

Copmanthorpe Community Pool Progress Report

For Full School Governors Meeting, Tuesday 20 October 2020

Abbreviations

Copmanthorpe Community Pool (CCP), Copmanthorpe Primary School (CPS), City of York Council (CYC), Copmanthorpe Parish Council (CPC), LHL Group Property and Construction Consultants (LHL).

Introduction

In their letter of 31st July 2020, the School Governors requested a report against three points:

1. **Progress made with grant applications** - we would hope to hear that your grant applications, specifically Sport England and Reaching Communities National Lottery Fund, have been submitted and that they have progressed through the first round with positive feedback. If this is achieved, we would require guidance from you about the decision-making process going forwards, including clarity around timeframes for the next steps in the funding process.
2. **Time frames** - In the absence of 50% funding we require a more detailed plan with timescales. If the timescales are revised and it is proposed that the building takes place outside of summer holidays what are the access arrangements? Note, if this involves the use of access from Wheelwright Close, please advise us of the progress you have made reaching agreements about this with residents and CYC.
3. **Project costs** – We will require a detailed, updated breakdown in October of
 - a. all costs associated with the Project
 - b. funds received; funds bid for to date (e.g. funder / amount / date submitted / number of rounds / expected timeframe for turnaround).

This report is therefore structured under these headings.

Progress Made with Grant Applications

Distinct Grant Applications

CCP volunteers have reviewed distinct grants available for which our Project meets the eligibility criteria. We have then prioritised applications to organisations accepting applications, and applications for large proportions of the total costs. Grant applications progress is summarised in Table 1. We highlight here:

- **COVID-19 still prevents us from making grant applications.** Sport England and the National Lottery from whom we wish request over half (£260K) of total Project costs are still not accepting applications for non-COVID-19 projects. Nevertheless, we have a complete draft application for £150K from Sport England ready for submission as soon as they are accepting applications.
- **We have applied for the majority of grants we are eligible for.** £273K of grant applications to date representing 54% of total Project costs. Of applications remaining to be submitted only two (Cayo Foundation and Laing Family Trusts) are currently accepting applications.
- **We do not need every application to be successful.** £683K total of submitted and planned distinct grant applications representing 136% of total Project costs, with additional funds from crowdfunding and Brevio not included in this total.
- **We now have a [crowdfunding page](#).** In addition to individual donations, this page provides access to £5M of extra funding including the Aviva Community Fund.
- **We have adopted alternative methods identifying grants.** See Brevio, below.

Brevio - Charity-Funder Matchmaking

Applying for distinct grants requires a large amount of volunteer time – both in identifying eligibility and writing applications. [Brevio](#) is a new online platform that greatly simplifies this process. Funders enter their

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eligibility criteria, Charities complete a single universal application form, and the Brevio platform matches Charities to Funders. Brevio therefore provides us with access to many more potential funders who may award **grants up to the full cost of the Project** in addition to the funds from distinct grant applications. In August 2020 we registered with Brevio and completed their standard application with all associated documents (accounts, governance documents, safeguarding policy). We have subsequently been featured in their [Charity Tuesday blog](#) to potential funders.

Organisation	Submission Date	Turnaround Time	Decision Date	Requested Amount	Awarded Amount	Notes
Copmanthorpe Parish Council	30/11/2017		09/01/2018	£1,950	£1,950	Funding for detailed costing from LHL Group
Sir John Fisher Foundation	15/02/2019			£100,000		Positive response to 2019 application but no funds remaining so, encouraged to re-apply later. August 2020 update: concentrating on funding local projects in Cumbria.
Copmanthorpe Ward Funding	22/12/2019		05/02/2020	£1,500	£1,500	Funding for community survey costs
Hobson Charity Limited	01/03/2020	Uncertain	16/10/2020	£20,000		Initial application declined, have asked us to reapply once 2/3 of funding raised.
Aviva Community Fund	01/06/2020		11/12/2020	£50,000		Successful application meant crowdfunding page open until 11/12/2020 for up to full project costs.
Postcode Community Trust (Postcode Lottery)	19/08/2020	3 months		£20,000		Decision promised early November.
Tudor Trust	01/09/2020	4 months	25/09/2020	£40,000	£0	Unsuccessful.
Garfield Weston Foundation	12/10/2020	4 months		£40,000		Awaiting decision.
Sport England Community Asset Fund		"quick"		£150,000		Not accepting applications (COVID-19)
National Lottery - Reaching Communities England				£100,000		Not accepting applications (COVID-19)
Bernard Sunley Charitable Foundation		6 months		£40,000		Must have planning permission in place before can apply.
Laing Family Trusts		4 months		£40,000		To apply once higher priority applications completed.
People's Health Trust - Active Communities		4 months		£40,000		Applications open again but not in York area.
Cayo Foundation				£20,000		To apply once higher priority applications completed.
National Lottery - Awards for All				£10,000		Not accepting applications (COVID-19)
Section 106 Monies via Copmanthorpe Parish Council*		1 month		£10,000		Estimated amount. DB ascertaining from Cop PC how much Section 106 monies are available.
* Section 106 Monies are contributions from property developers to mitigate the impacts of development that Parish Councils can use to fund community initiatives.						
Total (all)				£683,450	£3,450	
As percentage of total funds required				136%		
Total (submitted)				£273,450		
As percentage of total funds required				54%		
Total funds required				£503,537		

Table 1: Grant Applications Summary

Time Frames

Critical Path Analysis

CCP volunteers have conducted a critical path analysis to identify critical tasks that affect Project duration. This analysis divides the Project into main tasks with durations from each drawn from our business plan, information supplied by CYC, and LHL's Programme of Work for the build. A graphical representation of the critical path is provided in Figure 1 (see page 6). Note that the critical path is different to a project plan as tasks are scheduled according to their dependencies in the critical path not when they will actually be undertaken. The critical path nevertheless identifies the shortest Project duration, which CCP will

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endeavour to meet but note that this also requires similar commitment from CPS, CYC and LHL. We highlight here:

- **External dependencies mean we cannot provide absolute figures for Project duration**, see below.
- **The Fundraising Phase necessarily includes provisional durations** as we cannot determine when some Funders will accept non-COVID-19 related applications again. We have included 6 month durations (132 working days) for Sport England and the National Lottery application-decision process but have **no way of knowing actual timings**.
- **The Lease and Legal Phase depends on input and actions from CYC and the School**. The final terms of the Lease and site access must be negotiated with CYC and CPS. CYC Asset Manager must produce a report for the Council Executive's approval recommending Asset Transfer, including producing a Licence for Alterations. Once Executive approval given, CYC must submit a Change of Use Application for the playing field area intended for pool extension to the Department for Education as per section 77 of School Standards and Framework Act 1998 (S77). CYC completes the Lease and Licence for Alterations once S77 Consent is obtained. CYC produce and agree Site Compound and Access licence with building contractor to include any requirements from CPS.
- **CYC currently stipulate that 90% of funding must be achieved** before beginning the completion of the Lease, authorisation of the Community Asset Transfer, and submission of a Change of Use.
- **Grant applications depend on progress with CYC**. Funders are reassured by, e.g., a completed Lease, planning permission in place.
- With current dependencies and estimates, **the earliest Project completion is August 2022**.

We are currently discussing with CYC whether Lease and Legal phase activities can be conducted in parallel rather than sequentially – e.g. the Council Executive could approve the Community Asset Transfer and Lease in principle pending necessary funds being raised (i.e. rather than waiting for funds to be raised before seeking Executive Approval). This would remove dependencies and **shorten Project duration by 9 months to December 2021**. Councillor David Carr is aware of these discussions and will press for this change in his fortnightly meetings with the Council Leader should our discussions not progress.

Access

Land Registry plans indicate the strip of land adjacent to the footpath and playing field is partly owned by numbers 6 and 5 Wheelwright Close. We are in discussion with the owner of number 6 regarding access across their portion of the strip, as the portion most convenient for access. The owner currently does not wish to grant access. We could also approach the owner of number 5, however the owner may have similar concerns regarding construction traffic through the cul-de-sac. For this reason **we need to consider access via the School main entrance as an alternative should access from Wheelwright Close not be possible**. Should site access be via the main entrance, we propose that the heavy construction work (breaking ground, laying foundations, structural work) would occur during school holidays, for deliveries of plant machinery and materials to be outside of school hours and at weekends, and for contractor access to be via the public footpath. LHL have advised on the implications of each alternative as follows:

School Main Entrance

This will give a degree of certainty providing the construction site is segregated from the live School access and pupil activities. The main contractor's compound, welfare and general set up can be located to the front or rear of the proposed development. Deliveries can be managed to enter the school at non-critical times. **Enabling work costs £27.5K** due to additional security requirements.

Rear Access from Wheelwright Close

Access will need to be granted by the existing owners which will likely require compensation and trees reinstating on completion. However, construction set up costs will be reduced. **Enabling work costs £20K**

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excluding any negotiations with the existing owners. Costs include contractors fencing as well as stability matting protecting the existing ground activities during the construction works. (We note that Copmanthorpe Parish Council has a tree fund that could be used to replace any removed trees.)

Project Costs

LHL have advised that the Project costs breakdown they supplied in February 2020 should be increased by 10% due to the effect on tender prices of COVID-19. The costs breakdown is summarised below in Table 2. LHL also advise that, should the working practices they have observed in current projects during COVID-19 continue, a further 4 weeks could be added to the construction period and the costs of complying with all the statutory procedures may add a further £5-10K to the costs.

Table 1, earlier, provides details of funds received and bid for to date.

SUMMARY OF COSTS					
1	ALTERATIONS TO EXISTING BUILDING	19	m ²	£853.89	£16,224
2	NEW EXTENSION	89	m ²	£1,565.46	£139,326
3	UPGRADE POOL ROOM	1	item	£59,902.70	£59,903
4	SPECIALIST POOL WORKS	1	item	£40,104.32	£40,104
5	AIR HANDLING - OPTION TWO plus ducting	1	item	£42,697.60	£42,698
		£18,343.6			
	Option One - not included in figures	5			
6	BOILER REPLACEMENT - OPTION ONE	1	item	£12,650.00	£12,650
7	MAINTENANCE COSTS - TO BE SET ASIDE PER ANNUM	1	item	£7,200.42	£7,200
	Two Year, Five Year and Ten year Costs - see Schedule				
8	ENABLING WORKS- Wheelwright Close Option	1	item	£20,000.00	£20,000
		£27,500.0			
	School Main Entrance option- not included in figures	0			
9	PRELIMINARIES	10	%	£310,905	£34,199
10	CONTINGENCIES	4	%	£372,304	£16,381
				Total Construction Costs Excluding Fees and VAT	£388,685
11	LOCAL AUTHORITY FEES	1	item	£1,000	£1,000
12	ALLOWANCE FOR PROFESSIONAL FEES (BUDGET)	7	%	£388,685	£29,929
				Total Costs Excluding VAT	£419,614
13	VAT	20.0	%	£419,614	£83,923
14	NOT INCLUDED				£503,537
	(a) Removal of any toxic waste material encountered during excavation				Total
	(b) Data, networking and IT cabling and equipment - hard wiring and containment included				

Table 2: Project Costs Breakdown (source LHL)

Closing Remarks

In their letter of 31st July 2020, the School Governors also stated that they have requested the School to consider alternative uses for the building, with associated timescales, for discussion at the meeting. Therefore we shall be obliged if the views of the Trustees and their volunteers are considered during any discussions. We highlight the following:

- The pool **Project is delayed due to situations beyond our control**, which impacts the build start date set by the Governors.
- The completion of the Project **requires commitment and actions from York City Council, Copmanthorpe Primary School, and the School Governors** in addition to from Copmanthorpe Community Pool Trustees and volunteers.
- The Project is being pursued in accordance with the wishes of the community, as evident in the community survey.
- The community will benefit from an enhanced pool offering additional facilities that make it accessible to a broader range of users including children with special needs, parents and babies, disabled people, and those with specific religious requirements that include a need for private changing facilities and swimming
- Upon completion of the Project the School will benefit from an improvement of educational standards by the restoration of the KS1 Statutory Curriculum for physical education - swimming.
- Any Project to make the pool building or its area fit for alternative uses by the school is likely to encounter similar difficulties to the pool Project – i.e. identifying and obtaining funding, CYC approval, site access, and other COVID-19 -related delays and increased costs. Furthermore, health and safety issues, insurance and ongoing repair and maintenance costs, all currently with the Project, will become a liability for the school.
- The Trustees are encouraged by the guide to Governors, DOE Circular 2010/18, Chapter 21, which encourages Governors to promote use of the School in the community. In the present difficult circumstances Trustees respectively request that any decision regarding an alternative use be made acknowledging the present problems and in the spirit and encouragement of the guide.

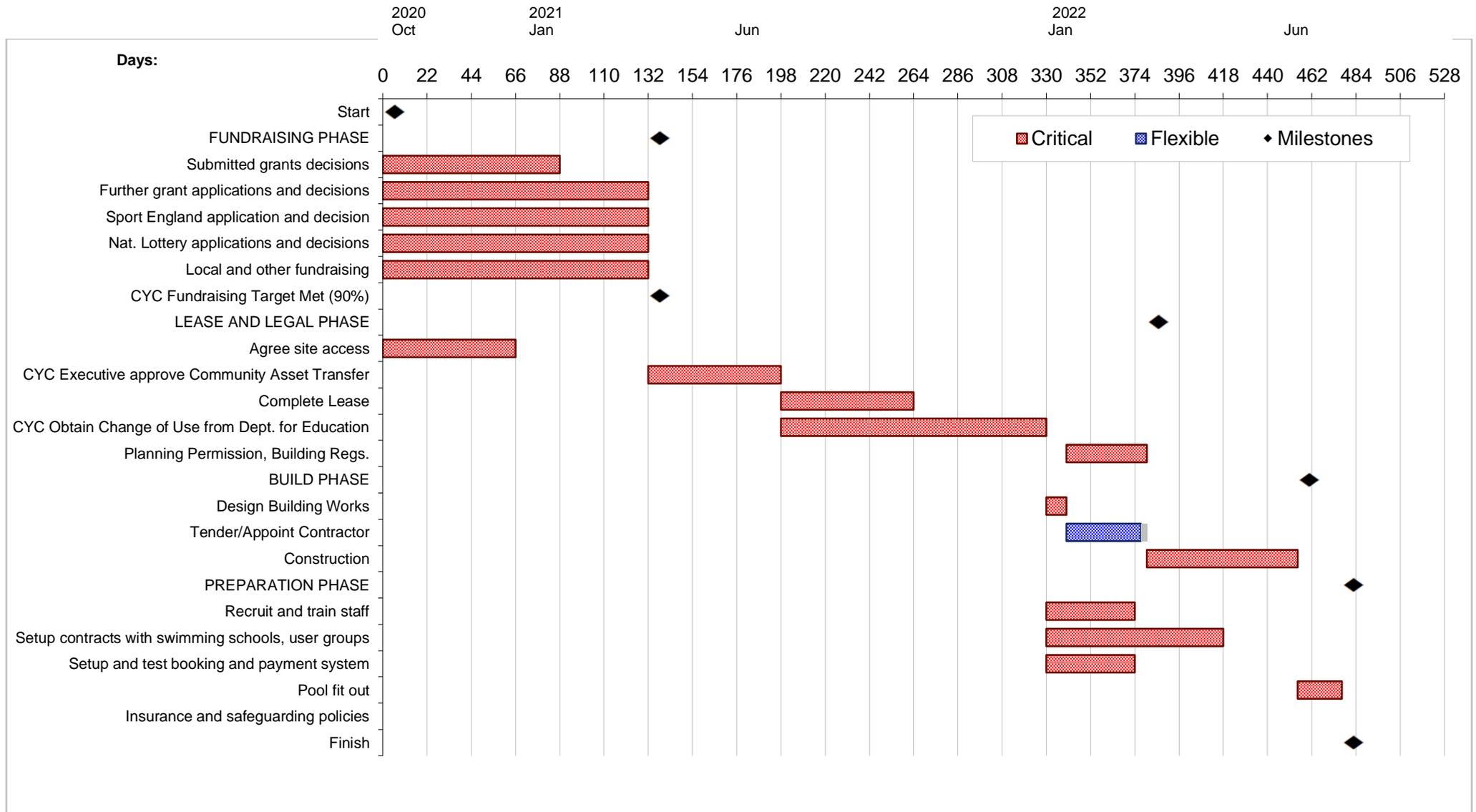


Figure 1, Critical Path Analysis. Based on 22 working days per month.