

Community Fund Application Form

Please refer to the accompanying guidance notes when completing this application form

Internal use only		Area	Project Ref No:
1	I confirm that I have read the guidance notes <input checked="" type="checkbox"/> I confirm I have read the information pack <input checked="" type="checkbox"/>		
PROJECT SUMMARY			
2	Name of Project	BHAS Accessible Community Allotment	
3	Amount of Community Fund applied for	£26,430.45 (Total project value = £49,721.91)	
4	Project Summary	<p><i>Maximum of 150 words</i></p> <p>The project will create 5 new wheel-chair accessible raised allotment beds, a new platform or patio and linked bio-diverse wildlife area.</p> <p>The project mitigates population pressure, demographic change and 'densification' of housing associated with development and addresses exclusion of citizens by the massive over-demand for allotments.</p> <p>The proposal will provide inter-generational community benefits by opening up access to allotments for wheelchair users and others with limited mobility, local primary school children, citizens whose mental-health would benefit from exposure to nature and groups suffering from age-related conditions or isolation.</p> <p>Activities will include cultivation of crops, outdoor school lessons, guided-walks, workshops/training and well-being visits. A typical term-time week would include instances of these activities, with the number, scale and mix varying depending on weather and season.</p> <p>In summary, the project provides new opportunities and access, supports education, promotes health and wellbeing and enhances community cohesion in the local area. (147)</p>	

ABOUT YOU / YOUR ORGANISATION *If an individual is applying, they must have a constituted organisation that they can work in partnership with*

5	Name of organisation(s)	Barnes, Mortlake and East Sheen Horticultural and Allotment Society (usually shortened to Barnes Horticultural and Allotment Society or BHAS). We represent and manage 5 allotment sites in East Sheen with about 230 allotment plots in total.	
	Contact name	Richard Blackwell	
6	What is the legal status or structure of the organisation?		Registered Charity No.
			Company Number
			Other (<i>please specify</i>) Unincorporated Association
7	Your organisation's address	The Shed, Hertford Avenue, East Sheen, SW14 8EQ. For correspondence on this bid, C/O 6 Buxton Road, London SW14 8SY.	
8	Organisation's telephone number	07872379411 (Contact and chair of BHAS)	
9	Organisation's email address	richard@richardblackwell.com (Contact and chair of BHAS)	

ABOUT YOUR PROJECT

10	<p>In which area is your project based?</p> <p><i>Please tick which cluster area will benefit from your project and identify the ward where your project will be based</i></p>	<p>East of the Borough <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> Kew, Barnes, Mortlake and Barnes Common, North Richmond, South Richmond, East Sheen <p>West of the Borough <input type="checkbox"/></p> <ul style="list-style-type: none"> Twickenham, St Margaret's, Whitton, Heathfield, Fulwell and Hampton Hill, Teddington, Hampton Wick, Hampton
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11	<p>Describe your project</p> <p><i>Total suggested word count: 500 – 1000 words</i></p>	<p>What are the main aims of the project?</p> <p>At the heart of the project is adding social and community value. It seeks to open up access to the allotment experience, both physical access and social access, to groups currently excluded by the terrain, allotment waiting list log-jam (see section 13 below) or simply lacking access to green space as a result of population growth and development pressures on the housing stock. Strong relevant partnerships have been formed to ensure that the opening up of access provides educational gain, therapeutic, mental health benefit and enhanced health and well-being support for our growing population of elderly residents .</p> <p>The project has 3 aspects:</p> <ul style="list-style-type: none"> • a new wheel-chair accessible area of 5 raised allotment ‘beds’ for horticulture and ‘learning through cultivation’ • a new platform or patio bordering Beverley Brook, with an adjacent pond and wildlife area, for teaching/training, showcasing bio-diversity and well-being support. • more intensive use of an existing lawned Green to promote health and well-being and community cohesion. <p>It will also enable BHAS to support its members in new ways, creating the option of a move from plot cultivation to tending a raised bed, enabling a more efficient utilisation of full plots.</p> <p>Central to the proposal are three strong partnerships, which taken together, give the project significant demographic and social reach across the local community. The 3 user-partners are:</p> <p>East Sheen Primary School https://www.eastsheen.richmond.sch.uk/ By partnering with East Sheen Primary School (with whom we share a boundary on our Priory site), we can give new access to horticulture and outdoors learning to local children within walking distance of their School, including the special educational needs group, who will make weekly visits to cultivate a raised bed.</p> <p>Dose of Nature https://www.doseofnature.org.uk/ Working with the charity Dose Of Nature (based in Kew) enables extension of their therapeutic work, guided walks and workshops, with GP-referred clients to East Sheen and new direct horticultural options (not currently possible) on a dedicated raised bed which will be allocated to them.</p>
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	<p>FiSH https://www.fishhelp.org.uk/ The partnership with FiSH, a Barnes-based charity supporting mainly elderly residents, will enable a new contribution to the programme of trips and visits intended to promote health and well-being.</p> <p>All three partners have submitted evidence of need and impact in their supporting statements, have established reputations, robust infrastructures and significant operational capability giving confidence that the project will succeed.</p> <p>450</p> <p>Who will the project benefit and how many will benefit?</p> <p>Directly Pupils at East Sheen Primary School (ESPS), indirectly their families. ESPS currently has 570 pupils. The Special Educational Needs Group, currently 5 pupils, will engage directly in cultivation of a dedicated raised bed and visit weekly. An extensive programme of mainstream classes will be held on the new platform or green, including a visit by all Science forms across all years (19 visits involving all 570 pupils) with a total estimate of 1290 pupil visits per annum, not including SEN group weekly visits (see table in Supporting Statement for details of subjects, year groups and frequency). The School itself benefits from being able to make an enhanced educational offer.</p> <p>Directly clients of Dose of Nature (DoN), indirectly GPs making referrals and the organisation itself. Their horticultural group (of 10 working a dedicated raised bed) and walking group (of 6) will visit weekly May to September plus occasional workshops. DoN estimate between 320 and 440 visits per annum overall (for details see Supporting Statement).</p> <p>Directly members of FiSH which will be able to add to its extensive activities for its 607 members. FiSH plans 9 visits across the year addressing the needs of 3 of its user-groups, (their memory loss, parkinson's and carers groups) giving an estimated total of 276 visits per annum (see Supporting Statement and Annex).</p> <p>Directly, wheelchair users and others with limited mobility. It is difficult to make an estimate of numbers likely to be involved. If we turn to DataRich, Disabled under the Equalities Act gives a figure of 23,479 for 2021, of which 8722 citizens report that day-to-day activities are 'limited a lot'. At present only 2 of LBRUT's 26 allotment sites have a wheel accessible area, with some other provision (RUILS has an area of raised beds designed for wheelchair users). None of this is within the Eastern postcodes (SW13, 14 and TW9). As well as looking to our user-partners (especially FiSH), to alert wheel-chair users</p>
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		<p>and others with limited mobility to the new opportunities, we are aware from experience elsewhere that a specific attraction strategy will be desirable and so we will work closely with the charity RUILS on this aspect (https://www.ruils.co.uk/).</p> <p>Directly, plotholders who need to relinquish their plots due to limited mobility or infirmity will now have the option of working raised beds. We expect numbers to be small, especially at the outset.</p> <p>BHAS will benefit through greater engagement with the local community and likely indirect impacts (growing attendance at Open days and Annual Shows). It will also acquire additional leverage to persuade struggling plotholders to move to raised beds, increasing efficiency of plot allocation, an aim of LBRUT's Allotment Strategy.</p> <p>419</p>
		<p>What activities will be delivered as a result of your project? (if appropriate)</p> <ul style="list-style-type: none"> • Cultivation of raised allotment beds • Mainstream primary school lessons outdoors • Therapeutic guided walks and workshops • Health and well-being visits for elderly residents and their unpaid carers. <p>22</p>
		<p>Any other comments.</p> <p>The allocation of dedicated beds to user-partners will be reviewed in the light of usage. At the outset, three beds will be left 'open' for use by new wheelchair users or other new users with reduced mobility and plotholders leaving established plots.</p> <p>General maintenance of the area and any temporarily unused plots will be undertaken by BHAS volunteers. If the project is very successful and the area heavily used, we will contemplate a phase 2.</p> <p>86</p> <p>Total 981</p>
12	How does your project address the impact of development in your local	<p>THIS IS THE KEY QUALIFYING CRITERIA FOR THIS FUND SO PLEASE ANSWER IN FULL</p>

area. (Refer to list of levied development in the guidance notes)

Our project seeks to respond to the development pressures on the education, health and welfare systems locally by opening up an attractive part of our allotment estate to selected, relevant community groups. The evidence for development pressures can be seen in analysis of population trends and concomitant changes in the local dwelling stock across the Borough. We focus on the whole Borough as it is not easy or possible in some instances to separate out the specific 'Eastern area' postcodes in the DataRich dataset, our main source for this analysis.

Population Evidence

Population by age band LBRUT

Age Band	1991	2001	2011	2021
0-4	9,747	11,830	14,038	11,100
5-9	8,396	9,887	11,107	12,800
10-14	7,924	9,082	9,827	13,200
15-19	8,367	8,131	9,085	10,100
20-24	11,156	9,318	9,145	8,200
25-29	13,784	13,281	12,546	9,900
30-34	13,499	16,722	16,026	12,100
35-39	12,673	17,009	17,433	14,300
40-44	13,667	13,297	15,937	16,400
45-49	10,902	11,666	14,536	16,200
50-54	8,634	12,389	11,805	15,400
55-59	7,630	9,291	10,067	13,600
60-64	7,402	6,760	10,142	10,300
65-69	7,304	5,843	7,406	8,400

70-74	6,391	5,445	5,617	8,700
75-79	6,093	5,067	4,525	6,200
80-84	4,221	3,730	3,709	4,100
85-89	2,088	2,409	2,503	2,500
90+	851	1,179	1,536	1,700
Total	160,729	172,336	186,990	195,200

There is a notable and significant decrease in many age groups in 2021. The adult population falls for all age groups up until 40-44 years when it starts to rise again, but that seems to be part of a general trend. 20-24 years age band declines steadily from 1991 as does the 25-29 years group.

20-24	11,156	9,318	9,145	8,200
25-29	13,784	13,281	12,546	9,900

We've added 0-4 and 5-9 age bands and up until 2021 the numbers were going up for both groups. The drop in 2021 could simply be Covid 19- the census is a single day in March and in March 2021 restrictions were only just lifting - schools had started to reopen but many of them not fully, so possibly the 0-4 age group figure is just an anomaly.

0-4	9,747	11,830	14,038	11,100
5-9	8,396	9,887	11,107	12,800

From 40 years old that the numbers show a constant increase. It's also interesting that if you compare Richmond to most of the rest of London, Richmond is one of the few areas where the population of people in the late sixties and above carries on increasing from a high base, for all cohorts bar one (see below and FiSH supporting statement).

40-44	13,667	13,297	15,937	16,400
45-49	10,902	11,666	14,536	16,200
50-54	8,634	12,389	11,805	15,400
55-59	7,630	9,291	10,067	13,600
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80-84	4,221	3,730	3,709	4,100
85-89	2,088	2,409	2,503	2,500
90+	851	1,179	1,536	1,700

Source: DataRich

In summary, the rising population groups are 2 age cohorts of children and 40+ age groups. Two of our three partners (East Sheen Primary School and FiSH) represent and cater directly to clients in these age groups.

Dwellings and Household Evidence

We turn to the evidence on the types of dwellings housing the growing population from 2015 to 2023.

Total dwellings

NAME	2015	2016	2017	2018	2019	2020	2021	2022	2023
Richmond upon Thames	83,080	83,540	84,130	84,440	84,790	84,940	85,170	85,350	85,580

Over the same period, the number of flats recorded was as follow:

Flats

NAME	2015	2016	2017	2018	2019	2020	2021	2022	2023
Richmond upon Thames	33,500	33,850	34,370	34,580	34,850	35,070	35,240	35,400	35,570

Source: DataRich

The evidence for so-called 'densification' of housing is clear in this data as nearly all the growth in dwellings is in flats. In addition, the projected numbers for households for the next 10 years show a continuing and steady rise, in line with the trend to 2023.

Projected Household Numbers to 2033

NAME	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Households	82,433	82,952	83,396	83,855	84,551	85,269	85,938	86,553	87,165	87,771	88,363	88,913	89,434	89,948	90,457	90,944

Source DataRich

NB Dwellings and households are defined differently.

These projections are, however, problematic and probably an under-estimate as they do not appear to include large developments likely at Homebase Manor Road, Barnes Hospital, the Stag Brewery or Twickenham Riverside, all of which are likely to feature a preponderance of flats in 'dense'

developments. The first three of these fall squarely within our eastern area postcodes so, if and when these new developments are completed, the number of people living in flats without access to their own outside space will radically increase both absolutely and as a proportion of the total local housing stock. Stag brewery alone is almost a new ward.

In summary, from this analysis of dwellings and households we can see that there are increasing numbers of households with no or limited access to green space and that this trend is likely to deepen in our locale. One of our partners, **Dose of Nature**, has as its raison d'être, providing therapeutic support to local citizens who would benefit from enhanced and supported engagement with nature. It is likely that a significant proportion of their clients are and will be flat dwellers (although we have not been able to locate publicly accessible data that allows that hypothesis to be directly tested).

The Project: Mitigating the Impact of Development

Partners: Our three user-partners have shown in their statements of support how these development pressures have impacted on their activities and services and how the proposed project would help mitigate these impacts. Below, we highlight key aspects (please see supporting statements for full cases).

In the case of **East Sheen Primary School**, providing education to the rising population in the 5-9 and (part of) the 10-14 age cohorts identified above ...” Over recent years the school has significantly grown in size, expanding from a two to a three-form entry primary school..... To accommodate the expansion of the school we have had to undergo significant building work and have inevitably lost outside space Two of the spaces we have lost are our Wilderness Garden and the allotment space that children used to take great delight in, especially as they grew produce for our school kitchen. We are hugely grateful that the allotment committee have offered us a raised bed”. The statement goes on to identify their Special Educational Needs group as potential weekly visitors, learning through cultivation, and a less intensive but expansive set of opportunities to enhance curriculum delivery for mainstream pupils undertaking lessons in Art, Design and Technology, Science, Geography and English (see statement and para 11 for detailed numbers).

Dose of Nature state that...”the aim of our charity <https://www.doseofnature.org.uk/> is to support people who struggle with a wide range of mental health issues, including depression, anxiety, trauma and addiction. Our work is based upon a growing body of academic research about the mental health and well-being benefits of exposure to nature (summarised at <https://www.doseofnature.org.uk/the->

[science#AnOverview](#)) and based on referral from local GPs”. Not surprisingly, given the changing nature of the housing stock, they say ...”we have a growing demand for our services, as evidenced by 375 GP referrals to date in 2023, against 323 referrals in total in 2022, and an associated growing demand within East Sheen and Barnes” (see chart 1 in statement for detail on SW13, 14 and TW9). In their supporting statement, they show how the project would enable them to substantially extend their existing activities and, through access to a dedicated raised growing bed, enable them to add a completely new activity to their portfolio (as they have no current area for cultivation at their Kew base or elsewhere).

FiSH. The above analysis of age cohorts shows that cohorts from 40 to 90 + years rose in the years to 2021 in LBRUT that the elderly cohorts are projected to carry on rising. The supporting statement from FiSH states....”charitable objectives which are to combat loneliness and isolation amongst the elderly and vulnerable people of Barnes, Mortlake, East Sheen,.... The demand for FiSH help and support is higher than ever”. Our project helps it alleviate that pressure and add new offers to its Memory loss, Parkinson’s and Unpaid Carers groups to support their health and well-being.

Thematic Analysis: In terms of the **five mitigating themes** identified in the guidance notes, four are addressed by our project, namely:

Providing people with opportunities: Opening up access, physical and social, is a key aim. The physical element is obvious in our plans set out above but perhaps the social element less so. The argument here is that a combination of development pressures on the housing stock and allotment waiting list backlog (see allotment officer’s fact sheet attached), newer citizens in the borough are likely to be (increasingly) denied access to green space, valuable to health and well-being. By partnering with a local primary school, we will, at least, give the children an experience of nature, and one on which their parents can in future build, if they wish (attending our events, and when waiting list pressure allows, applying for an allotment plot -see para 13 below).

Supporting education, culture and well-being: this is another major aim and will be achieved through our selection of user-partners (a primary school, a health charity and a charity supporting the elderly through befriending services) and the activities that they will undertake around the new raised beds, the new platform/patio and existing lawned Green (detailed above in section 11).

		<p>Supporting the natural environment and biodiversity: our commitment to this theme is already established and ongoing across our 5 sites. How our work links to Council strategy and will be designed into the project, is detailed in section 17 below.</p> <p>Supporting community cohesion: our proposal indirectly but positively supports this theme. It facilitates inter-generational use of the spaces with the prospect of greater inter-action between groups that may not normally have much to do with each other. The inclusion of an existing Green, bordered on one side by roses, and the creation of the new platform overlooking Beverley Brook, provide pleasant environments for informal interaction, growth of mutual respect, trust and connectedness which enable communities to cohere. Working alongside others on raised beds will also promote these qualities.</p> <p>Summary: Demographic trends show a rising population but with a slightly unusual profile, skewed towards children and those over 65yrs. These trends are associated with development that is changing the balance of the housing stock towards more dense living space, with limited or no direct access to green areas, with concomitant pressure on the education, health and care systems. Our project addresses these trends by adding value to the education of primary school pupils, increasing the options for the therapeutic treatment of GP-referred clients who would benefit from a ‘dose of nature’ and extending health and well-being activities for the elderly and isolated. It supports four of the five mitigating themes identified in the guidance notes, three directly and one indirectly.</p>
13	<p>How and who have you consulted with to demonstrate the need for your project? e.g. Friends of Groups, user groups</p> <p><i>Please provide supporting evidence of public consultation and the outcomes of that engagement with your application, including numbers engaged</i></p>	<p>What evidence have you collected to demonstrate the need for this project?</p> <p>We are a small unincorporated association with no employees proposing a modest project. We have ‘cut our cloth’ accordingly, undertaking consultation with relevant organisations, interrogation of the DataRich resource (the best data set available) and analysis of access to and demand for allotments locally and nationally.</p> <p>Consultations: We have undertaken targeted but intensive consultations through direct discussions with three large organisations (which have become user-partners). We have met with them at their offices and on-site and discussed how we will work together by email, online and on the phone. We have also consulted other local, representative community societies too.</p> <p>The three user-partners have joined the project because of their demonstrable need and ability to benefit. East Sheen Primary School currently has 570 pupils (see supporting statement), Dose of Nature has had 375 GP referrals in 2023 (up to November), of which approximately 100 derive from East of the</p>

Borough (see their supporting statement and chart 1) and **FiSH**, has a client base of 607 (see supporting Statement). In short, they represent significant sections of the local population and fit well with our aims (which to some extent they have influenced and shaped in the consultative process).

In developing the proposal we have **visited the two other allotment sites** with recently created community areas in LBRUT (Briar Road and Hatherop) and discussed both technical issues and lessons learned. One of the big lessons learned about the risks of low internal take-up and utilisation has informed our strategy of seeking strong user-partner relationships from the outset. Another lesson learned is the need to have a specific communication strategy if the accessibility aims are to be realised in practice. In this regard, we have been consulted the charity **RUILS** (<https://www.ruils.co.uk/about-us/>) about the creation and management of their own accessible allotment area (in Teddington so serving a different local community) and an attraction strategy to ensure wheelchair users and others with reduced mobility know about the new opportunities the proposed project will create for them to access horticultural activity. We have agreed that they will be our partner for this latter aspect, utilising their existing good links and relations with relevant communities.

We have also consulted other local, representative **community groups** covering the relevant geographical area (SW14, SW13 and, to a lesser extent, TW9), notably the **Mortlake and East Sheen Society** with 450 local members (see supporting statement) and the Barnes Common Group (with whom we have an existing working operational relationship, for example cooperating on the refurbishment of Beverley Brook). Finally, we have held a number of discussions with the **Borough's Allotment Officer**.

Allotment waiting lists and demand: There is a **massive over-demand for allotments** nationally with waiting lists running into many years, to the extent that Greenpeace have launched a national campaign on the matter, naming Richmond as one of the top 10 'worst' places. The situation on our 5 sites varies somewhat one to another but overall is broadly in line with that across the Borough (for details see attached fact sheet from The Council's Allotment Officer. BHAS 5 sites are highlighted **in yellow**).

The LBRUT **waiting list has been frozen** since December 2022 to clear a large backlog and we have been working with the Council's Allotment Officer to achieve that. She hopes to re-open waiting lists for at least some sites in 2024. We do not know if any of our sites can be included yet and even if some are, realistically, anyone joining the list in 2024 at any of our sites, is likely to wait at least 5 Years before a plot becomes available on that site.

		<p>By creating this accessible community area we are opening up the allotment experience to people, who unless they are current plotholders, have little hope of obtaining their own plot to work in the short (and probably medium) term. The impact is particularly marked for recent new residents who are unlikely to be on the old list (i.e. in the backlog we are working through) and cannot, at present, join a new list. By partnering with East Sheen Primary School, we will be able partly to moderate this effect as we believe that a proportion of their pupils are the sons and daughters of residents that are relatively new to the Borough and we will at least give these children an allotment experience and a 'green' context for some of their studies.</p> <p>Partner demand. As set out in their supporting statements, all three partners have rising (even excess) demand for services which the project will help satisfy. ESPS has gone from 2 to a 3 form year, built a new classroom block (in 2023) and lost outside space due to growing demand, which we can help address. Dose Of Nature has an increasing level of GP referrals, including from the 8 GP practices in the eastern area (see chart 1 in their statement) and our project enables them to make a new offer to clients and to extend its existing activities. FiSH caters mainly to Richmond's growing elderly population in the East of the Borough and the project enables it to extend its services to three of its user groups and from its Barnes base to East Sheen.</p> <p>In summary, there is conclusive evidence of frustrated (over-) demand for allotments and the allotment experience nationally and locally, alongside evidence of specific demand pressures on local educational, therapeutic, health and well-being provision, which our project will alleviate.</p>
14	<p>What is the estimated start and finish date for the project? Month / Year</p> <p><i>Please identify the key stages and "milestones" needed to complete this project</i></p>	<p>Start: April/May 2024 Finish: Easter 2025</p> <p>Measurable milestones for your project:</p> <ul style="list-style-type: none"> • By end May: Volunteers complete clearance of site and secure against summer weeds etc (assuming funding confirmed in April 24) • By end Sept 24: Contractor work begins (at end of growing season and after BHAS Annual Show); review of safeguarding policy with partners completed • By end December 24: Paths laid, rear area levelled, platform prepared and laid; Raised beds, fences/barriers erected ; Pond dug and installed (timing subject to weather and availability of building materials)

		<ul style="list-style-type: none">• By end March 25: User agreements in place with user-partners, including implementation schedule for May-Sept.• By end March 25: woodland area completed; shed erected. Bio-diversity elements finished (timing subject to weather and availability of building materials)• By Easter 25: All works completed• By end May 25 Opening ceremony (at BHAS Open Day 2025)• By end May 25: Partner use begins																			
15	Identify and describe any risks / uncertainties and how you will mitigate against them																				
	<div>Risk description</div> <div>e.g. Support not forthcoming from user groups / residents</div>	<div>Risk assessment has been informed by visits to and discussion with, the other two allotment sites in LBRUT to have recently created accessible community areas (Briar Road and Hatherop) and our own infra-structure impact assessment. Experience elsewhere suggested under-utilisation could be an issue if reliance was placed on demand from existing plotholders seeking to (or being persuaded to) move to raised beds. We have mitigated that risk by forming strong user-partnerships from the outset and conceptualising increased ability to persuade struggling plotholders to relinquish their plots in favour of working raised beds as a second order priority. On infrastructure, we assess the probability of user-partner visitors overwhelming existing provision (salient issues are parking and toilet facilities) as low with a medium impact should it occur (see table). There are a number of mitigations available, if this assessment proves too optimistic, including launching a (new, separate) phase 2. In any case, we will work with partners and plotholders to mitigate the impact of new visitors on the environment of the site.</div> <div>Risks table. Columns: P= Probability Im= Impact. Risk level: H =high, M = medium, L =low.</div> <table><tr><td>Project Risk</td><td>P</td><td>Im</td><td>Mitigation</td><td>Net P</td><td>Net Im</td><td>Possible action on residual risk and/or comments</td></tr><tr><td>Partners withdraw or are inactive</td><td>L</td><td>H</td><td>Strong relations forged through multiple visits (inc on-site) and discussions. Unlikely all 3 would withdraw before inception and</td><td>L</td><td>M</td><td>Deliberate decision to limit to 3 partners (logistics). Interest high so new partner acquisition should be relatively easy.</td></tr></table>						Project Risk	P	Im	Mitigation	Net P	Net Im	Possible action on residual risk and/or comments	Partners withdraw or are inactive	L	H	Strong relations forged through multiple visits (inc on-site) and discussions. Unlikely all 3 would withdraw before inception and	L	M	Deliberate decision to limit to 3 partners (logistics). Interest high so new partner acquisition should be relatively easy.
Project Risk	P	Im	Mitigation	Net P	Net Im	Possible action on residual risk and/or comments															
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				timescale affords space to acquire new partners.			
	Contractor withdraws	L	M	3 tenders acquired, satisfactory alternatives exist but more expensive. Revision of project may be necessary.	L	L	
	Cost inflation (materials and labour)	H	M	Apply contingency of 3% based on BoE and OBR data and projections. Consider re-scheduling to bring forward work at time of RCF award	H	L	Scale-back plan to match project scope to resources
	Low utilisation	M	H	User-partner strategy intended to mitigate risk; increase number of beds allocated to active partners; add new partner (e.g. Local school); allow existing plothead (s) to work temporarily on behalf of BHAS	L	M	Beds could be temporarily closed in extremis (with bespoke or other covering) to mitigate residual risk
	Significant maintenance burden on BHAS	M	H	Choice of partners with infrastructure and track record. Form Project Implementation group on confirmation of funding, to become Project Mgt group when site opens. Close liaison with partners.	L	M	Consider Project Steering Group with Partner representation during 1 st year of operation
	Infra-structure strain	L	M	2 Salient 1. Parking: ESPS will walk only: FiSH has own bus that can be parked on-site; DoN, small groups arriving mainly by public transport. 2. Public Toilets in café at Palewell Pavilion (10 mins walk), inc external wheelchair access. ESPS and DoN no concern, maybe an issue for FiSH	L	L	FiSH will have option to bus clients to nearby Pavilion café toilets. Will monitor with partners, esp FiSH. Consider Phase 2 if heavy use requires on-site toilets or other infra-structure enhancement.

					clients (to be closely monitored when visits start)				
		Visitor impact on allotment environment (noise, pollution, trespass etc)	M	M	ESPA likely source of concern. Pupils will be supervised and supported by staff used to leading trips; Special needs group has intensive 1 to 1 staffing. Some 'wandering' in/on plots possible. Continue to work with plotheolders to explain benefits of change	M	L	Impact mitigated by location of raised beds (only one adjoining plot holder and site is opposite a lively secondary school). User agreements will regulate visitors impact. Some change likely but should be minor.	
16	<p>How will you ensure that your project is inclusive for all?</p> <p><i>Please find a list of protected characteristics in the guidance notes</i></p>	<p>Providing a physically accessible space to wheelchair users and others with limited mobility, has been a motivating factor from the outset. All three contractors invited to submit tenders have been advised that they must ensure paths and beds comply with guidance for wheelchair users (e.g. that provided by the Sensory Trust). We have agreed that we will work with the charity Ruils https://www.ruils.co.uk/about-us/ to ensure local wheelchair users and other with limited mobility are aware of the new opportunities available on site.</p> <p>Second, the three partners engaged with the project are intended to give wide social and community impact across age, economic and social groups benefitting primary age children, vulnerable adults and elderly residents suffering from age-related conditions. ESPS's Special Educational Needs group will be directly involved in horticulture to enhance their learning, as will a group of DoN's clients (for therapeutic purposes)</p> <p>Third, the use of the term 'accessible' is designed to communicate both a great physical accessibility AND an opening up of access to community users, including those without access to garden/green areas or who might never have considered the joys of horticultural activity or exposure to green space and nature.</p> <p>Fourth, health and socio-economic inequalities are addressed through the inclusion of DoN in the partnership and a carers group as users (from FiSH)</p> <p>Fifth, we are aware by observation that the age profile of plotheolders is skewed towards more mature citizens and we hope that in time (notwithstanding the waiting list situation), the partnership with ESPS will inspire younger families from a wide range of social, economic and ethnic groups to seek to cultivate plots on our sites.</p>							

		<p>Sixth, the BHAS committee will actively monitor the impact of the initiative to ensure it achieves its access and inclusion goals and will take remedial action if it does not appear to be doing so.</p> <p>Finally, we are small association with a light formal, policy framework. Our project aims to be focussed and deliverable with genuine inclusion goals at its core. The primary beneficiaries will be those that do not have access at present, groups which overlap with the list of protected characteristics but do not cover them all. We believe this is a realistic and credible approach.</p>
17	<p>Richmond Council have declared a Climate Emergency. Please outline how your project is working in line with our Climate Change Strategy.</p> <p>What are we doing about climate change? - London Borough of Richmond upon Thames</p>	<p>Our project works in line with the Richmond Council Climate Change Strategy through the implementation of key objectives in the Local Biodiversity Action Plan (LBAP). The first of these objectives is to 'ensure that Richmond upon Thames' residents become aware of, and are given the opportunity to become involved in, conserving and enhancing the biodiversity around them'. Our project will provide opportunities for our user-partners visiting the community area to observe and study species in their natural habitats and learn how to encourage wildlife into their own gardens or green spaces. In particular, we expect this to be the focus for some of the visits by pupils from East Sheen Primary School.</p> <p>The second objective is to 'conserve and enhance the variety of habitats and species' in the Richmond Borough. Unconnected with this bid, BHAS appointed its first Biodiversity Officer in 2023, as a full member of the Committee. Therefore, we are already engaged in promoting best practice in line with the LBAP, which we have deliberately sought to integrate into our Community Project proposal. Our plan to increase biodiversity as a part of this project will include the following:</p> <ol style="list-style-type: none"> 1) Native riverbank habitat. The Community Project area is next to Beverley Brook which forms one of boundaries of our two largest sites (Priory and Hertford). The charity Barnes Common and LBRUT received funding from Rewild London to enhance its biodiversity. Tree works have improved light conditions along the banks behind the allotments. Our volunteers are supporting this work, collecting rubbish from the Brook, removing Victorian toe-boarding and creating berms. To build on this we will plant native species for pollinating insects in the one metre area between the Community Project and Beverley Brook. 2) Pond habitat. Ponds are fantastic for biodiversity providing habitats for aquatic invertebrates and amphibians and resources for pollinating insects, birds, bats and reptiles. We are currently mapping our allotment sites and recording ponds on plots, with the aim of creating a nature

		<p>corridor of ponds. The design of the Community area includes a pond and next to that we will create a hibernaculum wintering site for frogs and newts to hibernate in.</p> <p>3) Decaying wood habitat. We are fortunate to have a population of stag beetles at the Hertford/Priory allotment site. This protected species requires decaying wood to lay eggs, which the larvae feed on for several years before they pupate into adult beetles. We will be incorporating log pile areas in our native trees, including at the rear of the proposed Community area, to provide new breeding sites to increase our population of stag beetles.</p> <p>4) Bird, mammal, and reptile shelters. We will also create a range of new species homes. Close to the decaying wood habitat and pond area of the proposed Community area, we will introduce reptile refugia to provide shelter in sunny spots for our protected slow worm and grass snake populations. We will also install new bird and bat boxes on established trees and buildings surrounding the Community area.</p> <p>We will protect the new biodiversity habitats we create, as a part of the Community Project, in the following ways:</p> <p>1) Invasive species. We are aware of the risk of invasive species as a result of climate change and aim to monitor and report their presence, keeping BHAS members alert to threats (e.g. Asian hornet threat to honey bees) via our monthly newsletter.</p> <p>2) Horticultural practices. We are aware of the need to adapt and change some established horticultural practices, such as the use of pesticides and compost that contains peat. We are working with our members to eliminate these from our sites.</p> <p>In short, we recognise that allotments are important areas for biodiversity. We continue to engage in promoting and raising awareness of best practice for wildlife-friendly cultivation, in line with the LBAP to support the Climate Change strategy. We would welcome feedback on additional steps we might take.</p>
Governance		
18	Main contact for the project in the organisation	Name / Role: Richard Blackwell, Chair, BHAS
		Email: richard@richardblackwell.com

		Phone: 07872 379411	
19	<p>Who will manage and be involved in the delivery of your project?</p> <p><i>Include details of any project team</i></p>	<p>Chair, Richard Blackwell; project lead, including consulting partners, acquiring tenders and bid writing. Ongoing project lead.</p> <p>Allotment Secretary, Moira Thomson; provided contacts for consultation, information on plots and waiting list, bid writing and review and commentary. Ongoing role in identifying potential plotholders to move from plots to raised beds created by project.</p> <p>Treasurer, Michael French; oversight of budget preparation and tender process, guidance on financial aspects, bid writing, review and commentary. Ongoing financial oversight</p> <p>Bio-diversity Officer and Newsletter editor, Rachel Walker: input to design of project to integrate in Bio-diversity aspects, bid writing and review. Ongoing Bio-diversity lead for project.</p> <p>Pavilion site representative David Able: analysis of DataRich and impact of development; contribution to bid writing and review.</p> <p>If funding is agreed, we will form a project implementation group, involving wider committee members and possibly others (i.e. user-partners).</p>	
20	<p>Does your project require any permissions and if so, have these been obtained? E.g. third-party permission, planning permission etc.</p> <p><i>See guidance notes for information about the sort of permissions which may apply. Voluntary Sector Project Toolkit (richmond.gov.uk)</i></p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<p>Note: We will need evidence of successful planning permission and landlord permission for works.</p> <p>N/A</p>	
21	Where relevant, have you spoken to an appropriate officer in the Council in relation to your project.	<p>Name of officer: Josephine Rogers, Allotment Officer</p> <p>Department: Parks.</p>	

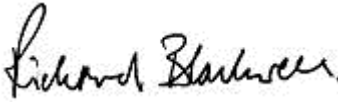
	E.g. Parks Department, Leisure Team	We have discussed the project with the Allotment Officer to ensure alignment with best practice and Council requirements. She is supportive of it, indeed has provided helpful guidance and suggestions, as well as waiting list analysis for the Borough (attached), that have influenced the project design and our longer-term thinking.	
22	You are required to obtain an endorsement from two Councillors from the ward area in which the project is being delivered <i>This may be in the form of a signature or an email pledging support</i>		
	Name	Signature	Date
	Julia Cambridge	Email endorsement attached	21 November 2023
	Margaret Dane	Email endorsement attached	4 December 2023
Finances (If you are an individual, please ask your organisational partner to complete this section)			
23	Which other funders have you applied to and what was their response?	None. BHAS is contributing in-kind support and cash.	
24	Please state the date of your most recent audited accounts or management accounts	<p>The last full accounts are those for the year ended 31st March 2023. These are not audited as, being an unincorporated entity, there is no such requirement.</p> <p>Management accounts for the eight months to 30th November 2023 are available and with removal of the exceptional item from 2023, show that BHAS is on course to make a small surplus at year end sufficient to cover the deficit for 2022-23 (see below)</p>	
25	Please state your income and	<p>For the year ended 31st March 2023:</p> <p>Income £9,893</p>	

	expenditure for your last financial year	<p>Expenditure £10,589</p> <p>Deficit £696</p> <p>This deficit was due a planned exceptional item (COVID related large thank you event for volunteers –‘helpers social event’ in accounts), and will not recur. Normally, we break even or make a small surplus year on year. In 2021 and 2022 we made surpluses of £1,836 and £1,880 respectively.</p>			
26	Please state the level of unrestricted reserves and why they cannot be used for this project	<p>Reserves at 31st March 2023 were £19,210 having increased in recent years, partly due to the impact of COVID19.</p> <p>Under our constitution these reserves are unrestricted but are only to be used for the benefit of members. We have consulted members who have agreed, subject to final approval, that this project falls within the scope of this requirement and that a contribution from reserves should be made. We propose to contribute £5,000, representing just over 20% of our cash-in hand, in addition to in-kind contributions (see detailed break down below). There is a contingency of £1K and we have designated £5,000 for a possible phase 2. This leaves about £8k undesignated (against annual expenditure of £10,589 in 2022- 23).</p>			
27	<p>How much is your project going to cost and how much do you need from the Community Fund?</p> <p>Total Project (expenditure plus match funding) = £49,721.91; RCF Request (expenditure minus match funding) = £26,430.45.</p> <p>Please provide a breakdown of costs in the budget table below and include the cost to your organisation in delivering the project</p>				
<p>Expenditure Item</p> <p><i>Examples</i></p> <p><i>Kitchen units £8,000</i></p> <p><i>Internal decoration £4,500</i></p> <p><i>Floor coverings £6,000</i></p>		<p>Cost of Item</p>	<p>Match funding including other grants & fundraising (cash)</p>	<p>Match funding (in-kind) See guidance notes for help on calculating this</p> <p>Hours x £15.26 throughout</p>	<p>Amount requested from the Community Fund</p>
Project Planning (meetings with partners, contractors, councillors, special committee meeting, drafting etc)				11,628.12	

Mini digger hire to clear areas of deep soil on borders and cut out pathways and the platform area to correct depth	1250			1250
Waste remover hire for scraping site flat and waste soil removal	1800			1800
Grab Lorry high (two loads) clear debris and level ground for platform	950			950
Scalping (foundation for paths and platform) 30 ton bags. Spreading	850 1300			850 1300
Volunteer input to moving Scalpings to plot			610.40	
Lay wheel-chair friendly paths (1M width) and platform area, level and compact	4625			4625
Railway sleepers and Recycled plastic decking installed for raised borders x 5; x3 at 60cms height and x2 at 90cms height	4800			4800
20 miniature fruit trees - plot border to delineate from Green	440			440
Equipment/features for wilderness/wildlife area	4000			4000
Fence running around the rear and sides to cover safety issues (setback 1 metre from Brook edge)	2500			2500
Pond- lining, native plant selection and safety fence around perimeter. 2m x 2m	1400			1400

Planting and populating pond			137.34	
Small tool-shed for raised bed users 2m x 2m	1600			1600
Screened top soil to fill new beds	800			800
Volunteers barrowing top soil onto site			610.40	
6 benches made of recycled material. 6 @ £400	2400			2400
Installation of benches by volunteers			45.78	
Preparation of beds and initial planting by volunteers of 3 vacant beds; provision of horticultural/growing advice to ESPS			259.42	
Access path at the front of plot -17m x 1.5m. Compacted type 1 scalpings. Note: Short access path formally Council's responsibility not currently wheelchair usable. Work could be undertaken directly by Council. Allotment Officer is aware of issue.	1800			1800
Sub totals	£30,515		£13,291.46	£30,515
Cost inflation contingency @3% BoE current 4.6% Projected 2% in 2025; OBR autumn state. for Q4 2024 = 2.4% (when most work scheduled)	£915.45			£915.45
BHAS cash contribution		5000		-5000

Total		£31,430.45	£5,000	£13,291.46	£26,430.45
28	If we can only part-fund your project, what are your spending priorities?	Creation of wheelchair-friendly paths and platform; creation of 5 wheelchair accessible raised horticultural beds with top soil etc; associated levelling and clearing of site by digger, grab lorry etc. Fencing (health and safety); pond (bio-diversity), wildlife area (bio-diversity).			
29	How will you financially sustain the project beyond the grant period?	There are no major ongoing costs. BHAS Committee will organise maintenance of the area, extending arrangements already in place for the existing lawned Green and its roses beside the plot of 5 raised growing beds. A separate phase 2 will be contemplated in the event of very heavy use putting strain on local infra-structure or revealing new needs (e.g. for a covered area).			
30	Does your organisation have a bank account in the name of the organisation with two separate signatories?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
31	<p>Agreement: I confirm that this information is correct, and I enclose the following documents:</p> <p><input checked="" type="checkbox"/> A copy of my organisation's audited accounts (no more than 12 months old) or income, expenditure and reserves sheet for the past 12 months (if I do not have audited accounts)</p> <p><input checked="" type="checkbox"/> A safeguarding policy / statement outlining how children, young people and adults at risk will be kept safe</p> <p><input checked="" type="checkbox"/> A copy of the organisation's constitution</p> <p><input checked="" type="checkbox"/> A list of trustees / management / committee members and their role (There must be a legal quota)</p> <p><input checked="" type="checkbox"/> Copies of your public consultation surveys / letters of support / feedback</p> <p><input checked="" type="checkbox"/> Would you be happy for Richmond Council to share your application with other local funders who may also be able to assist in your project? (e.g. Richmond Parish Lands Charity, Hampton Fund, The Barnes Fund)</p> <p><input type="checkbox"/> Proof of planning permission (<i>where required</i>) and permission from landlord for works (<i>where required</i>)</p> <p>For projects involving Council land or buildings</p>				

	<input type="checkbox"/> A copy of your lease agreement with the Council. None exists to our knowledge. Plotholders have individual tenancies, BHAS manages 5 sites for the Council on a semi-autonomous basis. <div style="display: flex; justify-content: space-between;"> <div data-bbox="145 375 616 478"> Signature  </div> <div data-bbox="660 446 981 478"> Date: 11 December 2023 </div> </div> <p><i>You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application.</i></p>	
32	Where did you find out about the Community Fund?	Word of mouth
33	Any other comments	Ours is small project in the great scheme of things but one that will deliver significant local, social and community benefit and can be up and running quickly. We would be delighted to answer any questions, provide clarifications and consider ideas for enhancing its appeal and impact.
34	<p>Monitoring and Evaluation</p> <p>If your application is successful, you will be required to complete a monitoring and evaluation form either at the end of your project, during or both.</p> <p><i>A copy of the monitoring form is available on request.</i></p>	

NEXT STEPS

Please return completed form by midnight on Monday 11th December 2023

Electronically (preferred option) to:

Communityconversations@richmond.gov.uk

Please mark the subject line as *Community Fund Application- [Insert Name of project]*

Or via post to:

Community Engagement Team, London Borough of Richmond upon Thames, First Floor, Civic Centre, 44 York Street,
Twickenham. TW1 3BZ

Key Contacts:

Siobhan Oktay Community Engagement Officer	Richmond Kew Ham and Petersham Twickenham, Strawberry Hill, St Margarets, Whitton, Heathfield	Siobhan.Oktay@richmondandwandsworth.gov.uk 020 8831 6351 or 07983 568 491
Genesis Adeleye Community Engagement Officer	Barnes, East Sheen, Mortlake Hampton, Hampton Hill, Hampton Wick, Teddington, Fulwell	Genesis.Adeleye@richmondandwandsworth.gov.uk 07855 971067
Rajiv Bhattacharjee Community Engagement Manager		Rajiv.Bhattacharjee@richmondandwandsworth.gov.uk 07870 545 654 or 0208 831 6202