




*Longwick-cum-Ilmer
Parish Council*

GRANT APPLICATION FORM

Name of Organisation	Longwick Pre-School
Name, Address and Position of Contact in Organisation	
Telephone Number and Email Address of Contact	
Is the Organisation a Registered Charity? If yes, Charity Number	Yes
Amount of grant requested?	Log cabin: £6,200 (full price) Chemical Toilet: £2,000 Archway: £350.00 Clearing of area/taking away material/membrane/labour/ fencing/play bark/base for the cabin/sleepers to retain bark: £15,760 Over all £24,310
For what purpose or project is the grant requested? (please continue on a separate sheet if necessary)	<p>This application is to propose a second area for Longwick Pre-School to use in the village. We are proposing a “forest school” style outdoor area with an outbuilding which would allow for shelter in bad weather (including a composting toilet), suggested plan attached as annex A. For the past 30 years Longwick Pre-School has been based out of Longwick Village Hall. This has largely been both successful and affordable. In recent years the numbers of children attending the Pre-School have grown as have the needs of the cohorts of children. With large numbers of children (aged 2-5) there is a need for outdoor time, the Pre-School currently has access to some outdoor space at the Village Hall it is our understanding that this outdoor space will be reduced to allow for the expansion of hall storage. In order for the Pre-School to grow, meet the increasing demand for places, sessions and</p>

	specialist provision we are seeking the Parish Council Support to develop a Forest School area dedicated to Longwick Pre-School
What will be the total cost? If applying for other grants/matched funds for the project please provide details.	<p>Log cabin: £6,200 (full price)</p> <p>Chemical Toilet: £2,000</p> <p>Archway: £350.00</p> <p>Clearing of area/taking away material and labour: £15,760</p> <p>Over all £24,310</p>
When will the money be spent?	<p>We are proposing we utilise a currently under used area of the playing field (back right if you look at the field from standing at the village hall), to accommodate a fenced off area which will become a forest school including an outbuilding and compostable toilet. The area would be max 25m x6m.</p> <p>There will need to be a fence around the forest school for safeguarding reasons. The purpose of the fence in operating hours will be to prevent children leaving the forest school and to prevent dogs entering the area. There is no defined specification as to the height or style of fence in the safeguarding regulations, therefore the Pre-School will work with the parish council to consider what is agreeable both aesthetically and practically. The current Pre-School garden has a low level picket style fence, this has not typically been problematic and there have been minimal issues with antisocial behaviour. However, due to the suggested location of the forest school area (slightly more secluded) we would suggest a higher mesh fence like that surrounding the school. This would provide more of a deterrent for anyone trying to enter the forest school without permission.</p> <p>The ground area in the forest school will be maintained with "play bark". Some logs for seats, planters for flowers and vegetables as well as raised flower beds for planting will be added in the outside space. There will be no need to plant large trees, forest school is an umbrella term for outdoor learning environments, it encompasses an outdoor curriculum promoting children learning about nature and their environment.</p> <p>The Pre-School are seeking funds to get this project up and running and understand the ongoing running costs and maintenance would need to be met by the Pre-School itself.</p>
Who will benefit from the project? Give details of local groups that will benefit (if applicable)	This application is to propose a second area for Longwick Pre-School to use in the village. We

	<p>are proposing a “forest school” style outdoor area with an outbuilding which would allow for shelter in bad weather.</p> <p>Over recent years with the development in the village we have seen an increase in the numbers of children attending the Pre-School. The new developments in the village have also seen an increase in social housing and families moving to the area from towns where more amenities and support had been available to them. As a Pre-School we have been trying to meet some of these needs by providing additional sessions, support for parents and outreach to specialist services to identify and support with special educational needs. We have seen a significant rise in children attending the Pre-School where Special Educational Needs and Disability (SEND) and social deprivation are impacting negatively on children’s development.</p> <p>The evidence base for Forest School approaches to SEND and children of have Adverse Childhood Experiences (ACEs) is well documented and something which we have seen the benefit of in our own cohorts of children. We have been utilising the forest school area in the school, however this has limited availability and since the repurposing of the Scout Hut we no longer have access to toileting facilities while on sight. For many of our children being close to a toilet is essential as many are new to toilet training.</p> <p>We have increased need and demand to offer our most vulnerable children sessions over school holidays, this facility would allow us to do this in an effective and planned way, while ensuring that overheads for the Pre-School are not unmanageable. Many of our children receive term time only funding therefore our most vulnerable children accessing a holiday provision would mean the Pre-School running this with little contribution from families and no contribution from the LA. We would be seeking external grant support to help with this from social enterprise and organisations such as “Children in Need”.</p> <p>We very much see the forest school as a community asset. We would be looking to run coffee mornings, opening up to organisations such as the WI and others for outdoor learning and planting sessions. As part of our continued partnership with the residential care home in Longwick, we also plan to extend open sessions to residents (in the summer months) to come</p>
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	<p>and explore nature-based sessions with our children.</p> <p>The Pre-School is a charity run organisation, as such we do not seek to make a profit from running the forest school, but to utilise the space for the benefit of our children and wider community.</p>
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Annex A – suggested plan

Annex B – quotations from local businesses

Annex C – Equal Opportunities Policy

Annex D – Accounts 22/23 24/25

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

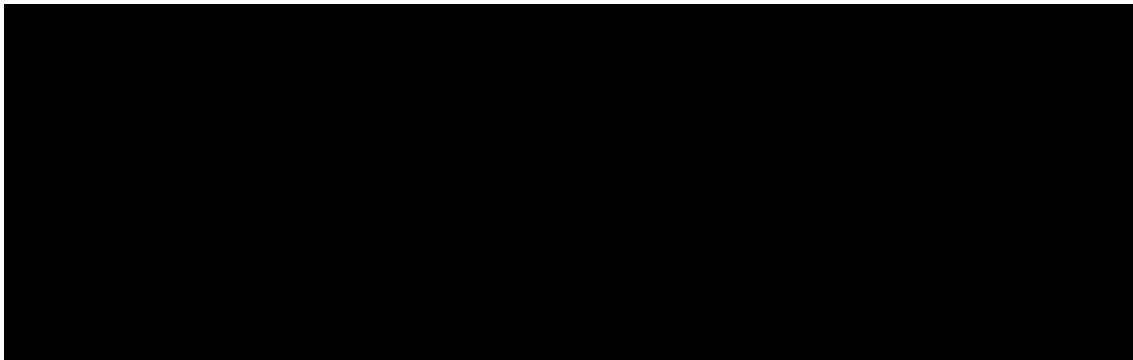
Yes

If yes, please enclose a copy.

FINANCIAL INFORMATION

If your application is for more than £250 you must include a copy / extract of your organisation's latest annual accounts with this application. If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on. If your organisation has financial reserves, for what purpose are they held?

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council: Tracey Martin, Longwick cum Ilmer Parish Council, c/o Longwick Post Office, Thame Road, Longwick HP27 9SF. Tel: 07521 161645 Email: clerk@longwickcumilmer.org.uk



Responses to questions raised:

1. Is any planning permission required – we have been in contact with the planning and building control and we seem to be falling into a grey area, we continue to chase and provide additional information. We are hoping to avoid the need for planning permission as this is a temporary structure. However, should this be required we will of course source it.
2. The application states dimensions of up to 25m by 6m, the plans seem to show it is for 22.5m by 6m? Final dimensions need to be confirmed, 22m would be adequate, if this is agreeable with the PC. This has now been marked out on the field and I believe this has been viewed by some parish Councillors. We also attach the photos of the area, as detailed in the photos the area is not right up to the stream, boundary hedge or the zip line.
3. Are any utility services required i.e electricity or water. No, we would be able to run without both of these as a startup forest school. However, in the future, should the building be used for more community events, additional pre-school sessions (not solely forest school), electricity and water would be required. This could be considered at a later stage.
4. Is the Pre School making any contribution to the capital cost? Unfortunately, the Pre-School are not in a position to be able to provide capital contributions for this project. We do hold £10,000 in reserves but this is for redundancy and shut down costs should the Pre-School become unsustainable. The Pre-School is currently breaking even each year and runs at a loss for the first 1.5 school terms due to lower numbers at the start of the year. With increasing costs of NI and national living wage again this year, we will again see increases in the overheads for the Pre-School meaning margins will be tighter than ever. This is being mitigated through the consideration of fee rises and additional fundraising events.
5. Are any other grants being applied for to contribute towards the cost. We are going to apply for the Tesco and Waitrose community grants to support with the set up costs of equipment in the forest school area. We are also considering an application to the North West Chilterns Community Board and the Rotary Club in Princess Risborough.
6. Has consideration been given to the type of composting toilet and whether it requires any utilities services, yes this has been given thought, one has been identified that does not require utilities how it does require a soakaway and we know this will not be agreeable for the village green. Therefore, we have concluded that the best option is a chemical toilet, this will be adequate for the small amount of usage we anticipate and the Pre-School will be responsible for maintaining and emptying regularly.
7. Will the composting toilet require a soak away and if so, has any consideration been given to the fact that a stream runs nearby, is there any concern for contamination? As above.
8. Lease or rental agreement was mentioned in your email on 18th Feb 25, we would be willing to consider this, we had to this point. We understand there are some unresolved issues about the field and its ownership, however, we would be willing to hold a lease/rental agreement with whichever body is reasonable for the field. For some time, we have been trying to establish a lease agreement/hire agreement with the village hall for the Pre-School sessions, this has proven challenging and we have not been able to move this forward. We again chased this on 13th March 25 and have not had a response. I am mindful that any type of agreement needed from the village hall may considerably delay our plans.

Any further information required please let me know. We would be happy to attend any meeting required.

Best Wishes

Longwick Pre-School Treasurer





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