



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;
or
- 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 notes before completing this form. To discuss a potential project, or for further guidance, please contact the Planning Policy team on 01372 474823.

Please return completed application forms and supporting information to:
cil@elmbridge.gov.uk by **21st October 2018**.



1. Applicant organisation	Brooklands Museum
2. Name and position of main contact	Tamalie Newbery Director & CEO
3. Applicant contact details (phone no, email and address)	<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Brooklands Road Weybridge Surrey KT13 0QN
4. Type of organisation If a charity, please provide registration number	Brooklands Museum Trust Ltd is a charity registered in England and Wales (296661) and a company registered in England and Wales at Brooklands Road, Weybridge KT13 0QN (2109945)
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Brooklands Museum Brooklands Road Weybridge Surrey KT13 0QN
7. Local CIL Spending Board project located in	Weybridge



<p>8. Summary of the project proposal</p>	<p>Brooklands Museum was formed by Elmbridge BC in the late 1980s and it is now the largest museum in Surrey. It is unique because Brooklands is the birthplace of both Motor Racing and the Aviation Industry in the UK. Much of the site, including “our section” of the 1907 banked race circuit, and indeed many of the buildings date back to its early beginnings. We do not sit on our laurels and this year we were a finalist in the Art Fund Museum of the Year award. We take our public duty very seriously both in relation to the Science Technology Engineering and Maths (STEM) agenda for young people and our social responsibility to our 800 volunteers and also to our communities more generally. But like all non publicly funded museums we struggle financially. Whilst we can, and do, raise money for major projects, all our free cash flow is needed to maintain our estate and exhibits. Next year, after depreciation we shall make a £100,000 loss as we continue to invest in the museum to make it fit for the future. Thus we cannot finance through our own means the proposal which follows and outside funders have no interest in our infrastructure.</p> <p>The Clubhouse Access Project will make this widely-used building accessible to everyone. The grade 2 listed building is the hub of the Museum’s public, community and education activities. It has hosted education conferences for teenagers interested in careers in engineering; been the base for a Kier Highways programme encouraging young people not in education, employment or training into work; the venue for public open consultation days about our recent Brooklands Aircraft Factory project; and welcomed over 300 local, young musicians to perform as part of Surrey Arts biennial summer music event, the first time such a large event has been held within the county. These are just a few of the many ways that the community use this building.</p> <p>It was originally constructed as an iconic building based on a hotel in Egypt and it was the nerve centre of the world’s first purpose-built motor racing circuit when it opened in 1907. The Clubhouse was never designed with the accessibility that we take for granted today in mind. Although the Museum has added improvements to the infrastructure, including a residential type stair lift and an accessible toilet, these do not enable us to provide the service that our visitors and society rightly expect. By providing a lift, we will make all areas of the building fully and comfortably accessible to all visitors for the first time in the Clubhouse’s 111 year life, as well as providing step-free access to the first floor rooms of the Museum’s education centre which is housed in the adjacent Stratosphere Chamber. The project will also open up one of the currently private areas of the building as a new, public space.</p> <p>We anticipate that, with this development, most visitors will be able to move around the building independently, rather than requiring specific assistance from members of staff, as currently happens with the existing stairlift which stops other people using the stairs when it is in use and involves difficult transfers from wheelchairs to the stairlift which can be uncomfortable and undignified for our visitors. The stairlift’s capacity is totally inadequate for our larger events when several people can be waiting to use it.</p>
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9. Estimated project cost	£200,000
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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

	Amount	Detail
CIL funding sought	£170,000	
Local authority contribution		
Third party contribution	£30,000	Brooklands Trust Members have pledged £10,000. Brooklands Museum will contribute £20,000 from its own funds.
Total cost	£200,000	

11. Detail of additional sources of funding available	The Museum intends to contribute £20,000 from its own general buildings budget towards this project. Brooklands Trust Members have pledged £10,000 towards the project. Our Members have generously responded to previous appeals, and we know that this work will have strong support from them.
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<p>12. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</p>	<p>CIL funding is being sought for this project following consultation with officers at Elmbridge Borough Council. We already work with the Borough Council on the delivery of the Brooklands Heritage Partnership as part of the Elmbridge Heritage Strategy and this work is closely aligned in particular with Key Priority Three of that strategy; to work with and support the local heritage community.</p> <p>This project is at the heart of the Museum’s objectives to make itself more accessible to all those who live, work and visit the Borough. We have already done much work to improve access to our collection. We have made physical improvements to existing areas of the site, and where new buildings or developments have been introduced, access has been a key element in our planning and design process. We have also improved access through outreach and learning. We welcome people with dementia and their carers to our site once a month for our Dementia Café, providing a familiar and supportive environment to our guests. We have developed pre-visit learning guides for students with special educational needs to enable them to familiarise themselves with the buildings and objects before they come, something that can provide crucial comfort when they arrive at the Museum for the first time.</p> <p>We constantly seek to improve the environment to which we welcome all our visitors. The Museum plays an important and high-profile role in tourism, leisure and education within Elmbridge and has an ongoing programme of learning activities, exhibitions and infrastructure developments to ensure that visitor interest is met and exceeded. We have identified a number of potential funders to support different aspects of this wide-ranging programme and in our opinion CIL funding is most appropriate for this aspect of our infrastructure improvement.</p> <p>The ongoing development of Weybridge as a place to live, visit and work inevitably impels us to constantly evaluate our ability to welcome a diverse constituency of visitors through our doors. This project is critical in delivering that ability.</p>
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<p>13. Please indicate whether the organisation has previously received CIL or other funding sources from Elmbridge Borough Council. If yes, provide amounts and timings</p>	<p>In 2015 the Museum received £25,000 of CIL funding from Elmbridge Borough Council towards the £8.4M Brooklands Aircraft Factory and Race Track Revival project. Elmbridge Borough Council was instrumental in the setting up of the Museum, which opened in 1991, but since then we have had no regular funding from the Council, and the Museum's running costs are covered by its own income-generating activities.</p>
<p>14. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>As Weybridge has developed, the Museum's visitor figures have increased year on year. From 2007 to 2017 they grew from 90,000 visitors to 185,000 and we are on track to break that record this year. With the increased number of residents, workers and visitors who now come to Weybridge thanks to the area's developments in residential, office and retail space, the Museum inevitably faces challenges to cater for the growing numbers and diversity of those who wish to learn more about this site, which is not only one of the most important places in British motorsport and aviation history, but also a key and early driver for the growth in industry, employment and residency in the local and surrounding areas.</p> <p>The Clubhouse itself is now increasingly used to capacity, serving a broad constituency including local interest groups, detailed in section 15 of this form. These groups range in age, in background and in interests but they all find a warm welcome here at a convenient local base at the heart of their community.</p> <p>The lift will also enable access to the upstairs education rooms. This is vital because with school visits now exceeding 14,000 people per annum, all our education spaces are being used extensively and providing full access to the two upstairs spaces as well as the one downstairs space is increasingly important.</p> <p>This project addresses the demand placed on it by those increased numbers by opening up the Museum's key building to those with mobility impairments as well as generally welcoming all those with disabilities and their carers to vital facilities on the site.</p>



<p>15. What evidence is there of support from the community</p>	<p>We work with a number of local community groups, all of whom will benefit from this project. Just some examples include:</p> <ul style="list-style-type: none"> • Local school groups (28% of Surrey state schools and 20% of Surrey independent schools visit Brooklands) • Weybridge 1st Colony of Beaver Scouts • 11F Brooklands Air Cadet Squadron • Surrey Wing Air Cadets • DMRC Headley Court • Sunrise Homes in Weybridge • GASP Motor Project (for out of school and employment children) • Surrey SATRO • Surrey Youth Offending Service • Brooklands Reminiscence Café (for dementia sufferers and their carers) • Duke of Edinburgh Award participants • The Clubhouse Project (for young people in Weybridge with learning difficulties) • Brooklands College • University of Surrey • Local scout groups • Pyrford Children’s Centre • Royal Aeronautical Society (Weybridge Branch) • BAE Systems pensioners’ group • Surrey Arts <p>We also have the support of our Membership group, who number over 11,000 and many of whom live within the local area.</p> <p>We shall be submitting letters of support in due course.</p>
<p>16. Proposed timescales for the project</p>	<p>Subject to a successful CIL application:</p> <p>March 2019 Funds committed April 2019 Architect & QS contracted, drawings prepared June 2019 Lift and building contractors invited to tender August 2019 Contractors chosen September 2019 Works begin December 2019 Works completed</p>



<p>17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>There will be a minor increase in power consumption, as well as a service contract on the lift itself. These will be absorbed into the Museum's general facilities budget.</p>
<p>18. If the organisation is not in the public sector please provide details of the organisation's finances</p> <p>Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>Audited accounts for FY2017 attached (reserves funds shown in our accounts are fixed assets not cash)</p>
<p>19. Do you have planning permission in place to carry out the works?</p> <p>If so, please provide the application number</p>	<p>Planning permission is not required. Listed Buildings consent will be applied for over the winter of 2018/19</p>

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 Elmbridge Borough 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 the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

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

<http://www.elmbridge.gov.uk/privacy.htm>

Signed: [REDACTED]

Organisation: Brooklands Museum Trust

Date: 20th October 2018

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

Signed: _____

Organisation: _____

Date: _____