15% of money received through the Community Infrastructure Levy will be made available to spend on local projects in the neighbourhood where development takes place. As set out in the CIL Regulations, the local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure;
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:
- Roads and other transport infrastructure,
- Schools and other educational facilities,
- Medical facilities,
- Open spaces,
- Flood defences,
- Sporting and recreational facilities.

Please read the Local CIL funding application form guidance note before completing this form. To discuss a potential project or for further guidance, please contact the Planning Policy team on 01372 474799.

Please return completed application forms and supporting information to: planningpolicy@elmbridge.gov.uk by 19th January 2018.

| 1. Applicant organisation | St James Church of England Primary School  
Grotto Road, Weybridge, KT13 8PL.  
[Current roll: 448 children, Reception and Years 1-6] |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>2. Name and position of main contact</td>
<td>Christine Gemson, School Business Manager</td>
</tr>
<tr>
<td>3. Applicant contact details (phone no, email and address)</td>
<td></td>
</tr>
</tbody>
</table>
| 4. Type of organisation If a charity please provide | Voluntary controlled school  
N/A |
<table>
<thead>
<tr>
<th>5. Is the organisation able to reclaim VAT?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Location of project</td>
<td><strong>The Lodge</strong> building, in the school grounds, adjacent to but not integrated with the main school building.</td>
</tr>
<tr>
<td>7. Local CIL Spending Board project located in</td>
<td>Weybridge</td>
</tr>
<tr>
<td>8. Summary of the project proposal</td>
<td>To refurbish a standalone building on the school site, in order to provide a much-needed space for use by the local community and also the pupils of St James Primary.</td>
</tr>
</tbody>
</table>

Until Sept 2017, the Lodge was used as two full-time classrooms although it has long been considered a space to be utilised as a last resort. Having lost two bulge classes from the top end of the school in July 2016 and 2017, the Lodge classes were therefore relocated into the main school building because the school leaders felt the Lodge had deteriorated to such an extent, it was no longer a suitable learning environment for children on a full-time basis; it’s cold, damp, and generally not fit for purpose. Since this time the Lodge has been minimally used for music lessons and After School Club.

Surrey County Council Property Services (SCC PS) are responsible for maintaining the Lodge. Their Sept 2016 Condition Report on the Lodge (based on a 1-day visual inspection) is appended for your consideration [Appendix 1] and identified:

- The Roof to be Condition D, **Life Expired or at imminent risk of failure**, with estimated replacement value £20,000
- A further £50,200 worth of work required in the next 1-5 years including repair of defective cladding and external timber, replace fascia and the installation of energy efficient lighting

SCC PS indicated the only work undertaken in 2018/19 will be the Condition D items (the replacement of the roof).

Even with a new roof however, the building would still be in a poor state and not a space the school could meaningfully employ for any worthwhile purpose. Repairing only the most damaged external timber in years to come is simply a sticking plaster on a building which will continue to dilapidate over time.

The school leaders however, have an exciting vision for the Lodge; to fully re-roof, re-clad and internally remodel the Lodge, transforming it into an exciting, modern, warm and inviting, multi-
functional learning environment. Existing partition walls would be removed to create a single, large open plan hall space. Renovated in this way, the Lodge would:

1. **Provide a fantastic hall space available for the local community.**
   - We believe there is significant need for good quality, local community space given the numerous enquiries to the school.
   - Our planned internal remodelling and redecoration will make it an attractive space for a wide variety of local clubs, from Cubs, Brownies, Scouts etc, as well as Weightwatcher and Slimming World, to Yoga, Pilates, Personal Training and birthday parties.
   - The Lodge is a standalone, self-contained building with no direct access to the main school building. It would therefore be an ideal facility which could be made available in the evening and at weekends.
   - Keypad entry to the Lodge (planned) and school grounds (existing) would enable independent access out of school hours and with existing car park space in the school grounds, this would not adversely impact local traffic issues.
   - We envisage using the space to run courses for the benefit of the local community e.g. Parenting Puzzle, Mother and Toddler meeting places and extending our partnership with other agencies including Weybridge Children’s Centre to use the space for the benefit of all Weybridge parents at no cost.

2. **Enable the School to increase its capacity for After School Club and potentially offer holiday clubs for pupils of St James and other local schools, providing an excellent service to working parents**
   - After School Club, for which we currently have a waiting list, takes place in the Lodge from 3-6pm Monday to Friday as the hall is let during this time by external groups for ballet and judo, etc. This provides essential rental income for the school to help balance the books.
   - The hall is located in the main school building however, providing full access to the rest of the school building which is often not desirable after school hours and requires the caretaker to close down the building at additional overtime cost.
   - Being able to move other lettings from the hall to the Lodge would mean that After School Club could move from the Lodge into the main hall, a more conducive environment for such activity as it contains a fully kitted out kitchen (for providing dinner), has more toilets and is nearer to the IT suite and library which the school’s children may wish to access during this time.
• Using the hall for After School Club would enable the school to increase capacity, assisting parents who need reliable care for children after school hours, as well as generating more income for the school.
• The school could also look to source or provide a holiday club during the school holidays at a site known to local families. We know many of our St James parents use such facilities in the holidays but have to look to other sites. We have been approached by several holiday club providers in the past so we believe there is demand for this. It would also generate additional income for the school to support the learning of our children.

3. **Provide inspiring space for the school to use for curricular and non-curricular activities** such as music, dance, drama, smaller assemblies and productions, indoor gym and play in adverse weather, relieving pressure on the existing hall.

• Other than the hall and some small break-out rooms used for interventions, there is no free space to accommodate larger groups of children for non-class based activity
• Our music room was lost with the decision to bring the two Lodge classes indoors and our infant activity hall was converted to a classroom in September 2016 to accommodate a last-minute bulge class in our Reception year
• The school is literally bursting at the seams with little, quality, non-classroom space.

To enable our vision to become a reality, the school would like to access capital to transform and future proof the Lodge now, as opposed to sustaining it with phased repairs over the next 10 years, as and when repair becomes critical. Refurbishment would extend the life of the building for another 25 years.

| 9. Estimated project cost | SCC PS have been engaged by the school as consultants to undertake a feasibility survey for the project for the purposes of our CIL application and to manage the tender process and project manage building work, should our application be successful. Based on their feasibility study, issued in Jan 2018 [Appendix 2], the estimated project cost is £202,010 for essential works. This is based on a Quantity Surveyor costing of the full project works which includes a new roof, full external recladding, new entrance doors, relocation of the toilets, creation of a new storage room and small kitchen area, new internal insulation, heating, flooring, plastering and full interior redecoration. A copy of their report is attached. You will note from their cost analysis that the new roof has significantly increased in cost from the originally estimated £20,000 |

per the Sept 2016 Condition Report to £57,500, of which SCC PC will cover £56,000 being all of the Condition D, essential work. They will also cover scaffolding costs (£7,000) as well as a portion of the work required on the external walls (£11,000) as the feasibility survey has revealed the condition of the walls to be worse than originally thought.

Notes:
1) We have worked with SCC PS to significantly reduce the estimated build from their first pass by removing all non-essential work.
2) A completely new rebuild (or replacement with a similar Homelodge is estimated to be in the order of £250,000 - £300,000 excluding both fees, contingency and removal of the original structure. Since the actual structure of the existing building (with the exception of the roof) is deemed to be solid, renovation and refurbishment is the more cost-efficient option.

10. Please show in the table the amount of CIL funding being sought for 2018/19 and any other contributions that may have been allocated for this scheme.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Detail</th>
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<tbody>
<tr>
<td><strong>CIL funding sought</strong></td>
<td>£60,000 (30%)</td>
</tr>
<tr>
<td><strong>Local authority contribution</strong></td>
<td>£74,000 (37%)</td>
</tr>
<tr>
<td><strong>School contribution</strong></td>
<td>£68,010 (34%)</td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td>£202,010 (100%)</td>
</tr>
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</table>

11. Detail of additional sources of funding available.

**SCC PS Contribution**
- SCC PS will cover all essential Condition D *Life Expired or at imminent risk of failure* work assuming their overall 2018/19 centrally received funding is granted as expected. This should be confirmed in March 2018.

**St James Contribution**
The School plans to fund £68,010 (34%) of the project from a variety of sources
- £15,000 from our Devolved Capital Formula budget in 2016/17 and 2018/19. This is money given to the school specifically for capital work.
- £10,000 from the St James C of E Primary School Fund, a registered charity set up to benefit the children of St James.
- £10,000 from our wonderfully supportive and active Friends of St James, parental support group.
- £33,010 from our delegated surplus. This can be used for revenue or capital items.

The Delegated surplus has been fiercely protected to carry the school’s operating costs in an extremely challenging financial landscape. Reluctantly however the school pledges to convert a portion of this surplus to capital spend in order to complete the project because we passionately believe it will create a value added, lasting footprint for the children of St James and local community for many years to come.

12. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

| The £68,010 contribution by St James is a significant stretch for us in a highly challenging financial environment and takes us to the edge of our comfort level for self-funding. |
| While SCC PS are supporting our project, their spend is budget driven and is limited to only critical spend in any given year. The project is not eligible for SCC basic need funding as it is not directly providing additional school places. |
| CIL funding is therefore essential to the success of the project and makes it a go or no-go factor. Were we not to receive the CIL funding, the project will not proceed as will be impossible for us to access such significant funding from a single source. |
| Whilst we can and will continue to apply to all funding sources available, the chances of being granted such a significant sum from a variety of different sources in one financial year is slim. The realistic alternative is years of fund raising to accumulate the required investment. This would result in the Lodge falling into further disrepair and possibly becoming derelict. |

13. Please indicate whether the organisation has previously received CIL or other funding sources from Elmbridge Borough Council. If yes, provide amounts and timings.

| No |

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

| Due to the expansion of primary school places in Surrey in recent years, we find ourselves a poor relation to other schools in the area who have received additional investment to fund expansion and new facilities. St James received minimum funding for the September 2016 bulge class in Reception and now finds itself bursting at the seams. |
With some 448 children on roll in central Weybridge, although generally perceived as an affluent area, our immediate vicinity has previously been designated a “Super Output” area of high need, recognising pockets of deprivation and a large number of disadvantaged families in close proximity to the school. Transforming the Lodge into a wonderful space available to the local community for both enhanced educational and social activities would be a great investment in the community and support a much-loved local school.

We believe the creation of desirable hall space in the heart of the town centre will be a very valuable asset for the local community and sits squarely within the remit of the CIL programme. With the level of residential development in Weybridge in recent years, the town centre is a densely populated area with residents of all ages involved in a variety of clubs and activities, requiring space to let. The recent closure of Weybridge Hall has exacerbated this demand.

Income generated will be used to reinvest in the Lodge to maintain the building to a high standard and continually improve its facilities. Our consultation with parents and the wider community has identified some exciting possibilities as to what the space might be used for and the required equipment. This is evidenced in our survey results and letters of support.

15. What evidence is there of support from the community

In January 2018 we issued a survey to stakeholders (including parents, pupils, teaching staff and any other interested community persons) asking for input on the future of the Lodge for both the school and wider community. The response has been fantastic and highly supportive. Attached is a one-page summary of the results and some of the responses for your consideration [Appendix 3].

Additionally, we have received letters of support for our project from several local organisations and these are included for your review [Appendices 4 -8]; and include

- Reverend Brian Prothero, Rector of St James’ Parish Church
- Maria Franey, owner and manager of Happy Days Preschool, keen to find premises for a holiday club in the school holidays
- Greg Putter, Group Fitness Instructor who rents hall space in the local area
- Graham Moore, Owner of Dragon Judo Club and
- Amanda Cassin of Dance Education Centre

16. Proposed timescales for the project

- Subject to a successful CIL application, we plan to issue a tender for works around March/April 2018.
- Allowing for tender issuance, completion and evaluation, we hope to appoint a contractor by June 2018.
- The commencement of building work will then be subject to the appointed contractors' availability but we hope to start early in the 2018/19 academic year (Sept 2018).
- Building work estimated at 8-12 weeks and hopefully completed by Christmas 2018.
| **17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?** | **•** Related revenue spend is gas, electricity and cleaning costs. Given the Lodge is already in use by the school these costs are already part of the school budget.  
**•** Refurbishment includes installation of energy efficient LED lighting which should minimise costs as compared to the current light installations.  
**•** We also plan to install a new combi boiler and pipework, linking the Lodge heating to the mains gas supply, providing a more cost-effective heating solution than we currently have (electrical panel heaters).  
**•** Should we increase rental activity outside of school hours as hoped, incremental operating costs will be covered by the rental income we intend to set considerably at a level which generates income for the school but also provides value for money for community groups wishing to rent the space. |
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<tr>
<td><strong>18. If the organisation is not in the public sector please provide details of the organisation's finances.</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td>Please include a copy of the most recently audited accounts, including details of unrestricted reserves.</td>
<td></td>
</tr>
<tr>
<td><strong>19. Do you have planning permission in place to carry out the works?</strong></td>
<td><strong>SCC PS have advised that planning permission should not be necessary as we are not raising the height of the roof, nor extending the footprint of the existing structure, nor significantly changing the external look of the building. This will be confirmed with the Planning department in writing as the project progresses.</strong></td>
</tr>
<tr>
<td><strong>Please provide the application number.</strong></td>
<td>As the school has appointed SCC PS as project manager (in the event of a successful bid), we are confident of producing a compliant tender and finished building.</td>
</tr>
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</table>
JANUARY 2018

To whom it may concern:-

REF: C.I L. APPLICATION ST. JAMES' PRIMARY SCHOOL, WEYBRIDGE

I write as a long-serving Governor (ex officio) of St. James' C of E Primary School Weybridge in support of the CIL Application in that School's name.

Since my arrival as Rector of St. James' Church, Weybridge, some 14 years ago, I have been a proud part of the drive which has seen the School grow from strength to strength and always in the context of serving the community in which the School is set.

Further to recent disappearance of 'Community Space' (the closure of the Weybridge Hall) the need for community access to suitable facilities to hire has never been greater in Weybridge, and the need for decent space for the purposes of the School and its delivery of the Curriculum is seriously urgent.

I urge careful consideration of the CIL Application in the hope that facilities at the School may be enhanced both for the immediate and future school population and the local community. A generous award would substantially enhance the facilities available and enable the school to grow and improve as it should and as the Governing Body envisions.

Yours in good faith,

Brian D. Prothero

(Rector of Saint James' Weybridge, Governor (ex officio) of St. James' Primary School.)
Elmbridge Borough Council
Weybridge Local Spending Board.

To Whom It May Concern

St James C of E Primary School CIL Application re Lodge Renovation

I write in response of St James CIL application for funding to renovate their Homelodge building.

I own and manage Happy Days Preschool in Weybridge, and have been looking to expand my business, by running a holiday club during the school holidays. After some considerable research, it appears that there is a great need for this type of child care within the area. Finding a suitable venue is proving very difficult.

As a parent with children at St James, I wholly support the school’s initiative to re-develop this building which is currently in very poor condition. This will also have huge benefits to St James students giving them an extra well needed learning area.

As a business venture, I would certainly consider renting the lodge if it was available for renting during the school holidays.

The fact the lodge is standalone and will have keypad access, is separate from the main school building is very appealing for someone wishing to rent space. I am informed that the plans are likely to provide a light, bright, airy hall, with its own toilet, kitchen facilities; this is exactly what I would look for in a rental space. Use of the school’s car park facilities also make this an ideal let.

This would also benefit the school financially. Enabling the school to generate some extra income which is very much needed in this incredibly challenging financial environment. It would be wonderful to see the county council working hand in hand with the school to raise funds to do just that. It would be a project the local community would embrace and be proud of.

I urge careful consideration of the St James CIL Application which has my whole-hearted support.
Elmbridge Borough Council  
Weybridge Local Spending Board  

14/01/2018  

To Whom It May Concern  

**St James C of E Primary School CIL Application re Lodge Renovation**

I write in support of St James CIL application for funding to redevelop their Homelodge building.

As a personal trainer in the local area, I often look for rental space to hold regular weekly classes and occasional workshops. In my experience, there is limited availability of decent community hall space at a reasonable price in a densely populated town centre area. I currently use one hall on a Saturday morning, but have been looking for a while to introduce weekday ones.

It is my understanding the school plans to take this currently dilapidated building and create a modern, warm, open plan hall which would be available for community use (rental) as well as for the benefit of the children at St James.

The fact the Lodge is standalone and will have keypad access, separate from the main school building is very appealing for someone wishing to rent space. Use of the school’s car park facilities also makes it an ideal rental space outside of school hours and I would certainly consider the facilities St James will have to offer when looking for hall space in the future.

I believe St James should be commended for this initiative, working hand in hand with Surrey County Council to try to create a valuable asset for its own use as well as the benefit of the community.

I urge careful consideration of the St James CIL Application which has my support.

Yours faithfully

Greg Putt
12 January 2018

TO WHOM IT MAY CONCERN

I am writing to express my strong support for the application by St James CofE Primary school for Community Infrastructure Levy funding to renovate the Lodge building.

I have been running Dragon Judo Club for 15 years and I rent the school hall on Friday afternoons/evenings for this purpose. Whilst I am able to manage in the school hall, the facilities are far from adequate in that there is no access to a kitchen, no conveniently located toilet or changing facilities and the hall is frequently set up for other school activities (eg staging up for a school play or displays of pupils work) and this restricts the space available for me to use. In addition there are 7-8 occasions every year when I have to cancel my club because the hall is required for a school event which naturally has priority and unfortunately there is no alternative room in the school. This causes considerable inconvenience to the children who come to my club and to their parents.

The renovations proposed for the Lodge will create a fantastic new facility for the school in a self-contained building, with its own kitchen and toilet facilities, and it will be possible to book for a whole term without the issues we currently face of sessions sometimes having to be cancelled or the space available being restricted.

The benefits of investing in the renovation of the Lodge to the children who attend my club will be really considerable and enormously improve the facilities I am able to offer.

I strongly endorse this application for funding and hope that the much-improved facility will be available for me to hire in the not too distant future.

Yours faithfully,

[Signature]

Graham Moore
To whom it may concern

Dance Education Centre uses St James School hall during term time every Monday and Wednesday for a variety of dance lessons, including Tap, Ballet, Modern and Acro. As an experienced instructor and business owner I believe the floor of the current school hall is not suitable for PE lessons and dance as it is not a sprung floor and could potentially cause joint and muscular issues from long term use. It is very hard to find halls in Weybridge with suitable floors for dance and exercise and the refurbishment of the building adjacent to the school hall would be of great benefit to the children who attend the school and to the community. The School would be able to give more varied PE lessons in a warm inviting environment as well as including extracurricular classes such as Yoga for children, which is proving to be extremely beneficial with behaviour and concentration during school hours.

It will be a fantastic opportunity for St James School to increase their revenue income through hiring the facility out to businesses such as ours and we are very excited about the prospect of using such facilities and are hoping to increase our usage once everything is in place. If you look at the facilities at other schools in Weybridge, many do boast drama and dance spaces, which are regularly used by community groups and businesses. There is a clear need for these facilities within the area as proven by how quickly the space at Manby Lodge was booked out once it was advertised. With the recent closure of Weybridge Hall there has also been an increased need for new venues in the area.

St James school does not have the funding to bring a huge project like this to fruition on their own and so we ask that you do support this fantastic opportunity for the benefit of the children, teachers and the Weybridge community.

Yours Faithfully

Amanda Cassin