



## Community Infrastructure Levy (CIL) Application for Funding

Completed application forms must be returned to –

Postal Applications	Electronic Applications
The Clerk Croxley Green Parish Council Council Offices Croxley Green WD3 3SU  Tel: 01923 710250	<a href="mailto:info@croxleygreen-pc.gov.uk">info@croxleygreen-pc.gov.uk</a>

**Please ensure you read the following information carefully before applying to Croxley Green Parish Council for CIL funding and you are aware of all the stipulated Terms & Conditions.**

## CRITERIA

Town & Parish Councils are entitled to a “Neighbourhood proportion” of CIL received by the Local Authority following development. The amount of CIL received depends on whether or not the Town or Parish Council has an adopted Neighbourhood Plan (NP). Croxley Green Parish Council, with an adopted NP receives 25% of CIL raised via development. There are very strict guidelines on how CIL may be spent. It **must** be spent on –

- a. The provision, improvement, replacement, operation, or maintenance of infrastructure, or
- b. Anything else that is concerned with addressing the demands that development places on it.

There are typically three broad categories of infrastructure –

- **Physical infrastructure:** highways, transport links, cycleways, energy supply, water, flood alleviation, waste management.
- **Social infrastructure:** education, health, social care, emergency services, art and culture, sports halls, community halls.
- **Green infrastructure:** parks, woodlands, play areas, public open spaces.

CIL **cannot be used** for everyday expenditure or for spending on items or services which fall outside the Parish Council’s remit (whether that be by statute or Power of Competence).

**When considering a CIL application, Croxley Green Parish Council will take into account whether the Parish Council has the ‘power’ to make such a grant.**

All applicants must demonstrate that any funding provided by CIL (through the Parish Council) will be of benefit to the residents of the Parish.

All applicants must demonstrate their application for CIL funding matches the spending criteria as above.

## HOW TO APPLY

A comprehensive application form is included in this form. Applicants **must** include all documents requested. All applicants completing and signing this application form will be deemed to have read, understood, and agreed to the Terms & Conditions of their application.

Croxley Green Parish Council reserves the right to reject an application due to a lack of required documentation or insufficient information to support the application.

## TERMS & CONDITIONS

1. Each application will be considered fairly, on its own merits.
2. No financial assistance can be given to individuals under this Scheme.
3. No grant will be paid to, or for any commercial venture or for private gain.
4. Retrospective applications **will not** be considered, i.e where the expenditure on the project has been carried out or the event has taken place.
5. If successful, recipients must agree to provide a report to Croxley Green Parish Council outlining how the grant has been spent within 12 months of receiving the Grant.
6. Grant recipients **must** provide evidence the money has been used for the purpose stated.
7. Croxley Green Parish Council and use of CIL funds will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.
8. The Grant can only be used for the purpose stated in the application form and Croxley Green Parish Council reserves the right to reclaim any grant not being used for the specified purpose.
9. If an applicant wishes to change the purpose of the grant, they must seek approval by writing to the Parish Council who will then consider approving the change.
10. Any previous grant made to a group or organisation may be considered when deciding a new application.
11. Where partnership funding is being sourced outside the Parish, Croxley Green Parish Council may wish to see that such funding has been secured/applied for prior to awarding a grant.
12. A copy of the organisation's constitution, most recent audited accounts and a current bank balance **must** accompany the application form as a minimum.
13. The purpose for which the grant is requested must be in the interests of Croxley Green Parish, or any part of, or all, or some of the inhabitants of Croxley Green.
14. Only Groups or Organisations within the Parish may apply for a grant.
15. Any application for CIL funding above **£3,000** will require that **3** quotes have been obtained.
16. All personal information contained within the Grant Application form will be held securely.

<b>YOUR ORGANISATION:</b>			
Name of Organisation:	CHESS VALLEY RFC		
Primary Contact: (for this application)	PRATIK PATEL		
Position within Organisation:	HONORARY SECRETARY		
Primary Contact Details: (email or postal address)	secretary@chessvalleyrfc.com		
When was it formed:	1996		
Where and when does it meet?	Croxley Guild of Sport Monthly meetings		
Is membership open to all? (Regardless of sex, age, ethnic origin, religion, disability or sexual orientation)	YES		
Briefly describe the aims and objectives of your organisation and the usual activities/services you provide:	To create an environment where rugby can be played and enjoyed for all ages from six to senior / adult teams regardless of gender or ability. We strive for excellence not only on the pitch, but also through our involvement with schools and by reaching out to the local community. We want to provide facilities and coaching of the highest standard. We aim to help our players and volunteers, by providing a support structure to ensure retention levels by developing a club that has an excellent rugby ethos and effective organisation. The club's support extends beyond playing the sport by providing a safe, fun social environment.		
Type of Organisation:	Business:	<input type="checkbox"/>	
	Charity:	<input type="checkbox"/>	Number:
	Community Group:	<input type="checkbox"/>	
	Other: (please specify)	<input type="checkbox"/> NOT FOR PROFIT RUGBY CLUB	
Preferred Method of Contact:	Post: <input type="checkbox"/>	Email: x	Telephone: x

<b>FINANCE:</b>	
Amount of CIL requested:	£ 3000.00
Please provide details of other/secured sources of funding for this Project:	
Local Authority	£ N/A
Other Local Authority	£ N/A
Charitable Trusts	£ N/A
Business Community	£ Nil

Other (please specify below)	£ Club Reserves (that have not been ring fenced for long term new changing rooms project)	
If your CIL application is for more than <b>£3,000</b> , at least <b>3</b> quotes must be provided. Please state the names of the quoting companies (including amounts and attach copies.) Quote attached although we are not applying for more than £3000.00	Please list your quotes -	
	Company	Amount
	Quote 1: Right Light Quote attached	£
	Quote 2:	£
	Quote 3:	£

### THE PROJECT:

**To assist Croxley Green Parish Council in reaching a decision, please give a full description of the purpose for which CIL funding is required:**

(continue on a separate sheet if required). Please include any plans/drawings/pictures necessary to support your application.

The portable lighting would provide a solution for additional training for the older age groups and senior teams. Currently the training is very limited over the winter period due to the hours of sunlight. As the lights are only required for a few months in winter, this will be a more practical solution than permanent floodlights.

Having spoken to several suppliers of mobile floodlights, we have been advised the most suitable solution would be eight mobile lights to provide adequate lighting for half a rugby pitch, four hour battery life will be required to cover the period of training.

The benefit of the portable lights will extend further than just additional training:

Players returning from university have indicated that additional training would encourage them to rejoin the club and continue to participate in community sport.

If the older age groups are able to utilise floodlights when they train, this will free space on other sites (astro-turf) to allow additional access for the younger players training, thus benefiting all age groups. Having more training at the Guild of Sport will also encourage the social interaction in the clubhouse with other sections of the Guild of Sport, this will benefit both the players as well as the members of the social section.

### How will your project comply with CIL spending criteria?

The project will allow for better utilisation of the pitches and club house. Improving access to sports for various age groups, from senior members of the club to young adults. There will also be a consequential increase in use of the clubhouse for members to meet socially.

**What are the main benefits of your project to the community of Croxley Green?**

By increasing the usage of the pitches for training this will help with providing stronger, better-connected community, improving health and well-being as well as increasing the potential for economic growth through increased footfall in the clubhouse.

**Timeline for Project Delivery:**

Proposed Start Date:	No fixed date
Proposed Completion Date:	Order to delivery will take 2 - 4 weeks

**Is there anything else you wish the Parish Council to take into account when considering your application?**

Chess Valley RFC has been an integral part of the Guild of Sport and the community in Croxley for many years. The provision of floodlights would help increase the community involvement and use of the club house for social gatherings during the winter months. We know that January and February are financially difficult for the clubhouse. Use of the facilities would be increased thereby helping the club house at the same time allowing members to meet socially.

**Declaration:**

The signing and submission of this CIL Grant Application form constitutes acceptance of the statements and conditions below:

**I declare that** I have read and accept the Terms and Conditions of this funding application and that I have answered all question fully and truthfully. I also declare that any grant funding will be used solely and only for the purposes outlined in this application. I have the permission of my organisation to make this grant application.

Additionally, I declare that Croxley Green Parish Council and CIL funding will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.

My organisation, and this project is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity. My organisation and this project through its practices, will ensue that no member, service user, employee or volunteer will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

**I understand that** Croxley Green Parish Council reserves the right to request a list of names and contact details for any members of our organisation.

Any materials produced, made, originated, developed or arising out of the provision of this grant are to be made available for use by the Parish Council if so requested.

Croxley Green Parish Council may ask for additional information at any stage of the application process. I will be required to submit details identifying how the grant funding was used, as well as receipts for all goods and services acquired with this grant, if so requested by Croxley Green Parish Council. If considered to have been inappropriately spent, Croxley Green Parish Council reserves the right to reclaim part or all of the grant funding.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by Croxley Green Parish Council in accordance with all Data Protection Regulations in force at the time.

Signed:   
On behalf of: Chess Valley RFC

Dated: 24 February 2025

#### INFORMATION REQUIRED:

Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted). Failure to supply may result in your application being rejected.

	Check to confirm enclosure
Group constitution or set of rules	<input checked="" type="checkbox"/>
Copy of the most recent/audited accounts	<input checked="" type="checkbox"/>
Copy of most recent bank account statements	<input checked="" type="checkbox"/>
Copy of your Organisation's Safeguarding Policy (if your Organisation works with children/ young adults/vulnerable individuals).	<input checked="" type="checkbox"/>
Additional literature/brochures (where appropriate)	N/A
Three Quotes (if application for more than £3,000)	Not applying for more than £3000

#### Appendix A

Examples of "infrastructure" items which can be provided or maintained by Parish Councils (not exhaustive).

Infrastructure Type	CIL Uses
Allotments	<ul style="list-style-type: none"> <li>Provision of Allotments</li> </ul>
Burial Grounds/Cemeteries	<ul style="list-style-type: none"> <li>Maintain monuments and memorials</li> </ul>
Bins	<ul style="list-style-type: none"> <li>Provision of litter/dog bins</li> </ul>
Bus Shelters	<ul style="list-style-type: none"> <li>Provision of bus shelters</li> </ul>

<b>Clocks</b>	<ul style="list-style-type: none"> <li>• Provision of public clocks</li> </ul>
<b>Commons &amp; Common Pastures</b>	<ul style="list-style-type: none"> <li>• Inclosure, regulation and management and provision of common pasture</li> </ul>
<b>Conference Facilities</b>	<ul style="list-style-type: none"> <li>• Provision of conference facilities</li> </ul>
<b>Community Centres</b>	<ul style="list-style-type: none"> <li>• Provide and equip buildings for use of clubs (sports/social/educational)</li> <li>• Acquire, provide and furnish community buildings</li> </ul>
<b>Crime Prevention</b>	<ul style="list-style-type: none"> <li>• Spend money on crime prevention</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>• Deals with ponds and ditches</li> </ul>
<b>Highways</b>	<ul style="list-style-type: none"> <li>• Repair and maintain public footpaths and bridleways</li> <li>• Lighting for roads and public places</li> <li>• Provide parking places for vehicles, bikes and motorbikes</li> <li>• Provide roadside seats and shelters</li> <li>• Provide certain traffic signs and other notices</li> <li>• Plant trees and maintain roadside verges</li> <li>• Traffic calming – powers to contribute financially to such schemes</li> </ul>
<b>Open Spaces</b>	<ul style="list-style-type: none"> <li>• Acquire and maintain land for open spaces</li> </ul>
<b>Public Buildings and Village Halls</b>	<ul style="list-style-type: none"> <li>• Acquire and provide buildings for public meetings and assemblies</li> </ul>
<b>Public Toilets</b>	<ul style="list-style-type: none"> <li>• Provide public toilets (does not include employee wages)</li> </ul>
<b>Recreation</b>	<ul style="list-style-type: none"> <li>• Acquire land for recreation grounds; public walkways; pleasure grounds – manage and control them; provision of boating pools</li> </ul>
<b>War Memorials</b>	<ul style="list-style-type: none"> <li>• Maintain, repair, protect and adopt war memorials</li> </ul>



CHESH VALLEY RFC ACCOUNTS

**Income**

Membership Subscriptions 15,884

Other Income 3,115

Total **18,999**

**Expenses**

Grounds & Pitches Costs 9,361

Operating Costs 4,536

Kit & Travel 6,777

Other Costs 1,830

---

**22,504**

---

Shortfall **(3,505)**

<b>Cash</b>	NatWest Current	17,622.27
	Santander [Ring Fenced for Changing Room Project]	35,608.48

**Retail Centre LTD (T/A) Right Light**

Unit 4, Moorside Court  
Rotherside Road  
Eckington  
S21 4LN

VAT Number: 989949511  
T: 01246 275 780  
E: sales@right-light.co.uk

Pratik Patel  
Chess Valley RFC  
United Kingdom

## Quote/Proforma

**Quote/Proforma Number:** 5483  
**Quote/Proforma Date:** 17/02/2025  
**Valid For:** 30 Days  
**Account:** CHES15  
**Quote Ref:**

Qty	Description	Unit Price	Total	VAT
1	RL20K Portable Rechargeable LED Floodlight - 20K (Set Of 8) - 52AH Li-ion - RL20K-52/8	5,070.00	5,070.00	1,014.00

Total Net Amount: £5,070.00  
VAT: £1,014.00

**Quote/Proforma Total: £6,084.00**

**Bank Details (Natwest Bank)**

Account Name: RETAIL CENTRE LTD. Account Number: 53080416. Sort Code: 54-41-50

Cheques: Please make cheques payable to RETAIL CENTRE LTD



## **CONSTITUTION OF CHESS VALLEY RUGBY FOOTBALL CLUB**

This Constitution defines the aims and governance structure of Chess Valley Rugby Football Club (CVRFC)

### **1 AIMS OF THE CLUB**

- To facilitate the playing & practice of Rugby Union in all its forms
- The promotion of the game of Rugby Union in all its forms
- To foster the development of members as players at all ages, coaches, referees.
- To provide a forum for members to interact and socialise through playing and non-playing activities

### **2 MEMBERSHIP OF THE CLUB**

Membership should consist of members and officers of the club. Members will be enrolled in one of the following categories:

Playing Member  
Non-Playing Member  
Honorary Member

Playing adults aged 18 or over will be able to join as Playing Members on receipt of the subscription fee.

Non-Playing membership is open to retired players and others aged 18 or over. On receipt of the subscription fee they are accorded full voting rights. Parents or legal guardians of paid up under-18 players automatically become non playing members.

Parents or legal guardians will have the right to one vote per family per paid subscription.

Honorary membership is accorded to members as a result of service to the club both past and present and is awarded for life. Honorary membership can be awarded by a two thirds majority at a General Meeting. Honorary members retain full voting rights.

All members will be subject to the regulations of the constitution and operating procedures and by joining the club will be deemed to accept these regulations and codes of conduct.

Officers of the Club are drawn from Members of the Club.  
All members will have voting rights within General Meetings. Members are not entitled to more than one vote.

### **3 MEMBERSHIP FEES**

All members (except Honorary Members) shall be required to pay an annual membership fee.

All fees for all sections will be set at the AGM and become due annually on the first Saturday of each September.

#### **4 CROXLEY GUILD OF SPORT**

For the duration of the membership and facilities agreement with Croxley Guild of Sport, CVRFC becomes a Section of Croxley Guild of Sport and subject to their associated Rules and Regulations.

CVRFC representation within the Croxley Guild of Sport infrastructure will be achieved by single representation from the Seniors Section and the Youth and Minis Section. These representatives will be identified and voted in within the relevant section AGMs each year and will have the responsibility for representing CVRFC's needs within Croxley Guild of Sport.

#### **5 GOVERNANCE STRUCTURE – THE COMMITTEES**

The Club shall have a Committee called the Executive Committee responsible for the management of the Club.

The Club shall also have a Seniors Committee and a combined Youth and Minis Committee. Additional Committees may be brought into existence within General Meetings with the agreement of the membership.

The Committees shall run the Club on behalf of the members and in accordance with the aims of the Club.

The Chairperson of each and any committee shall cast the deciding vote in the event of any hung decisions.

The Executive Committee may turn over any decision made within Seniors and Youth and Minis Committees with a majority vote.

A General Meeting may overturn any Committee decision with a two-thirds majority.

The club will hold an AGM where the officers of the Executive Committee will be elected no later than the end of May each year.

To seek election within constituted Committees each candidate must have 2 nominations by current members of the club.

The Committees shall run the Club on behalf of the members and in accordance with the aims of the Club.

The Chairperson shall cast the deciding vote in the event of any hung decisions.

The club governing structure, committee terms of references and the officer duties are as laid out and defined in the "Club Structure, Operating Procedures and Policies" document. It is the responsibility of the Club Chairperson to maintain this document and amendments require the ratification of the Executive Committee. Changes made within the Executive Committee need to be communicated to the membership within 72 hrs and also summarised by the Chairperson within the CVFRC AGM.

A General Meeting may overturn any Committee decision with a two-thirds majority. Executive Committee membership will be reviewed annually and where feasible representation from the age groups will be proportionate to the membership volume being generated by such.

The management of the Club shall be conducted by the members of the Executive Committee, which is made of the following elected Club Officers:

Club Chairman	Elected annually at AGM
Minis representative	Elected annually at Youth and Minis Committee
Youth representative	Elected annually at Youth and Minis Committee
Seniors representative	Elected within Seniors Committee
Club Secretary	Elected annually at AGM – Non Voting member
Club Treasurer	Elected annually at AGM
Club President	Elected annually at AGM
Honorary Vice President	Elected Annually at AGM

The Executive Committee may delegate authority to subcommittees.

The Executive Committee has the right to veto or amend the decision made by any subcommittee.

Any Executive Committee Officer has the right to attend at any subcommittee meeting and have open invitations to Section and Sub-committee meetings.

Any Executive Committee Officer or subcommittee member holding more than one position shall only have one vote at meetings.

Where any elected officer fails to attend three (3) consecutive meetings of the Chess Valley Rugby EC, without reasonable excuse (as determined by the Executive Committee), the said officer shall be replaced by another representative co-opted at the discretion of the Executive Committee and without recourse to a General Meeting.

Where any elected officer fails, in the opinion of a majority of the other elected officers present at a duly convened EC Meeting, to fulfil the duties of his post to a reasonable standard, or is deemed to be causing unnecessary delay or impediment to the general work of the Committee, the Secretary (or the Chairman if the Secretary is the officer in question) should serve a notice of intent to that person, clearly indicating that a vote to dismiss the official under this rule will be taken, after due discussion, at the following Committee meeting (not less than 21 days from the date of the notice). Where an officer is dismissed after a vote under this rule, the said officer shall be replaced by another representative co-opted at the discretion of the Executive Committee and without recourse to a General Meeting. No more than 2 officers may be dismissed under this rule in any period between General Meetings.

Where any elected officer resigns, the said officer shall be replaced by another representative filled by due nomination and via election process within relevant Committee Meetings or within AGM.

It is the responsibility of the Section Committees to ensure that non elected officer vacancies of the EC are filled.

The EC shall meet not less than quarterly. It shall conduct the general business of Chess Valley Rugby Club and shall have power to undertake any proposal it deems fit to benefit and enhance the standing of Chess Valley Rugby Club.

A quorum for the Executive Committee shall be when a minimum of three members and at least one from each Section are in attendance

The Committee-Elect shall take over the management of the Club effective 6 weeks after the date the AGM is held, or sooner if agreed at a full committee meeting in the intervening period.

## **6 FINANCES**

The income and property of Chess Valley Rugby Club shall be applied solely towards the carrying out of the objectives of Chess Valley Rugby Club as set out in this constitution.

There will be separate financial control within the Senior and Youth Sections of the Club with an additional pooled Club Account.

The Treasurers for each section shall administer the finances of each section of Chess Valley Rugby Club and the Treasurer for the Club who sits on the Executive Committee shall have the additional responsibility for the Pooled Club Account and each will present a financial statement at each meeting of the Relevant Management Committee and at the Annual General Meeting.

All profits achieved through sales of equipment with the club badge will be paid into the pooled account.

All jointly earned funds will be paid into the pooled account. All club sponsorship income will be paid into the pooled account.

The financial year shall run from May 1<sup>st</sup> – April 30<sup>th</sup> each year for the youth and mini's section and 1st June to 31st May annually for the seniors..

Expenditure from the pooled account will be managed by the Executive Committee.

## **7 MEETINGS**

An Annual General Meeting of Chess Valley Rugby Club shall be held in May each year

- i. Receive reports of the work carried out by Chess Valley Rugby Club and its Section Committees in the previous year.
- ii. Receive duly prepared subscription, membership and financial reports for the preceding financial year.
- iii. Elect Executive officers of Chess Valley Rugby Club
- iv. Clarify any changes to the Operational Procedures that have been agreed by the Executive Committee in the preceding year

Emergency General Meetings of Chess Valley Rugby Club shall be called as required either by the EC on the discretion of The Chairman, by a majority decision within the EC or by no less than thirty fully paid members.

Fourteen (14) days notice of all General Meetings must be given by the Secretary and must include notice of the business proposed. The Secretary is to take all reasonable steps to ensure that the notice reaches all members.

Quorum of a General Meeting of Chess Valley Rugby Club shall be 20 people or one fifth of the membership, whichever is the lesser (in either case attending in person).

Where a quorum is present, the Secretary may accept votes cast by proxy according to procedures, previously agreed by the Executive Committee, which have been clearly set out and distributed with the notice of the business proposed.

Where there is only one candidate for election to any post on the Chess Valley Rugby Executive Committee, a vote should still be taken in the normal manner. To be elected, the candidate should receive 50% or greater of the votes cast (including proxy and/or email votes where these are allowed). Where the candidate fails to achieve this level of support, the post remains unfilled and should subsequently be filled by another member co-opted at the discretion of the Management Committee and without recourse to a General Meeting, except in exceptional circumstances where the Chairman (or Secretary, where there is no Chairman) decides that the post should be filled by due election at a General Meeting (or AGM).

## **8 EQUIPMENT**

All Club equipment should be labelled/marked and inventoried.

The Club shall take whatever action is deemed prudent to recover any equipment which it lends out or gets stolen.

Any member found stealing equipment shall face immediate expulsion and if the Club deems it necessary it shall take the matter further.

## **9 GENERAL**

The club shall affiliate to any body, which is deemed appropriate and is beneficial towards the Club and its members.

This constitution and the operational procedures will be made readily available to all prospective and paid up members.

In joining the Club, members agree to be bound by the rules and regulations of the Club and any bodies to which the Club is answerable.

## **10 DISCIPLINE**

Chess Valley Rugby Club shall adopt the rules and regulations as set by the Rugby Football Union regarding players' conduct.

Any member wishing to be considered as a player shall be deemed to have read and agreed to abide by the said rules.

All fines, suspensions and punishments will be set according to Rugby Football Union guidelines.

## **11 EQUAL OPPORTUNITIES**

Chess Valley Rugby Club is committed to equality of opportunity.

All members are welcomed purely on their interest to become involved with the sport of rugby union and no restriction on membership shall be made on the grounds of race, colour, nationality, ethnic origin, sex/age, marital status, disability, sexual orientation or religion or be disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

## **12 SERVICE DELIVERY**

Chess Valley Rugby Club is committed to carrying out its activities in accordance with the principles of its equal opportunities policy and the objectives of this constitution.

Every attempt will be made to ensure that no-one is excluded, either intentionally or unintentionally, from participating in or benefiting from its activities.

## **13 ALTERATIONS TO CONSTITUTION**

This constitution may not be altered without a resolution properly proposed, seconded and approved by a vote of a General Meeting of Chess Valley Rugby Club.

A resolution to alter the constitution must be received by the General Secretary at least 21 days prior to the meeting at which the resolution is brought forward. 14 days notice of such a meeting must be given by the Secretary to the members and must include notice of the alterations proposal.

## **14 DISSOLUTION**

In the event of Chess Valley Rugby Club being dissolved any property or monies remaining after its debts and liabilities have been settled shall be paid to a registered charitable organisation to be used in the furtherance of sport in the local area.