



HASLEMERE TOWN COUNCIL

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT

1. Applicant organisation	Haslemere Lawn Tennis Club
2. Name and position of main contact	Nick Moses, Finance Director & Treasurer
3. Applicant contact details (phone no, email and address)	07956541864, nhmoses@gmail.com Haste Hill House, Haste Hill, Haslemere, GU27 2NW
4. Type of organisation If a charity, please provide registration number	Tennis Club; the club operates under a company limited by guarantee, Haslemere Lawn Tennis Club Ltd
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Haslemere Tennis Club, Recreation Ground, Old Haslemere Road, Haslemere, GU27 2NN

7. Summary of the project proposal	We are planning to replace the floodlights which cover all four of the club's courts at the Recreation Ground. Some of the existing metal halide light heads are obsolete (and starting to fail) and we are proposing to replace them with new, energy efficient, and more environmentally friendly LED lights. These new lights will be fitted to the existing columns and are expected to approximately halve our energy consumption, providing a significant environmental benefit. The current lights were originally installed in 1995 (2 courts) and 2001 (remaining 2 courts) and have not been upgraded since 2012, hence the existing bulbs (which are being phased out by the manufacturers anyway) are starting to fail. Rather than maintain an obsolete lighting system that will have no environmental benefit, we plan to upgrade to LEDs, in line with LTA guidance and the "pro-eco-friendly" advice of the various environmental bodies in the UK, and indeed globally. Our proposed lighting supplier, LTL, has confirmed that the new LED system will have better light spill control than that originally specified and granted planning permission.	
8. Estimated project cost	£40,000: base quote from LTL £33,600 including VAT, plus £2,500 for remediation to one of the light columns, plus 10% contingency	
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£10,000	The subject of this request
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution	£30,000	Self-funded if further grants not available
Total cost	£40,000	
10. Detail of additional sources of funding available	The club has certain cash resources to contribute to a project of this magnitude, but full self-funding would put some pressure on our overall financial position and limit our ability to continue investing in the club's facilities for the benefit of members and the wider community	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	We are at the beginning of the process and have not so far approached other organisations. We are planning to approach Surrey County Council under their "Your Fund Surrey" scheme.	

<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings</p>	<p>We received £5,000 on 22/2/22 from CIL funding to support our clubhouse redevelopment project.</p>
<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Floodlights are a vital part of the club infrastructure if we are to continue to provide a year round tennis offering, into the evenings. Our adult and junior membership has grown tremendously over the past few years, to a combined 472 at the end of February 2023, reflecting higher demand for the sport of tennis in the Haslemere area and it is critical that we maintain the hours available to play, in order to support our current and future membership.</p> <p>With reference to the proposed Broad Priorities for Haslemere, and with reference also to the information provided in paragraphs 13 and 14, we believe this project contributes to a. The improvement of recreational facilities and b. Youth provision.</p>
<p>14. What evidence is there of support from the community</p>	<p>The growth in membership is a clear factor – in February 2019, pre-COVID, our membership was 347 and has grown by 125/36% since then. We have had a significant influx of younger adult members and families over this period, attracted by the facilities and friendliness of the club and it is vital that facilities are kept up in order to sustain this momentum. As a club, we also support local community organisations through free or subsidised use of the facilities for organisation such as U3A, local cubs/scouts/brownie and guide groups. We are also starting a programme with Sport in Mind to help those with mental health issues. The club is also funding a free coaching programme for students of Woolmer Hill School.</p>
<p>15. Proposed timescales for the project</p>	<p>Subject to planning resolution, May 2023-Jul 2023</p>

16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	The running costs of the lights will be self-funded as is currently the case.
17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	Attached is a copy of the most recent audited accounts. We reviewed several potential providers, and also attached is a summary of the quotes received for the project from the final shortlist of three selected. LTL provided the best all round proposal at a cost in line with Lawn Tennis Association guidelines. SK Electrical's initial quote was below that of LTL but on detailed review, their experience with this type of project was limited and in the end they withdrew themselves from consideration anyway.
18. Do you need planning permission to carry out the works?	We have erred on the side of caution by approaching WBC for a non-material amendment to the existing permissions, even though we are aware that clubs in other boroughs have not needed or applied for such permission
19. If planning permission is required is it in place to carry out the works? If so, please provide the application number	To our surprise, our NMAs were rejected, on the grounds that we provided no proof that the light spill would not be worse. We now have written confirmation from LTL on this point and we are liaising with Waverley Borough Council, whose planning team are currently reviewing this.

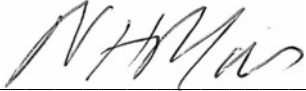
Section E: Declaration

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 Haslemere Town 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 Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town 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 Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town 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 Haslemere Town 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: www.haslemeretc.org

Signed:  _____

Organisation: Haslemere_Lawn_Tennis_Club _____

Date: 25/3/23 _____

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

Signed: _____

Organisation: _____

Date: _____

HASLEMERE LAWN TENNIS CLUB

TREASURER'S REPORT 2021/22

The audited accounts for the year ended 28 February 2022 are attached.

Income from subscriptions increased by 5.1% to £37,349, reflecting a further increase in membership to 486 from 391 in the previous year (+24%), offset by the impact of lower average subscription rates (e.g. early-bird adult rate in 2021/22 was £116 versus £135 previously) and an increase in members who joined for the half year. Non-member income (mainly non-member coaching supplements and guest fees) also continued to increase, reflecting a continuation of trends from prior year.

Total expenses increased by £12,402 (45.3%), reflecting a largely uninterrupted year of tennis compared to the heavily lock down-affected 2020/21 year. This is clearly visible in several categories of expenditure: tennis balls, Surrey LTA, social/marketing/sundry costs, electricity, and cleaning. Repair & Maintenance costs were up by £1,934 reflecting the desire to maintain all facilities at a high standard. Depreciation increased by £6,388 and includes certain adjustments to historic asset values given the complete renovation of the clubhouse, decking and interior fixtures/fittings.

The surplus before tax was £2,014 compared to £11,800 last year.

With respect to the Balance Sheet, fixed assets reflect capital expenditure of £58,346, all related to the clubhouse project. This includes all work invoiced and paid through 31/1/22 £41,346 and £17,000 accrued for the month of February 2022. We have been awarded grants from several local bodies totalling £10,000 to contribute to the cost of the project, of which £8,000 was received before year end. This £8,000 is set-off against the gross capital expenditure.

We project that the final cost of the project, (after offsetting the grant awards and excluding initial design costs incurred in previous years) to be approximately £92,000, including VAT. The figure excluding VAT is ca. £75,000 which compares to the initial base quotation in mid-2021 of £68,000. The increases are due to several improvements to the overall project specification (e.g., more durable decking materials, improved toilet facilities, and the complete replacement of the decking sub-structure). Inflationary pressures and supply issues across the construction industry have increased construction costs across the board in the last 2 years.

Total bank balances are very similar to prior year. While cash outlays on the clubhouse project have been significant to date (£41,346), cash receipts in February 2022 from the early membership renewal period were greater than any historic period (£32,415) providing a significant offset.

The Sinking Fund balance has been adjusted to £65,000, reflecting the remaining cash costs of the clubhouse project (ca. £51,000, including the £17,000 accrued at 28/2/22), plus a balance for future projects (e.g. court repainting in 2022/23).

The net assets of the Club (Total assets less liabilities), at £193,154, was up £1,985.



Nick Moses - Honorary Treasurer

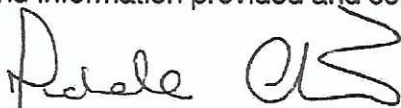
4 April 2022

HASLEMERE LAWN TENNIS CLUB

AUDITOR'S REPORT TO THE MEMBERS

The attached accounts have been prepared by the Club's Committee for which they take full responsibility.

I have audited the accounts for the year ended 28 February 2022, by reference to the books, records and information provided and confirm that the accounts are in accordance therewith.

A handwritten signature in black ink, appearing to read 'Michele Callcut', followed by a stylized flourish or second signature.

Michele Callcut – Honorary Auditor
4 April 2022

HASLEMERE LAWN TENNIS CLUB

INCOME AND EXPENDITURE ACCOUNT - YEAR ENDED 28 FEBRUARY 2022

	2022		2021	
	£	£	£	£
INCOME				
Subscriptions (adults and juniors)		37,349		35,540
Adult & Junior Non-Member Income		2,615		1,883
Court Hire - U3A		318		214
Sponsorship/Grants/Fundraising		1,475		1,475
Interest received		11		41
		<u> </u>		<u> </u>
TOTAL INCOME		41,769		39,153
 EXPENSES				
Juniors - tournaments, match costs, coaching etc				
Tennis Balls	2,052		993	
Coaching	1,059		730	
Surrey LTA	480		17	
Socials, Marketing, Committee & Sundries	1,787		1,170	
Web/IT costs	1,550		1,873	
Rent	1,300		1,300	
Electricity	2,149		1,003	
Insurance	768		743	
Repairs and maintenance club courts	9,497		7,563	
Cleaning	2,280		1,519	
Depreciation	16,832		10,444	
	<u> </u>		<u> </u>	
TOTAL EXPENDITURE		39,755		27,353
 SURPLUS FOR THE YEAR		<u> </u>		<u> </u>
		2,014		11,800
 Taxation		<u> </u>		<u> </u>
		29		195
 SURPLUS AFTER TAX		1,985		11,604
Transfer to Sinking Fund		<u> </u>		<u> </u>
		- 15,000		10,000
 SURPLUS/(DEFICIT) TO GENERAL RESERVE		<u> </u>		<u> </u>
		16,985		1,604

HASLEMERE LAWN TENNIS CLUB

BALANCE SHEET AT 28 FEBRUARY 2022

	2022		2021	
	£	£	£	£
ASSETS				
FIXED ASSETS				
Club House & Fixtures/Fittings	159,822		101,475	
Courts	90,538		90,538	
Floodlights	32,793		32,793	
Computer, website and equipment	<u>3,786</u>		<u>3,786</u>	
	286,939		228,593	
Less: depreciation	<u>148,165</u>		<u>131,333</u>	
		138,774		97,260
CURRENT ASSETS				
Bank balances - allocated to Sinking Fund	65,000		80,000	
Bank balances - General funds	40,013		24,490	
Stocks of shirts, prizes, balls etc	-		-	
Receivables & Prepayments	<u>1,061</u>		<u>1,359</u>	
		106,075		105,849
TOTAL ASSETS		244,849		203,109
LIABILITIES				
Sundry creditors	19,481		2,667	
Subscriptions in advance	<u>32,215</u>		<u>9,273</u>	
		51,696		11,940
NET ASSETS		<u>193,154</u>		<u>191,169</u>
Represented by:				
GENERAL FUND		128,154		111,169
SINKING FUND		<u>65,000</u>		<u>80,000</u>
		<u>193,154</u>		<u>191,169</u>

Note:

Amounts are set aside when funds permit and transferred to the Sinking Fund so as to provide for major expenditures, for example , the clubhouse redevelopment, the cost of re-surfacing and re-fencing of all the courts and renewing floodlights over their useful lives. The Sinking Fund is also designated to provide for any new capital projects. Depreciation is being provided to write off the assets over their estimated useful lives.

Floodlights – comparison table

LTA minimum standards: PPA 400LUX/ 0.7 uniformity; TPA 300LUX/ 0.6 uniformity

LTA recommended standards: PPA 500LUX/ 0.7 uniformity; TPA 400LUX/ 0.6 uniformity

Supplier	Armadillo Lighting		LTL Floodlight	S K Electricals / Kingfisher Sports Lighting
	Option 1	Option 2		
Lamp specifications	24x Armark SP-L400W LED luminaires	16x Armark SP-L400W LED luminaires; 8x Armark SP-FL600W LED luminaires; (15 existing x 6m columns)	24x Philips Clearflood Large 550W LED luminaires	24x 450w LED 4000k Amnis Match Flood with Wide Short Throw Optic
LUX average	PPA: 457 LUX/ 0.82u; TPA: 448 LUX/ 0.63u	PPA: 506 LUX/ 0.85u; TPA: 467 LUX/ 0.63u	PPA: 462 LUX/ 0.745u; TPA: 433 LUX/ 0.64u	(Note 1) PPA: 592 LUX/ 0.73u; TPA: 498 LUX/ 0.36u*
Cost	24x (£651.33ea) Armark SP-FL400W; £15,631.92 + VAT = £18,758.30 Installation £8,000 - £10,000 + VAT Total = £30,758.30 (Plus 10% variation = £33,834)	16x (£651.33ea) Armark SP-FL400W + 8x (£1,224.00) SP-L600W; £20,213.28 + VAT = £24,255.95 Installation £8,000 - £10,000 + VAT Total = £36,255.95 (Plus 10% variation = £39,882)	4x £7,000 per court + VAT = £33,600	Preliminary cost: £24,595 + VAT = £29,514 (subject to small variations; see below)
Cost variations	10% increase or decrease of installation cost possible but more likely to increase due to current		Price usually increases in December but should not be significant.	The preliminary cost mainly refers to the brackets and the spigot size they are unsure of and this wouldn't change just

	inflation rate affecting cost of materials, travel, labour etc.			need to make sure they are aware before supply.
Cost savings	Over 63% savings on energy and carbon footprint.		LED draws around half the wattage so would use around half the electricity.	Based on the 24 Luminaires x 1kw = 24kw x energy (0.25pkw) = £6.00 per hour / based on LED swap of 24 x 450w = 10.8kw x 0.25pkw = £2.70 per hour. Based on the proposed scheme, savings would be around 55% energy. Can provide a ROI if requested.
Scope of work	<ul style="list-style-type: none"> • Mobilization & preparation; • Plant and high access hire; • Transportation of materials to site; • Removal and WEEE Disposal (Recycling) of the existing fittings; • Installation of the new LED fittings, cabling and bracketry including mics materials; • Alignments testing & commissioning; • Sign off and provision of O&Ms. 		The lights are produced per order and generally take around 8 weeks from order. Then they are programmed in and allow time for planning etc.	tba
Warranty	7 Years luminaries warranty; and Standard 1 year warranty on labour if they carry out the installation works.		Floodlights covered for 5 years by Philips but parts only. They cover their work for a year including any labour cost.	The warranty for the products is 10 years, they offer an initial 1-year onsite warranty but can look at extending or building this into a maintenance schedule. Or they would increase their costs to account for an onsite warranty.
Planning assistance	If assistance is required re lighting specification and design documentation for local planning authority,		Not directly involved with planning but has given a covering letter for us to	There would no extra costs for additional guidance and help from Kingfisher to develop or provide any documents for the

	they will be happy to help without any additional cost.	approach planning with. LTL will be happy for us to use their lighting scheme designed for our tennis club for any planning application purpose without necessarily committing ourselves to using their service.	planners. They would be happy to provide support for the club.
Maintenance	Cost of optional extended warranty to 10 years is on average £180 - £240 per fitting + VAT; Depending on chosen optional maintenance package option, additional cost would be estimated at £5,000 - £8,000.	Maintenance not really required. They charge £550 + VAT for 2 men for a day with a lift or tower scaffold.	Based on the maintenance curve if the lights are used for around 1000hrs a year they would recommend cleaning every 5 years approx depending on weather period.
Site survey	Pre-installation visit - carry out check on existing electrical supply, wiring, overall electrical infrastructure, and determine if there are any requirements for any additional works or upgrade recommendations.	No, they know the site.	If the order is placed, They will visit before the supply of the goods to make sure we understand the supply of goods.
Presentation	Yes, if required.	If required but not much to say.	Yes they would be happy to do a presentation.
Testimonials/ previous work	Good testimonials. Wargrave Tennis Club; WESS Watling Academy School; Thaxted Tennis Club.	Tennis clubs at Grayshott, Pitt Farm, Wilton, Woldingham, Sanderstead, Seaford, Hailsham etc	Great Brickhill Tennis Club, football clubs etc

Notes:

1. Kingfisher Sports Lighting believes that on the basis of the existing 1kw fixtures, our current lighting LUX profile would be getting 400 – 500 lux but subject to deterioration due to age.
2. On 25/01/2023, S K Electricals informed us that they had decided to withdraw their service from this project.

*Kingfisher said that they could look to improve their results on uniformity by re aiming, but they may have to add a small number of additional lights to the scheme. They would book back in and look to minimise the cost increase.