



## Local Infrastructure Fund - Application Form

**Please refer to the 'LIF Guide for Applicants' before completing this form**

The boxes will expand to allow you to complete, but please be succinct in your answers.

### Section A - Applicant and Project Details

#### A1 - Details of Organisation Making the Application

Name:	East Woodhay Parish Council - Amy White
Address:	Guilton Ash, Tile Barn, Woolton Hill RG20 9UX
Status:	Clerk – East Woodhay Parish Council
Charity Number:	
VAT status:	
<ul style="list-style-type: none"> <li>Is the organisation registered for VAT? Yes / No. <i>We are a Parish Council</i></li> <li>If VAT registered, please provide its VAT registration number:</li> <li>What percentage of VAT incurred on the project is the applicant organisation expecting to be able to recover?.....100%</li> </ul>	

#### A2 - Contact Details

Name:	Mark Rand	Position:	Councillor – Amenities Chair, East Woodhay Parish Council.
Email:	markrand.ewpc@gmail.com		
Telephone:	07974 451721		

**A3 - Project Description:** Please describe the overall project including details of all capital work, project outcomes and timescale, including a feasibility study phase where relevant.



This project is to put an all-weather path across the Parish Field in Woolton Hill, within the Parish of East Woodhay. The field is marked in red on the map above and the proposed path is marked in green.



## Location Background:

The Parish Field is owned by the Parish Council and four years ago the Parish Council opened a trodden path which goes from one gate at the North East side of the field to the South West side; this approximately follows the green line above. This is a proposed Green Space within the draft Neighbourhood Plan.

The Parish Field has many of the key facilities of the village surrounding it, as shown on the map above; the village hall, the surgery, infants and junior schools as well as St Thomas Church. These have a high utilisation.

The field is an open space with hay/grass and is surrounded by hedges. It has open views to the North Wessex Downs as well as the historic parish church. The North Wessex Downs view is a 'Key View' within the draft Neighbourhood Plan.

The roads which surround the field (Trade Street, Church Road and Woolton Hill Road) have had an increased flow of traffic over the recent years as more development has taken place in the area.

## Existing Path Problem:

The existing trodden path is uneven and is therefore not able to be used by some with walking disabilities. Whenever there has been wet weather, and for the whole of winter, the path become extremely muddy and is not useable at all.

## Project Outcome:

This project is to install a hard-surfaced footpath along the above line across Woolton Hill Parish Field in accordance with Hampshire County Council Countryside Service Path Surfacing Design Standards (2013).

## Project Specification:

The path will be firm underfoot but with a little 'give', be well drained and useable in all weathers. The length of the path to be approximately 340m long x 1.5m wide, and to run diagonally across the field from the wooden gate on the Trade Street corner to the chain link fence at the Church Road (north east) corner.

The project will excavate a base for the path to a minimum depth of 100mm and lay a geotextile teram. There will then be large Fittleworth Sandstone to a depth of 100mm. This will be consolidated with a heavy duty roller and Fittleworth dust will be laid to a depth of 100mm, whilst ensuring a good camber to aid drainage.

There will also be a sub-base of 250mm and the depth of wearing course to 175mm over a nominal 10m of footpath adjacent to the access field gate to allow a tractor to cross the path without damaging it.

The full specification is attached, and all contractors have reviewed the feasibility of the implementation.

## Project Timescale:

From the start of the project, it will be undertaken over a couple of weeks.

## Project Planning Requirements:

The project was reviewed with Basingstoke & Deane Council Planning and the planning and development manager advised that he was of the opinion that the laying '*.....hogging on the footpath, to make it more durable, would fall within the provisions of the GPDO and would therefore not require planning permission*'. The full letter is attached.

## Section B - Meeting Community Needs



**B1. What community infrastructure needs will the project meet and what evidence is there of these needs?** Describe the need, issues or problems your proposal aims to address. Provide evidence to support your key findings from consultation, alignment with council strategy, community plans, etc.

In recent years the priorities of the Parish Council have been focused on:

1. Reducing Road Usage
2. Improving Lifestyle - through health and well being
3. Providing Access For All

Expanding on these three points:

### **1. Reducing Road Usage**

Over recent years, development has seen an increase in the population and a higher utilisation of surrounding buildings: the village hall, the surgery and schools. This in turn has meant increased traffic and parking on the adjacent roads. These roads are only partly paved. The community has expressed that many do not feel safe when walking along these roads. To address this the Parish Council has looked at ways of reducing road traffic in these areas and of reducing the danger to pedestrians.

### **2. Improving Lifestyle - through health and well being**

The Parish Council has a strategy to enable more walking with improved maintenance of footpaths and has replaced many stiles with kissing gates, introduced boardwalks on paths and improved the general maintenance of public footpaths.

### **3. Access for all**

In recent years the PC strategy is to prioritise any development in facilities to improve access for all, especially those with disabilities. e.g. the two village halls have prioritised the access areas to be open for all.

This project supports all the Parish Council strategies above.

This footpath will enable year round access the Parish Field and to utilise this key green space.

Consequently, by having this all-weather path will:

- take people off the roads,
- provide a walkway from the houses in the Copnor estate at the south west corner of the field, to the schools, thereby making it safer for children,
- provide a safe walkway from the centre of Woolton Hill to the surgery,
- open up the area for the Walking for Health group which walks every Friday morning,
- enable the path to be used by those who find uneven surfaces difficult to manage,
- provide recreational walkers and dog walkers a safer and improved experience,
- open views to historic village Church,
- enable the key view to the Downs to be open throughout the year for more of the community.

The recent Coronavirus situation has also highlighted the importance of exercise to help the general physical and mental well-being of those within the community.



The project has the support of:

- The Parish Council
- The local community association – East Woodhay Society - who have campaigned for this path
- The Walking for Health group.

**B2. What evidence is there of local support for the project?** Include details of support for the project you are proposing from local residents and/or groups, public consultation, etc.



A survey was held at the local Woolton Hill village market and 95% of those who expressed an opinion, replied that they were in favour of this all-weather path.

Particular feedback was around the views, the schools, surgery, dog and recreational walking. Of those who live in Copnor estate, there was 100% positive feedback. One person mentioned that, with increased dog walking, there is a need to keep dogs on leads and consequently, additional signs, which clearly state this, have been placed at both ends of the path.

The East Woodhay Society also had a stand at last year's East Woodhay Fete, where this project was highlighted on a vertical board. It received complete favourable feedback.

**B3. Please provide comments from all local ward councillors in support of the project and state (where relevant) Town or Parish Council views.** You will need to obtain written support, but this can be copied here or attached.

This creation on a more all-weather path across the parish field is a project that I fully support. When the PC worked hard to create the path across this land, that for many years was just an agricultural field with no parishioner access, the goal was always to have this as safe access across Woolton Hill for ramblers, families going to school and for people accessing the church and the doctor's surgery.

In year one of opening the path had to be closed for 6 weeks over the winter as the path was very wet and not easily passable without wellington. Clearly this defeated the idea of having this path in the village.

So, the creation of a more durable surface, whilst remaining the rural look and feel is an extremely worthwhile project and one that EWPC supports fully. **James Mitchell – Parish Council Chair**

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## C. Project Impact

### C1. How will your project make a significant, long lasting impact on the local community?

Please explain the difference your project will make in the long-term, providing information for at least five years.

As the all-weather path will take people off roads, there will be a safer environment for the community, especially in winter when the light is not as bright.

It will help reduce traffic enabling people to walk short distances to the surgery, to the schools etc rather than using cars.

The path will help with the physical well-being of the community by enabling people to walk.

Aligned with this, the mental well-being will be helped by having a safe path and for more people being able to enjoy the wonderful view to the Downs in the south and also to see the historic church in the other direction.

### C2. How will you know your project is successful and how will this be measured? Tell us how you will collect data to prove that project outcomes identified in A3 have been achieved.

The path will be assessed after a period of rain and over the winter to ensure that it meets the 'all-year' specification.

Feedback on usage of the path will be sought at a future village market and at the next summer fete.

## D. Financial need and future sustainability

### D1. Why do you need this grant? Explain why you cannot fund this project yourself and other options you have explored. Town and Parish Council applicants should also provide information about Community Infrastructure Levy funds that might be available for this project.

There are many community projects planned within the Parish. However, this is a significant project, supporting the Parish Council strategies and hence the PC is willing to provide 50% of funds.

This is an extract the Parish Council minutes of Feb 2020.

17.2 Cllr Rand asked the council to consider paying 50% of the cost of the permissive path, if the LIF request were to be approved by BDBC.

*The council agreed to pay 50% (approximately nine thousand pounds).*

The LIF deadline is in June, meaning that availability of funds would delay the project by a further 6 months at least. The council would be responsible for maintaining the path.

This grant request is to find funds for the other 50% of the project costs



Use this table to list all funds secured and other applications in progress. Do not include funds that have been, or will be, spent before the LIF grant decision is made.		
Source of funding (e.g. HCC Community Buildings Capital Fund)	Amount	Status of funding request (e.g. secured or decision due by specific date)
S106 Funds BDB/75606 £749 BDB/77478 £242	£991	Secured and agreed

**D2. What is the realistic total cost for the project?**

<b>EXPENDITURE (excluding recoverable VAT)</b>	
Direct capital cost of project (attach detailed breakdown of costs)	£17,760 (including a gate and culvert)
Project management costs and fees (include in detailed breakdown of costs)	£0
Other costs where applicable (include in detailed breakdown of costs)	£
Contingency (usually a % of direct capital cost).  <i>(used some of this for extending length of culvert to avoid tree roots and electric cable)</i>	£1,231 (6.9%)
<b>Total project cost</b>	<b>£18,991</b> <i>(rounded up to nearest £100)</i>
<b>INCOME</b>	
Applicant's own contribution from reserves	£9,200 (48%)
Total external funding (total from D1 above)	£991
<b>Total funding requested from LIF (rounded to nearest £100)</b>	<b>£8,800</b>
Total Income (should equal Total Project Cost)	£18,991
Proportion of project cost to be funded through the Local Infrastructure Fund <i>The maximum is 90%</i>	46%

**D3. How have you established the costs given in the budget above?**

<p>Estimates are provided by the contractor.</p> <p>The reason to include the contingency is around the main risks which are at the ends of the path where there is:</p> <ul style="list-style-type: none"> <li>the main lack of drainage,</li> </ul>
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- some concrete to be removed,
- a drain to be managed.

**D4. Is the project viable in the long term without further support from the council?** Provide a figure for on-going costs and explain how you will meet these without further council support.

<b>Future running and maintenance costs over life of asset - please indicate whether this is an annual or total cost</b>	£
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There is commitment from the PC to manage the field and path within it. After a period, say 5 years, there may be a requirement to manage the path such as to address the odd surface defect.

The contractor provides a 12 month guarantee against sub-standard material and workmanship.

## E. Managing the project

**E1. Please tell us when you expect to start and finish the project, total delivery time and how the project will be managed and delivered.** Please provide a summary here and attach the detailed Project Plan, using the template provided.

The contractor company will provide the Project Manager for the work and Mark Rand, who is an experienced Project Manager, will be monitoring the whole project for the Parish Council.

The Parish Council Amenities committee will approve the sign-off for completion.

## General comments

Having read all of the guidance notes, please use the following section to provide any other relevant information that you have not given in the previous sections. **N.B. There is no requirement to complete this section.**

The trodden path grass was opened 4 years ago, and in that time, access across the field has been greatly appreciated. It is important that the path is made such that it can be appreciated and used throughout the year and by a much wider section of the community.

## F. Supporting information



The following supporting information is required. Any delay in providing this documentation may mean that we are not able to process your application. More information about what is required is given in the guidance notes.

	Project plan using the template provided.
	Evidence demonstrating need for the project.
	Borough councillor support and Town/Parish Council views (if not provided on the form).
	A copy of your most recent annual report and two years verified accounts.
	Three months' worth of bank statements for <b>each</b> account held.
	Your constitution document.
	Quotes or other evidence to support your budget assumptions.
	Detailed budget or schedule of works if not provided in quotes.
	Copy of title deeds or lease.
	Permissions received so far.
	Your business or service plan for projects involving new or extended facilities.
	Copies of policies: reserve funds, health and safety, safeguarding and equality and diversity.
	Evidence of funding contribution.
	Copies of insurance documents.

Please note additional documentation may be required, depending on the type of project being proposed, before issuing an offer letter/funding being released.

Name:	Signature:
Position:	Date:

**Form submission**

**Check the guidance notes to ensure you have answered all questions fully and that you have included all the relevant supporting information.**

Please sign and return the form and supporting information by email to [lif@basingstoke.gov.uk](mailto:lif@basingstoke.gov.uk) or send it by post to Local Infrastructure Fund, Policy and Performance, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH.



## General Data Protection Regulation

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk).

Your information will be used so that we can assess your application for a grant and, if appropriate, administer a funding agreement relating to this application. Data protection law describes this legal basis as **'Necessary for the performance of a contract or to take steps to enter into a contract'**.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so. For example, details about your application may be shared with officers who already have a relationship with your organisation so that they are aware of your plans and can comment on them. We may share the data with third parties if we are required by law to do so. This may include the Police or Government Agencies.

We will keep your personal data for as long as we are required to do so under relevant legislation or in accordance with our operational requirements. You can view our retention schedule by going to the Information Management Policy on our website <https://www.basingstoke.gov.uk/dataprotection>.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website <https://www.basingstoke.gov.uk/dataprotection>:

- The right to be informed.
- The right of access.
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling'

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

If you do not provide the information we ask for we may not be able to provide the service that you need.