CIL Funding Application Form

Please read the Claygate Parish Council CIL Funding: Guidance Notes for Applicants before completing this form.

CIL applications will be considered at a full meeting of the Parish Council meeting (apart from the Annual Meeting that is held in May). Meetings are normally held every two months. The dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and by the shops on Hare Lane.

Please return completed application forms and all supporting information to the Parish Clerk clerk@claygateparishcouncil.gov.uk **at least three weeks prior to the Parish Council meeting.**

1. Name of Organisation	Claygate Community Alliance
2. Name and position of main contact	John Bamford, Trustee
3. Contact details - phone no and email (Please indicate if these should not be made publicly available)	07913 408491; john@claygatecentre.org
4. Type of organisation If a charity, please provide registration number	Registered Charity Number 1217485
5. Project Name	Fitness Studio
6. Location of Project	Claygate Community Centre, Elm Road, Claygate KT10 0EH
7. Full Description of the Project	Construction of a Fitness Studio beside the existing Community Centre including the creation of new walkways beside these new premises for emergency evacuation from the Community Centre. These new premises will have their own independent entrance.

8. How does the project help address the demands of development in Claygate? Please include details of how the project will benefit the community?	The project meets the requirements of the CVA Survey conducted in 2024 that demonstrated a clear demand for a small gym. It will provide an opportunity for local residents across a wide age group to participate in healthy physical exercise improving their wellbeing. We have already received enquiries about the Fitness Studio from some of our senior members of the Centre. The third party who proposes to manage the Studio has received interest from several local residents across a wide age range.
9. What evidence is there of support for the project from the community?	The CVA Survey conducted in 2024 demonstrated a clear demand for a small gym. This survey was based on responses from 1,528 Claygate residents. 35% of respondents indicated support for a small gym. 59% of those respondents who indicated that they would like a gym in the fixed-response options did not already use a gym regularly.
10. Please provide evidence of any landowner / landlord consent required.	Elmbridge Borough Council have granted planning approval – see 2026/1324 on the planning portal.
11. Is planning permission to carry out the works? If applicable, please provide the application number or the stage the project is at within the planning process.	Planning permission has been granted – see 2026/1324
12. What is the estimated total cost of the project?	£100,000 (excluding VAT)
13. How much CIL funding is being sought?	£15,000
14. Please provide full details of what the funding requested will cover.	The funding requested is to cover part of the total cost of the whole project. The project comprises: Construction of a Fitness Studio including new foundations and a new walkway to the side + Fit Out of the premises including equipment.
15. Please provide details of other funding already secured or being sought.	£70,000 grant provided by Elmbridge Borough Council

16. Has the organisation previously received CIL funding? If yes, provide details with the amount and date(s).	No
17. Is the organisation able to reclaim VAT for this project?	Yes
18. Please provide a clear delivery plan for the project with proposed timescales. Are there any factors that may affect deliverability?	Construction of the premises is due for completion by year end. Foundations are currently being prepared.
19. Is there a related revenue spend (i.e. day-to- day running costs) associated with the project? Please explain how this will be funded.	The utility costs will be met by CCA. The Fitness Studio will be managed under license by a third party who will be responsible for maintaining equipment, fixtures and fittings.

Contribution Type	Amount	Detail
CIL funding sought	£15,000	
Organisation's contribution	£15,000	
Other funding sources	£70,000	Elmbridge Borough Council
Total cost of project	£100,000	Construction Costs: £85k (excl. VAT) Fit Out & Equipment: £15k (excl. VAT)

CIL Application Form requirements – document checklist	
Three quotes for work	✓
Latest Accounts (or a three-year Financial Plan for newly formed organisations)	✓
Financial Policy and Regulations	✓

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 Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described in this application form and agreed in the Minutes of the Parish Council Meeting which approved the application. I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish 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 Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish 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 Claygate Parish 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 the website.

Signed: 

Name: John Bamford

Date: 21st October 2026