

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.

Green-oak 'lychgate' shelter for the cob oven

Delivery organisation & contact details:

Organisation	Friends of Devonshire Rd. Nature Reserve.
Contact person	Jacob Twyford.
Telephone	D 020 78512211 E 020 82912272
Address	1 TYSON GARDENS, DEVONSHIRE ROAD SE 23 3NA.
Email address	Jake.twyf@gmail.com

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

To replace the dilapidated shelter over the outdoor cob oven with a green-oak shelter based on the lych gate in Bromley - one of the oldest such gates in the country. The project will allow the community volunteers who learnt so much from the last project to hone their skills on a more complicated project.

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

The project allows volunteers from the local community to contribute to the quality of the local environment, learn valuable skills (education) and leaves a lasting building of value to local people. The project will also involve children and helps to develop leadership and project management skills within the Friends group.

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Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

The project will involve people from the last project who already have carpentry skills, but it will be advertised widely for new recruits. Children will be encouraged to participate, particularly with the re-building of the oven.

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
estimate: - for the green-oak		
lumber and Cedar shingle roof		£1100
for foundation materials		£150
for the cob oven base		100
for publicity		50
Total Project Expenditure		£ 1400
Income		
Assembly Fund requirement		1400
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Contingency	800	300
in case of		
over-spend		
from existing funds	Total Project Income	
		£ 1700

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SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The project falls into 3 phases:-

- ① Carpentry workshops - we have the skill base already to run these without further specialists.
- ② Community build:- again, we can do this in-house
- ③ Re-build the cob oven. Again, we already have the skill-base required.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
JACOB TWYFORD	020 8291 2272	Jake.twyf@gmail.com

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Carpentry workshops	J. TWYFORD	Easter 2013
Community build	u	June 2013
Cob Oven re-build		July 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

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The project is a valuable up-grade to a well-used asset at the Nature reserve. It benefits the community as a whole and adds to the quality of the experience for visitors to the reserve. This included a wide cross section of the community.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

The risks are well understood from the last, similar project, a full risk assessment will be carried out for each stage of the project.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

Success will be measured in two ways! - firstly for the volunteers directly involved and afterwards by the large numbers of visitors to our very successful events. The last project delivered a building that was the centerpiece of our open-day music event, attracting nearly 400 people over the day.

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THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:



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IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 31st August 2012

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

Web: www.lewisham.gov.uk/localassemblies

Tel: 020 8314 3387

Email: paul.gale@lewisham.gov.uk

Address: Local Assemblies, 2nd floor Laurence House, Catford Road, London SE6 4RU