

Brentwood Community Fund Application Form 2016



BRENTWOOD
BOROUGH COUNCIL

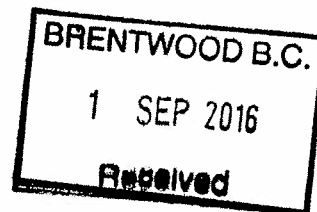
Please read the guidance notes carefully before completing this form

For office use only	Date received:	Ref. no:
Name of organisation (if applicable):	SHENFIELD ENVIRONMENTAL PARTNERSHIP	
Address:	HAWTHORN COTTAGE 151 CHELMSFORD RD SHENFIELD CM15 8RU	
Type of organisation (if applicable):	COMMUNITY GROUP	
Contact name:	MRS VALERIE WEBB	
Telephone No:	01277 214162	
E mail address:	valeriwebb21@gmail.com	
Charity Registration no. (if applicable)	valeriwebb21@gmail.com	
Position held by applicant (if applicable)	Committee Member	
Project title:	CREATING A VILLAGE SIGN for Shenfield	
Who owns the premises? (if applicable)	N/A	
Estimated start date*:	1 April 2017	
Estimated completion date:	1 June 2017 (within 2016/17)	
Which geographical area will benefit? e.g. Parish, Ward	SHENFIELD	
How many people will benefit? Please give an approximate number of beneficiaries.	Whole community of SHENFIELD + strangers & visitors to Shenfield	
How much money are you asking for from the Brentwood Community Fund?	£2000	

Q1. Please provide a brief description of the project (Use a separate sheet if required)

See attached documents.

(I found I could not save this form on my Apple Mac hence the paper application).



Q2. How does your project meet one or more of the criteria, and how will it deliver the expected outcomes as outlined in the guidance notes (*Refer to criteria in guidance notes and use a separate sheet if required*)

See attached

Q3. Explain how the wider community has been involved in the development and the implementation of the project. This can include the use of volunteers or a consultation with project beneficiaries, or you may be a community group, for example (*Use a separate sheet if required*)

See attached

Q4. Budget (Please complete all boxes if applicable and confirm whether or not any additional funding has been secured for the project). Please contact us if you need any help completing the budget section of this form. Your in kind costs and in kind income should match.

Costs (expenditure)

Please insert all project costs

Funding (income)

C= Confirmed U= Unconfirmed

	£	p
Cost of sign	3250	
Delivery of sign	55	
	no VAT	
Cost of survey		
underground utilities		
+ installation of sign	1502	
(Kerbside)	incl VAT	
In kind (see guidance notes)	Total 4807	
H0 hrs +	say £480	
Total Expenditure**	5207	

	£	p	C/U
Own fundraising			
Other sources – Please specify			
Application to			
Community Initiative Fund	2807		U
Etc			
In kind (see guidance notes)	400		
Expected income from sales (if applicable), please specify.	N/A		
Brentwood Community Fund amount requested	£2000		U
Total income**	5207		

*Please note: The total cost and total income amounts must balance

Is your organisation VAT registered? If yes please enter the VAT registration Number	Yes/No	Vat number: N/A
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Q5. How sustainable is your project ?

After the project has been completed, how will any ongoing running costs of facilities/services created by the project be funded?

There will be no ongoing costs. (After 30-35 years the sign would probably need re-painting)


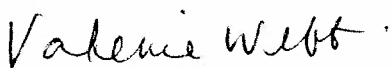
What ongoing income (if any) will be generated from the project? If yes please give an estimate of how much income is expected each year

£0

Q6. Bank Account details

Bank Account details

Account name	Stenfield Environmental Partnership
Account number	26203660

Sort code	30-67-33
Account Holders Name and Address	WENDY ANTONIOU SHENFIELD ENVIRONMENTAL PARTNERSHIP 39 HUTTON ROAD SHENFIELD BRENTWOOD ESSEX CM15 8NF
Account Holders contact email address	wendyantoniou@yahoo.co.uk
Account Holders telephone number	01277 230293
Signature of Account Holder	
Checklist – (Please ensure that you include all relevant documents to support your application)	✓
Relevant permissions/consent	email ✓
Confirmation of any additional funding (if applicable)	N/A
Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc)	✓
Evidence of community involvement	letters ✓
Safeguarding policy (if working with young people and/or vulnerable adults)	N/A
Risk Assessments and Insurance if required	N/A
Cost estimates or price quotations	emails ✓
Other supporting information (optional)	✓
Fully completed and signed application form	✓
Q7. Declaration	
Please sign and date	
I declare that the information supplied in this application is true and that any grant money received from Brentwood Borough Council will be used for the purposes described in this form. (An electronic signature is acceptable)	
	Date 31/08/2016.

***Start Date:** Please note that retrospective funding cannot be awarded; therefore the start date of your project must be after the decision is made by Councillors at the relevant Community Services Committee. This is likely to be in October 2016, therefore any projects starting before this date will not be eligible for funding. **Please check the Council's website at www.brentwood.gov.uk/funding for up to date application deadline information.**

Privacy Notice: This information is collected by Brentwood Borough Council. Any information provided may be retained on computer or in manual files in accordance with the Council's Data Retention Policy. This information will be used for processing your grant application. It may also be used for related Council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party. The information may be used for statistical or research purposes, which will be depersonalised where appropriate.

Please return the application form with supporting documents by email to: Localism@brentwood.gov.uk or by post to Brentwood Community Fund, Community Services, Brentwood Borough Council, Town Hall, Ingrave Road Brentwood CM15 8AY by Sunday 4th September 2016.

Shenfield Environmental Partnership
Brentwood Community Fund Application

Question 1

The Shenfield Village Sign offers a unique opportunity to preserve the ancient history of Shenfield at a time when it is growing and changing rapidly (Elizabeth Line terminus/new park and stride carpark, 600+ new build houses proposed).

The sign covers 2000 years of history from 1st century AD to 21st century and includes:

- *the Roman soldiers on the first main road built into Essex and East Anglia
- *reference to The Domesday Book entry, (Shenfield was called Chenefield which means Good Lands.)

- *the 13th Century Church

- *the arrival of the Elizabeth Line. (Crossrail works)

There are many elderly residents who have lived here for a long time and take pride in the old village.

We need funding for the project but there is no ongoing cost. Many voluntary hours have been spent over the past 22 months in liaising with the community, young and old. Appendix A – the design of the sign.

Question 2.

2. Aim: Students, staff and parents of St Mary's Primary School and Shenfield High School, ie. both the schools in Shenfield, were involved in creating ideas for the sign. (see attached brief Appendix B). The time scale was long enough for the schools to include the research into the history of the village as a genuine learning opportunity.

Students and pupils increased their knowledge of Shenfield by researching the history. The organisations which will appear on the sign were involved and they warmly welcomed the bringing together of ideas which represented our community's past. Also residents value the impact the sign will have on the community's present and future as a result of the increased interest the younger residents, the school population, have in their environment.

Question 3

3. Action: Shenfield High School Students (secondary) and St. Mary's Primary School students actually worked together to come up with finished designs. (See Appendix C for photo of pupils working together and an example of their research). This collaboration amounted to significant liaison between the two schools and individuals students/pupils. In doing so, they increased their knowledge and interest in their locality, promoting a resolution to protect their environment as they grow into adult residents.

Local residents were aware of project through newspaper articles (Shenfield News in Brentwood Gazette, Appendix D) and are supportive that the history of the old village is preserved and celebrated in this way. (see attached letters, Appendix D. Images of the village depicted on the design of the Shenfield Sign were discussed and warmly approved by organisations associated with the images, e.g. church, pub, cricket club, both schools.

Question 4.

See Application Form. We are requesting £2000 towards the cost of producing and erecting the sign, following appropriate searches. We are being granted a licence by ECC, (Olive Porter) for the sign to be placed on Chelmsford Road (the original Roman road). Although the licence has not yet been received, Appendix E is an email showing the legal department is preparing it.

We are also submitting a bid to Community Initiative Fund from Essex County Council and will know in November if we have been successful in achieving any funding from this initiative.

Over 22 months over 40 hours have been given voluntarily to reach this stage in this community project.

Appendix F. 3 estimates by ECC approved contractors for conducting the survey of underground services and the secure erecting of the sign.

NB Handwritten figures show actual cost including VAT, cost of underground surveys and a possible 10% increase in price as the work is likely to occur well beyond the timescale for which the estimate applies.

Appendix G. Constitution of Shenfield Environmental Partnership.

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Appendix H. Letters from local residents supporting the sign.
NB. There is NO intention to redesignate the old part of Shenfield as Shenfield Village.

Question 5.

We have enquired of the sign manufacturer when any maintenance is likely to be needed and they have given us a timescale of not less than 30 – 35 years from now. Realistically there are no ongoing costs in the short or medium term.

Risk Assessments have been incorporated into the design of the sign (height from ground etc.) and the work will be carried out by ECC approved contractors. There are no safeguarding issues because the work with students was undertaken with their teachers and not with SEP directly.

Contact: Valerie Webb
Cert Ed, Dip RLC, M.Ed (Cantab)
01277 214162.
valeriewebb21@gmail.com.

Shenfield Environmental Partnership
Chair: Cllr John Newberry,

Tel: 01277 210675
Email: newbers@sky.com



The Village Sign People

Heritage & Village Sign specialists for over 35 years



Proposed village sign for Shenfield

(A)

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