC). We have been generously supported by several other grants, funds, and local community fund raising events. We have received donations from individuals too.</p> <p>All Funding Secured to date (Dec 2025):</p> <table> <tr> <td>Surrey CC- Your Fund Surrey</td> <td>1,000,000</td> </tr> <tr> <td>Haslemere Fund</td> <td>430,000**</td> </tr> <tr> <td>Waverley Borough Council CIL</td> <td>400,000</td> </tr> <tr> <td>Haslemere Parish Inc. individual gifts large & small</td> <td>215,000**</td> </tr> <tr> <td>Haslemere Town Council (1st funding application)</td> <td>100,000</td> </tr> <tr> <td>Benefact Trust</td> <td>62,000</td> </tr> <tr> <td>Religious Education Fund</td> <td>50,000**</td> </tr> <tr> <td>Garfield Weston Foundation</td> <td>30,000</td> </tr> <tr> <td>Friends of Haslemere Parish</td> <td>25,000**</td> </tr> <tr> <td>Haslemere Schools Fund</td> <td>10,000**</td> </tr> <tr> <td>Local & individual fund raising and donation</td> <td>8,000</td> </tr> </table> <p>Total £2,330,000</p> <p>** Note: these funds all controlled by or associated with the Parish and or Parishioners</p>		Surrey CC- Your Fund Surrey	1,000,000	Haslemere Fund	430,000**	Waverley Borough Council CIL	400,000	Haslemere Parish Inc. individual gifts large & small	215,000**	Haslemere Town Council (1 st funding application)	100,000	Benefact Trust	62,000	Religious Education Fund	50,000**	Garfield Weston Foundation	30,000	Friends of Haslemere Parish	25,000**	Haslemere Schools Fund	10,000**	Local & individual fund raising and donation	8,000
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Total cost	<p>Total Project Cost (Inc. professional fees and VAT) £ 2,460,000</p> <p>There have been additional costs related to the main building contract (circa 10%) since award of contract – the majority of which relates to discoveries of building issues unknown at tender, and associated delays.</p> <p>Current shortfall in project funding £ 130,000</p> <p>See Appendix A for further details of the budget and cost increases</p>																							

<p>18. Detail of additional sources of funding available</p>	<p>The full project funding is identified in section 17 above.</p> <p>Our team has applied to a number of other funds (Inc National Lottery, Heritage Lottery, Landfill Community Funds, and various family trusts such as Laing, Hintze, Rank etc), and we believe that these routes are exhausted. There are small funds available (e.g. local supermarkets) and we will apply to these, but expect any award to be of a much lower scale.</p> <p>The Parish has contributed a total of £730,000 so far from funds related to the church, PCC reserves, fundraising and very generous donations (both large and small) from parishioners.</p> <p>Haslemere PCC has undertaken to guarantee this project and to ensure its completion, and will do so by drawing further on reserves if required.</p>						
<p>19. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</p>	<p>Work on site started in April 2025 and is progressing well. A number of previously unidentified defects were discovered early in the project as walls and roof spaces were exposed, including a tanking (damp management) system that was removed (heritage appropriate solution was installed), decayed roof timbers, and a timber partial floor that needed replacing. There have been some delays finalising the design and manufacturing the complicated steel structure to fit the roof structure in situ. With all areas now fully exposed, the roof completed and the building watertight we do not anticipate further significant increases.</p> <p>There has been an increase in total project cost, forecast to be 10%, which might not be considered as extreme for the renovation of a heritage building with a complex roof conversion. The main increase has been to the primary contractor costs which has increased by £185,000. Full details are set out in Appendix A.</p> <p>Our project started with limited contingency (most sources of funding will not award if the recipient cannot evidence the need), and therefore despite some success in further fundraising we have a forecast budget deficit of £130,000 (see Appendix A).</p> <p>We respectfully ask if HTC will consider a further grant of CIL Funding, to help with the completion of this large community project.</p> <p>Grant Requested: £ 100,000 or funds as HTC feel appropriate.</p>						
<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</p>	<p><u>Awards made in 2024</u></p> <table data-bbox="580 1630 1356 1702"> <tr> <td>Waverley BC CIL</td> <td>Mar 2024</td> <td>£ 400,000</td> </tr> <tr> <td>Haslemere Town Council CIL (1st fund application)</td> <td></td> <td>£ 100,000</td> </tr> </table> <p>Note: Waverley BC CIL funding was committed in 2024 but is paid in 4 portions throughout the build period</p>	Waverley BC CIL	Mar 2024	£ 400,000	Haslemere Town Council CIL (1 st fund application)		£ 100,000
Waverley BC CIL	Mar 2024	£ 400,000					
Haslemere Town Council CIL (1 st fund application)		£ 100,000					

<p>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?</p>	<p>After construction the operating cost of the Link Community Hub will be utilities, maintenance, insurance, administrative and cleaning costs. The PCC will continue to bear a proportion of the operating costs (commensurate with use), and income from Crossways and Citizens Advice use of the counselling rooms on the upper floor gives us confidence of our financial viability. We anticipate having a break-even position in Year 1, with surplus operating income used to support community activities (through discounted hire fees) or held in a sinking fund for future maintenance.</p> <p>The PCC will identify the income and operating costs for the Link separately from Parish finance, but the PCC, as owner, will ultimately be responsible for any shortfall.</p>
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VALIDITY CHECKLIST (FOR THE APPLICANT TO COMPLETE)

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	✓
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.	✓
This application is accompanied by 3 quotes for the work you are wanting done	Our contract award was on the basis of lowest of 3 qualifying bids. Full report from Quantity Surveyor available if required.
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.

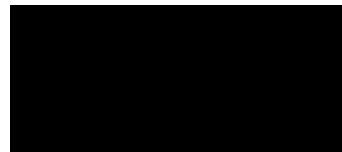
To the best of my knowledge the information I have provided on this application form is correct.

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

Signed:

Catherine Moore



Andrew Culshaw

Organisation: Parish Volunteer

Haslemere PCC Treasurer & Trustee

Date: 09 January 2025

09 January 2025

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

Signed: _____

Organisation: _____

Date: _____

Appendix A – Project Costs and Funding

The largest part of the project cost is the cost of the main building contractor. In our first application in May 2023 this cost was evidenced by an estimate of £1.553 by D R Nolans (quantity surveyor). This estimate did not include VAT, nor all the professional fees, fixtures and fittings that are in addition to the main contractor cost. Our estimate of total costs set out in our CIL application form (Sec 15) was £2.15M.

Since our first application to HTC, we have completed a competitive tender process and accepted the lowest compliant bid from MCS Construction at £1.533 plus VAT giving us a main contractor building cost of £1.840M. Once we included all the professional fees, fixtures and fittings this brought our May 2025 budget total to £2.236M.

Set out below is the detail that our total budget at the time of signing the construction contract (1st column).

	Budget	Increase	Forecast
MCS tender bid £1.533M + VAT	1,840	185	2,025
Contingency on MCS contractor cost	0	25	25
Prof Fees Stage 1-4	147	0	147
Prof Fees Stage 5	83	20	103
Audio Visual & WIFI	25	9	34
Furnishings	25	0	25
Rectified/improved Utility Connections	31	-8	23
Kitchen	60	-17	43
Insurance during build	7	0	7
Legal fees - Construction Contract	9	0	9
Performance bond	9	-9	0
Miscellaneous	0	19	19
Total in '000	2,236	224	2,460

10%

Work on site started in April 2025 and there have been variances from the budget. These are shown in the table above.

The increase in costs largely relate to rectification of issues which were uncovered as walls and roof spaces were exposed – as these were hidden they could not be included in the tender. An old tanking (waterproofing) system was removed and a heritage solution (lime plaster) has replaced this. An area of the floor had a degraded timber floor that needed replacing to match adjacent solid floors. A number of items relate to the roof beams and some delays finalising the design and delivery of the large steel framework that supports the conversion to a two-storey building. With all areas now fully exposed, the roof completed and the building watertight we do not anticipate further significant increases.

The increase in total project costs is forecast to be 10%, which might not be considered as extreme for the renovation of a heritage building with a complex roof conversion.

The largest variance in cost shown in the table above is on the main building contract with MCS. For transparency a breakdown of the cost details are shown below. Each of these changes has been supervised by our architect and costs validated by our quantity surveyor.

Increases post contract @ Nov 30		
Tender (inc VAT)	1,839,972	
Roof timber repairs	31,200	
Replace section of floating floor in hall	12,269	
Walls - dubbing (levelling pre plaster)	12,360	
Flat roof changes	9,000	
Window stonework repairs	12,000	
Contractual increase (time - related to steel frame)	19,800	
Safety system on roof	3,180	
Timber deck 1st floor	7,898	
Remove of an old tanking system found on stone walls	12,000	
Kitchen floors and walls remediation	7,200	
Link walkway to STB roof revisions	7,200	
Wall cracks repaired with Hellibars	4,080	
Modified steelwork to fit roof structure	3,000	
Additional drainage	2,520	
30 small changes <£2,000	41,565	
Total QS Forecast Nov 25	2,025,244	
Increase	185,272	10%

In parallel with managing the building project, Haslemere PCC has continued to fund raise for the project, including donations from local individuals and groups. An additional funding of more than £50,000 has been secured, including a grant of £30,000 from the Garfield Weston Foundation.

The summary of our project funding is shown below, that identifies that the initial contingency (surplus) has been spent, and we currently forecast a project deficit of £130,000.

000's	Budget in May 2024	Current Forecast	Var
Total Project Spend	2,236	2,460	220
Funding	2,279	2,330	51
Surplus/Deficit	44	130	169

5%