# Agenda for New Homes Bonus Panel Wednesday, 20 July 2016; 2.00pm

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To: Members of the New Home Bonus Panel

Councillors: Thomas Wright (Portfolio Holder – Corporate Business) Andrew Moulding (Portfolio Holder – Strategic Development and Partnerships) Devon EX10 8HL DX 48705 Sidmouth

East Devon District Council

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Page/s

Knowle Sidmouth

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Michael Allen David Barrett Marcus Hartnell Douglas Hull Geoff Jung Christopher Pepper

Community Engagement and Funding Officer DCC Ali Eastland

## New Homes Bonus Panel Wednesday 20 July 2016 at 2.00pm

The above meeting will be held in the Room 1, Knowle, Sidmouth, to consider the matters detailed on the agenda below.

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1	Election of Chairman	-
2	To confirm the notes of the New Homes Bonus Panel held on 23 March 2016.	2 - 10
3	To receive any apologies for absence.	
4	To receive any declarations of interests relating to items on the agenda.	
5	To note the following documentation:	
	Parishes Together Fund Guidance Notes	11 – 19
6	Broadclyst Smartwater -£1,400 Broadclyst and Poltimore Parish Councils and Cranbook Town Council	20 – 23
	Chief Evenutive: Mark Williams	



Chief Executive: Mark Williams Deputy Chief Executive: Richard Cohen 1

7	<b>Colyton ditches and drainage- £3,510</b> Colyton, Southleigh, Farway and Northleigh Parish Councils	24 - 29	
8	Monkton Parish Council Parish Noticeboards £196 Monkton and Upottery Parish Councils 20 - 25	30-36	
	Monkton Parish Council didn't realize they'd have to get some funding from Upottery. They have gone to ask Upottery to do this but the information nor amount wasn't ready by the time of publishing this agenda.		

**Decision making and equalities** 

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

## EAST DEVON DISTRICT COUNCIL

## Notes of a Meeting of the New Homes Bonus Panel held at the Knowle, Sidmouth on Tuesday 22 March 2016

Present:	Councillors: Thomas Wright (Chairman) David Barrett Geoff Jung Andrew Moulding
Officers:	Jamie Buckley, Community Engagement and Funding Officer Ali Eastland, Locality Development Officer, DCC Chris Lane, Democratic Services Officer
Apologies	Councillor: Marcus Hartnell Christopher Pepper

The meeting started at 2.00pm and finished at 3.00pm.

#### \*14 Minutes

The notes of the previous meeting of the New Homes Bonus Panel held on 25 January 2016 were confirmed as a true record.

#### \*15 **Documentation**

The Parishes Together Fund guidance notes and application form, circulated with the agenda were noted. The Community Engagement & Funding Officer confirmed that there was £35,801 remaining under spent from previous year's budgets that could be used to 'top up' projects that the Panel considered worthy for additional funding. It was also noted that if all the projects applied for were fully funded there would be an additional under spend of around £14,000 to be added to the 'slush' fund for topping up projects in the next financial year.

It was noted that all drainage and ditching projects would need approval form Devon County Council and the Environmental Agency. This would be specified as a condition of the projects being funded. Councillors were also keen to express that the ditching and drainage projects should look towards being sustainable. Towns and parishes should think about how they would pay for this in future years. This would also be mentioned in the grant offer letters sent out for all drainage and ditch projects.

## 16 Application from Broadhembury and Payhembury Parish Councils -Lengthsman - £741.80

The Community Engagement and Funding Officer outlined the project which was to cut and maintain grass on the village green/open spaces/churchyard around the village and its many footpaths/bridleways.

#### **RECOMMENDED:**

- 1. that the Broadhembury and Payhembury Parish Councils application for a lengthsman, be supported
- 2. that both Parish Councils be reminded that they could

17 Application from Dunkeswell. Aylesbeare, Branscombe, Broadclyst, Clyst Hydon, Cranbrook, Colaton Raleigh, Farringdon, Offwell, Poltimore, Rockbeare, Sheldon and Whimple – Paperless planning -£7,474.30

This was a project to purchase hardware to ensure that as communications move to paper-free systems parish councils, village hall and clerks were equipped to deal with the changes. The advent of paper-free planning by the District Council had provided the catalyst for a joint decision to use group buying power for the purchase of hardware such as projection equipment, training and wifi connectivity in halls.

After the agenda was produced Clyst Honiton withdrew from the application and Branscombe joined in with the application. This had also changed the amount they were applying for. Councillors noted the hard work put into bringing this project together by the Clerk of Dunkeswell Parish council and felt it was a very worthwhile project.

**RECOMMENDED:** that the application for paperless planning be supported and that the parish councils involved be informed there was additional funding available if required up to a total of £13,000. The additional £7,713.70 will come from the top up funding available.

18 Application from Axmouth Parish Council and Seaton Town Council – Road Wardens - £3,370.16

The Community Engagement and Funding Officer outlined the application to purchase safety equipment, safety and hi-vis clothing, chainsaw training and legally required road signs to enable Road Wardens (Chapter 8 trained) and volunteers to carry out work alongside the highway safety.

**RECOMMENDED:** that the application from Axmouth Parish Council and Seaton Town Council to purchase equipment for road wardens, be supported.

## 19 Application from Broadclyst, Clyst Honiton, Cranbrook, Poltimore and Rockbeare Parish Councils – PA and Drainage - £2,902.70

The Community Engagement and Funding Officer outlined the application for the purchase of a PA system to be shared amongst the parishes and also to clear the rivers Clyst and Cranny.

**RECOMMENDED:** that the application for the purchase of a PA system to be shared amongst the parishes and also to clear the rivers Clyst and Cranny, be supported.

#### 20 Application for Lympstone Parish Council – Bridge - £1,623.60

The Chairman explained the application from Lympstone Parish Council to raise a bridge over the Wotton Brook and improvements to a footpath. Councillors felt that this was a well planned project, involving all the people they needed to involve, and would produce long term benefits for that area.

**RECOMMENDED:** that the Lympstone Parish Council application to raise a bridge over the Wotton Brook and improvements to a footpath, be supported

#### 21 Application from Musbury Parish Council – Drainage - £485

The Community Engagement and Funding Officer outlined the application from Musbury Parish Council to employ a suitably qualified contractor to carry out drainage works in the parish.

**RECOMMENDED:** that the application from Musbury Parish Council to employ a suitably qualified contractor to carry out drainage works in the parish, be supported.

#### 22 Application from Membury Parish Council – Drainage - £441.10

The Community Engagement and Funding Officer outlined the application from Membury Parish Council for drainage works to maintain drains and ditches in the parish to ensure flow water was removed.

**RECOMMENDED:** that the Membury Parish Council application for drainage works to maintain drains and ditches in the parish to ensure flow water was removed, be supported.

#### 23 Application from Gittisham Parish Council – Drainage - £511.50

The Community Engagement and Funding Officer explained the application from Gittisham Parish Council for funding to employ a local lengthsman to maintain gullies, ditches and drains in order to prevent surface water issues in the parish.

**RECOMMENDED:** that the application from Gittisham Parish Council for funding to employ a local lengthsman to maintain gullies, ditches and drains in order to prevent surface water issues in the parish, be supported.

#### 24 Application from Plymtree Parish Council – Drainage bridge - £508.20

The Community Engagement and Funding Officer explained the application from Plymtree Parish Council which was to improve the flow of water over and under the existing ford located at Old Bridge Sanguishays, Plymtree by the removal of silt vegetation and other obstructions.

**RECOMMENDED:** that, Plymtree Parish Council's application to improve the flow of water over and under the existing ford located at Old Bridge Sanguishays, Plymtree by the removal of silt vegetation and other obstructions, be supported.

#### 25 Hawkchurch Parish Council – Drainage - £462

The Community Engagement and Funding Officer explained the application from Hawkchurch Parish Council for funds to enable the clearing of ditches and gullies within the parish.

**RECOMMENDED:** that Hawkchurch Parish Councils application for funds to enable the clearing of ditches and gullies within the parish, be

supported.

## 26 East Budleigh with Bicton & Yettington and Otterton Parish Councils Drainage - £1,354.10

The Community Engagement and Funding Officer explained that East Budleigh with Bicton & Yettington Parish and Otterton Councils wished to carry out gully and drain cleaning in both parishes.

**RECOMMENDED:** that East Budleigh with Bicton & Yettington and Otterton Parish Council's request to carry out gully and drain cleaning in both parishes be supported .

#### 27 Brampford Speke- Footpath - £640

A request from Brampford Peke and Upton Pyne Parish Councils was for an improved footpath to link the two parishes by laying sleepers.

**RECOMMENDED:** that the request from Brampford Speke and Upton Pyne Parish Council for an improved footpath to link the two parishes by laying sleepers over the wet/marshy path, be supported.

#### 28 Uplyme drainage - £1,457.50

The Chairman explained that Uplyme Parish Council wished to appoint a Lengthsman to undertake drainage and ditching work in the parish.

**RECOMMENDED:** that Uplyme Parish Council request to appoint a Lengthsman to undertake drainage and ditching work in the parish be supported.

#### 29 Woodbury drainage - £2,562

The Community Engagement and Funding Officer explained that Woodbury Parish Council wished to undertake various ditch and culvert remedial work to reduce the effects of surface water run off.

**RECOMMENDED:** that Woodbury Parish Council's request for funding to undertake various ditch and culvert remedial work to reduce the effects of surface water run off be supported and that if required additional funding from last year's unspent fund up to £2,188 be made available.

#### 30 Farway Parish Council - Drainage -£226.60

The Community Engagement and Funding Officer explained that Farway Parish Council wished to carry out ditch and drainage work in the parish. The Panel wished to point out the importance of encouraging sustainability for drainage work in parishes.

**RECOMMENDED:** that Farway Parish Council's request for funding to carry out ditch and drainage work in the parish be supported.

## 31 Ottery St Mary Town Council and Newton Poppleford Parish Council – Tipton Scouts - £2,852.40

The Community Engagement and Funding Officer explained that Ottery St Mary Town Council and Newton Poppleford Parish Councils wished to have funding to extend Tipton Scouts hut. Councillors felt that this was a worthy project as it involved young people, and was a well planned project so wished to also fund the current shortfall in funding. The Panel also stated that the would want to help with particular publicity for this project once it had been co,pleted.

**RECOMMENDED:** that Ottery St Mary Town Council and Newton Poppleford Parish Councils request for funding to extend Tipton Scouts hut by adding on a small kitchen and a large room plus a compost toilet, be supported and that additional funding of £1,911 from last year's unspent fund be made available to ensure that the project could be completed.

## 32 Ottery St Mary Town Council and Talaton Parish Council – public toilets - £6,380.80

The application from Ottery St Mary Town Council and Talaton Parish Council was to provide public toilets in the former Nat West Bank in the town which it had purchased and was now converting as a community building

The Community Engagement and Funding Officer explained that whoever provided the library services would clean the toilet and that Ottery St Mary Town council would be responsible for maintenance and security.

**RECOMMENDED:** that Ottery St Mary Town Council and Talaton Parish Council's request to provide public toilets in the former Nat West Bank in the town which it had purchased and was now converting as a community building, be supported.

## 33 Axminster Town Council, Dalwood Parish Council and Chardstock Parish Council – Axminster B Sharp - £2,550

The Community Engagement and Funding Officer explained that Axminster Town Council and Chardstock Parish Council wished to offer financial support for the provision of music sessions for young people by a Lyme Regis based organisation called B Sharp which was now extending its outreach to Axminster.

The Panel wished to point out that the funding provided was to get the project started and it was the project and town/parish councils' responsibility to ensure future viability. They were concerned about the administration, project management and office overhead costs.

**RECOMMENDED:** that Axminster Town, Dalwood and Chardstock Parish Councils' request for funding to offer financial support for the provision of music sessions for young people by a Lyme Regis based organisation called B Sharp, which was now extending its outreach to Axminster, be supported.

## 34 Axminster Town Council, Dalwood Parish Council and Kilmington Parish Council – Axe Vale Netball Club - £2,946.50

It was explained that Axe Vale Netball Club which was a newly-formed group directed towards fostering netball for young people in the Axminster area, the funding would cover costs associated with court hire, provision of kit etc.

After the agenda was produced Dalwood decided to contribute half of their funding to this project and Kilmington decided to give their full mount of funding. This had

changed the amount they were applying for. The netball club had justified what they would spend this extra funding on.

#### **RECOMMENDED:** 1. that Axminster Town Council and Kilmington Parish Council's request to fund support for Axe Vale Netball Club which was a newly-formed group directed towards fostering netball for young people in the Axminster area, the funding would cover costs associated with court hire, provision of kit etc, be supported;

2. that additional funding of £1,000 be provided from last year's unspent fund to be made available to purchase hoodies for Axe Vale Netball Club which were to also have EDDC and DCC branding on them.

## 35 Payhembury drainage - £400

The Community Engagement and Funding Officer explained that Payhembury Parish Council wished to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parish, in order to improve the state of the roads within the parishes and alleviate flooding.

**RECOMMENDED:** that Payhembury Parish Council's request to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parish, in order to improve the state of the roads within the parish and alleviate flooding, be supported.

## 36 Rewe and Stoke Canon - Widening of footpath - £892.10

The Community Engagement and Funding Officer explained that Rewe Parish Council wished to widen the footpath between Rewe and Stoke Canon in order for pushchairs and wheelchair users to safely use the path.

**RECOMMENDED:** that Rewe Parish Council's request to widen the footpath between Rewe and Stoke Canon in order for pushchairs and wheelchair users to safely use the path, be supported and that additional funding of £57.90 from last year's unspent fund be provided to meet the full cost of the project.

## 37 Beer Drainage - £1,174.80

The Community Engagement and Funding Officer explained that Beer Parish Council wished to undertake additional gully sucking of drains within the parish to help alleviate flood risk.

**RECOMMENDED:** that Beer Parish Council's request to undertake additional gully sucking of drains within the parish to help alleviate flood risk be supported.

## 38 Luppitt Drainage - £396

The Community Engagement and Funding Officer explained that Luppitt Parish Council wished to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parish. **RECOMMENDED:** that Luppitt Parish Council's request for funding to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parish, be supported.

## 39 Exmouth and Honiton Town Council - Exmouth Christmas Lights -£36,787.80

The Community Engagement and Funding Officer explained that Exmouth and Honiton Town Councils wished to purchase festive lights with the aspiration of being able to rotate/share the lights between the towns to provide a fresh scheme each year. The Panel raised the issue of who would maintain, store and erect the lights each year. The Panel wished to be particularly involved in the publicity for this project once it was completed.

**RECOMMENDED:** that Exmouth and Honiton Town Councils' request to purchase festive lights with the aspiration of being able to rotate/share the lights between the towns to provide a fresh scheme each year, be supported.

#### 40 Clyst St George and Ebford drainage - £200

The Community Engagement and Funding Officer explained that Clyst St George and Ebford Parish Council wished to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parish, in order to improve the state of the roads within the Parish and alleviate flooding.

**RECOMMENDED:** that Clyst St George and Ebford Parish Councils' request for funding to appoint a Lengthsman to carry out the essential work of ditch, gully and drain clearing along the main hot spots within the parishes, in order to improve the state of the roads within the parishes and alleviate flooding, be supported.

#### 41 Upottery Drainage - £630.30

The Community Engagement and Funding Officer explained that Upottery Parish Council wished to appoint a Lengthsman to carry out the essential work of ditch surveying and remedying.

**RECOMMENDED:** that Upottery Parish Council's request to appoint a Lengthsman to carry out the essential work of ditch surveying and remedying, be supported.

#### 42 Cotleigh Drainage - £184.80

The Community Engagement and Funding Officer explained that Cotleigh Parish Council wished to appoint a Lengthsman to carry out the essential work of ditch surveying and remedying.

**RECOMMENDED:** that Cotleigh Parish Council's request to appoint a Lengthsman to carry out the essential work of ditch surveying and remedying, be supported.

#### 43 Awliscombe Signage - £225

The Community Engagement and Funding Officer explained that Awliscombe Parish Council wished to replace the 'village sign' for Weston within Awliscombe Parish. The Panel expressed some disappointment with the nature of the design of the sign.

- **RECOMMENDED:** 1. that Awliscombe Parish Council's request to to replace the 'village sign' for Weston within Awliscombe Parish, be supported
  - that additional funding up to the parishes fill allocation £450.10 be provided for a better designed sign that meets Devon County Council's requirements - any unspent monies to be returned to EDDC.

## 44 Stockland and Yarcombe Parish Councils Cricket and play area benches - £1,052.26

The Community Engagement and Funding Officer explained that Stockland and Yarcombe Parish Councils wished to replace 2 rotted wooden benches on the playing field/cricket pitch with 3 recycled heavy duty plastic benches with memorial plaques.

**RECOMMENDED:** that Stockland and Yarcombe Parish Council's request to replace 2 rotted wooden benches on the playing field/cricket pitch with 3 recycled heavy duty plastic benches with memorial plaques, be supported.

#### 45 All Saints and Chardstock Parish Councils Drainage - £749.10

The Community Engagement and Funding Officer explained that All Saints and Chardstock Parish Councils wished to appoint a Lengthsman to undertake joint ditches and drainage work.

**RECOMMENDED:** that All Saints and Chardstock Parish Councils' request for funding to appoint a Lengthsman to undertake joint ditches and drainage work, be supported.

Parishes Together Fund 2016 / 2017

# **Guidance Notes**



## Parishes Together Fund- An Introduction

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The Parishes Together Fund is to be used by towns and parishes working together and involving their communities to try to solve local issues.

#### How much can you apply for?

There is a funding pot of £1.10 per elector in each parish involved. The numbers of electors is taken from the electoral register as it stood in February 2016. This can be found at <a href="http://www.eastdevon.gov.uk/grants-and-funding/parishes-together-fund">www.eastdevon.gov.uk/grants-and-funding/parishes-together-fund</a>

For example if you are in Beer (1,097 electors) and decide to work with Seaton (6,068 electors), you would have 7,165 electors in total. 7,165 electors X  $\pounds$ 1.10 per elector =  $\pounds$ 7,881.50

You can apply for funding for more than one project, as long as you don't apply for more than the funding you are eligible for (£1.10 per elector).

We will pay for grants of over £4,000 upon receipt of invoices and receipts, all other grants will be paid up front. If you are claiming for over £4,000 and the organisation paying for the project is VAT registered so is able to claim back VAT, you must only claim for the net amount (total amount minus VAT).

#### Who can apply

Only Town and / or Parish Councils can apply for this funding. If you have a project you would like funded and are not a Town or Parish Council speak to your Town / Parish Councils and they may wish to get involved and apply on your behalf. To find out how to contact your local council: <u>http://www.eastdevon.gov.uk/parish\_and\_town\_councils.htm</u>

Town and Parish Councils searching for projects that would help their local area that need funding often find it useful to contact their local voluntary and community groups.

#### Which projects are eligible for a grant?

1. All applications must involve two or more Town or Parish Councils, the aim of the funding is for Town and Parish Councils to work together on projects. Following a decision of collective support for an application,

nominate a lead council to complete the application form. The officer managing the fund and the decision-makers must be satisfied that the project will benefit more than one Town or Parish and that they are working together.

- 2. Every Town or Parish Council involved must make a proportionate financial contribution to the project from their own funding.
- 3. Applications must show towns and parishes involving their communities to try to solve local issues. Projects that create useful networks across parishes involved will be looked on favourably.
- 4. Grants are for capital (one off costs, costs of a permanent item, structure etc) and / or revenue costs (day to day costs, temporary items, events etc). We will not fund unsustainable projects, salaries for ongoing posts, individuals, private businesses of for profit enterprises or revenue costs for existing projects.
- 5. Funds cannot be used directly for on-going staff costs or day to day running of a project, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
- 6. Funds should not be used to support projects that are the direct responsibility of another agency.
- 7. Funds will not be allocated retrospectively. Work must not start on the project before you have received a letter offering you the grant.
- 8. You can't apply for funding for the same project twice.
- 9. All grant money awarded must be spent and claimed within 12 months of receiving your grant offer letter.
- 10. Please send supporting documents where possible. This could include things such as; quotes for project costs, details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from your Parish Plan(s), evidence of consultation e.g. letters of support.

#### The exception to the rules above - ditches and drainage projects

The only exception to the 10 rules above happens when when you are applying for funding for ditches and drainage projects in relation to the prevention of flooding.

Applications for ditching and drainage work are exempt from rules numbers 1, 2, 6 and 8 above. This means you can apply as individual parishes for ditches and drainage projects, you can apply even though Devon County Council are responsible for ditches and drainage, and you can apply more than once.

As well as the remaining rules above, the following are additional rules for ditches and drainage works in relation to flooding:

- 1. Proposed work will need to increase frequency or be of a higher standard than that currently offered by Devon County Council.
- Work will need to be carried out subject to the guidance available from DCC Highways: <u>https://new.devon.gov.uk/roadsandtransport/maintaining-roads/self-</u> help-and-community-support/
- 3. All ditches and drainage works must be approved by Devon County Council's Flood Risk Team and the Environment Agency before being carried out.

#### When to apply?

The closing dates for applications are 24 June 2016, 4 November 2016 and 8 February 2017. The fund is confirmed for this year only. Once the deadline is reached incomplete applications will not be assessed.

## How will we assess your application?

Once the deadline has passed all applications undergo an eligibility check. If your application is incomplete or ineligible we will not take it any further.

Once your application has been passed as eligible it will be presented to a group made up of EDDC Councillors and a Devon County Councillor, for a decision to be made. They will take into account a number of factors such as:

- Evidence of local need
- How Parishes are working together
- Evidence of community support
- How well the project has been thought out and planned
- Project costs and any match funding

You will be told in writing whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to us within three months.

All grant money awarded must be spent and claimed within 12 months of receiving your grant offer letter.

#### What else can I send to help support my application?

You may also wish to include the following to support your application:

- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from your Parish Plan(s)
- Evidence of consultation e.g. letters of support

## Who do I contact?

If you have any queries or to send in your application form and supporting documents please use the following contact details: Jamie Buckley, Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth EX10 8HL Phone (01395) 517569 E-mail jbuckley@eastdevon.gov.uk

# East Devon District Council and Devon County Council Parishes Together Fund Application Form 2016 / 2017

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The Parishes Together Fund is to be used by towns and parishes working together and involving their communities to try to solve local issues.

Please submit joint applications from two or more town and parish councils. This is unless the funding is for a project around ditches and drainage in relation to the prevention of flooding, then town and parish councils can apply individually.

#### Please read the guidance notes thoroughly before completing the application form.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation has been attached before submitting your application.

#### Section A - Your contact details

**1.** Name(s) of ALL Town and Parish Council(s) involved in submitting this application:

Please nominate one lead person at one of the Parish or Town Councils involved and fill in their details below. This person will receive all communications about the funding and their Parish or Town Council will receive and be responsible for any funding received on behalf of all involved.

Ensure you put your official clerk or councillor contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see question 14 for further details.

2. Main contacts name, Town or Parish Council they represent, and address (including postcode):

#### **3.** Main contacts phone number:

#### **4.** Main contacts e-mail:

Please put your official clerk or councillor contact details and not your personal ones where this is different. The contact details on this form will be made public as part of the agenda and minutes of the decision making meeting.

## Section B - About your project

## **5.** What is your project?

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what it will pay for.

## **6.** Why do you want to carry out this project and what difference will it make?

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

## 7. How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from the Town and Parish Councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application.

**8.** When do you intend to start work on this project and how long is work likely to take? Funding can only be given to work that has not happened yet.

#### **9.** How is your project sustainable?

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

## **10.** Is your project about ditch and drainage works in relation to flooding?

Yes
No - please move onto question 12

**11.** If yes, you must get approval from Devon County Council's Flood Risk Team and the Environment Agency for all of the work you are undertaking. It may be that they say the work you are undertaking is not relevant to them, but you must discuss this with them.

Please tell us the current situation with your drainage and/or ditches project:

	Have already got full approval	Will get full approval if application is successful before starting work
Devon County Council Flood Risk Team, floodrisk@devon.gov.uk or call 01392 383000 and ask for Flood Risk		
Environment Agency		

## Section C - Project costs and match funding

**12.** What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include any quotes you have received for the project?

If you are applying for more than £4,000, invoices and / or receipts must be provided for all goods and services etc before the funding is given to you.

# \_\_\_\_\_

**13.** Funding You do not have to have funding from other sources but you may wish to increase the amount you have to spend by applying for match funding for your project, or each Town/ Parish contributing towards costs.

otal grant you are requesting from the Parishes	
ogether Fund:	
lease state name of each Town or Parish Council and how	
uch they are each applying for from their own fund below:	
Town or Parish Councils contributions:	
Other match funding (please give more details below and	
state whether confirmed):	
Total cost of project:	
Shortfall (please specify below how this shortfall will be	
met):	
inel)	· []

## Section D - Checklist

**14.** Please tick below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: http://eastdevon.gov.uk/access-to-information/freedom-of-information/

If you don't tick this box your application can't go forward.

#### Please check you have completed all of the information above.

#### You may also wish to include the following to support your application:

- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from your Parish Plan(s)
- Evidence of consultation e.g. letters of support

## Before signing, please read

#### I confirm that:

- I am authorised by the organisations involved to sign on their behalf.

- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.

- Funding for projects of over £4,000 will only be paid upon receipt of valid invoices/ receipts. Any unspent monies for projects of under £4,000 will be returned to EDDC promptly.

- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

#### **15.** Signature of applicant (or type name and this will be counted as a signature):

**16.** Date:

The closing dates for applications will be on 24 June 2016, 4 November 2016 and 8 February 2017. At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please send completed forms and accompanying information to:

Post:Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

## East Devon District Council and Devon County Council Parishes Together Fund Application Form 2016/2017 (re-worked 1516 form)

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The Parishes Together Fund is to be used by towns and parishes working together and involving their communities to try to solve local issues. Please submit joint applications between Parish/ Town Councils.

#### Section A- Your contact details

#### Q1 Name(s) of Town and Parish Council(s) involved in submitting this application:

Broadclyst Parish Council Cranbrook Town Council Poltimore Parish Council

#### Q2 Main contacts name, Town or Parish Council they represent, and address (including postcode):

Mrs Angie Hurren Clerk to Broadclyst Parish Council 19 New Buildings, Broadclyst, Exeter, Devon EX5 3EX

#### Q3 Main contacts phone number:

07532 286713 01392 360269

#### Q4 Main contacts e-mail (IN BLOCK CAPITALS):

clerk@broadclyst.org

#### Section B- About your project

#### Q5 What is your project?

Title: "SmartWater® Rural Crime Prevention "

Aim: To address rise in petty theft from sheds and outbuildings in a proactive manner, making good use of technological advances

Summary: Marking property with SmartWater<sup>®</sup> and installing signage to deter theft. SmartWater<sup>®</sup> is a non-hazardous liquid leaves a long lasting and unique identifier that is invisible to the naked eye except under an ultraviolet light. It is virtually impossible to remove.

#### Q6 Why do you want to carry out this project, why is it wanted and what difference will it make?

A police project (Devon and Cornwall Police, 2016) aimed at reducing thefts from Exeter allotments in 2015 produced dramatic results. Codenamed Operation Slug, Devon Police were so pleased with the results that they are now hoping to expand the project. The scheme has seen a 90 per cent reduction in burglaries from allotment sheds and outbuildings following the introduction of SmartWater, which is an invisible forensically coded property marking solution.

Launched across 26 allotment sites in Exeter, a total of 1300 allotment holders are now using SmartWater to protect their expensive garden tools in order to deter thieves from stealing them

PCSO Jack Stannard has spoken with the Broadclyst Allotment Association and other local allotment societies to promote allotment protection.

Incidents of outhouses and shed being broken in to are regularly reported to Council by the Local Police. PCSO Jack Stannard managed to obtain some funding from the Superintendent to purchase some Smartwater Property marking kits in April 2016. The kits have been trialled in the allotments in Exeter and have reduced crime there by 96%.

Each bottle of Smartwater has a different, unique forensic make up, meaning marked items can be traced back to the correct owner and often linking the offender with a theft. When that link has been made, there is a 100% conviction rate at courts in all cases that involve Smartwater.

Each of the kits contains a uniquely coded Smartwater bottle, stickers to place on marked items, larger stickers for windows/doors and also information and registration forms.

PCSO Stannard adds "Unfortunately, I only had £500 of funding which was enough to buy 45 kits and 9 A4 sized signs for the gates (it's not very cheap), and the funding for the kits was for the entire Ottery St Mary police patch, not just Broadclyst, so there aren't loads to hand out, however, the Smartwater signs alone have been proven to reduce crime."

It was from this that the Parish Council resolved (Minute ref: 16/85i) to investigate the possibility of extending this innovative approach to parishioners to help prevent theft in vulnerable or rural properties.

It was further though to open up the opportunity to residents across a wider area by running the trial as a Parishes Together project as it addresses a common issue; the Parishes of Broadclyst, Cranbrook, and Poltimore have resolved to submit a Parish Together Project to set up a trial the use of SmartWater<sup>®</sup> kits in their area to address theft from outbuildings and sheds.

#### Q7 How do you know this is needed? Who and how have you consulted?

The need for the project became apparent from regular reports of theft from vulnerable properties. Council members have spoken with some of the victims who agree it would be a worthwhile project to provide a deterrent

An additional £250 has been pledged to the project by the Local Action Group (Gerry Moore)

#### Q8 When do you intend to start work on this project and how long is work likely to take?

The project will start as soon as funding has been secured.

In addition to the project, there will be an article in the Broadsheet (parish magazine) to promote being 'shed-smart' with outdoor security advice including:

- Lock away all tools and equipment
- Chain tools and any other valuable equipment together using high security chains or cables and a good quality closed shackle padlock. Run the chain though an eye bolt secured to the strongest part of the structure using coach bolts or security screws
- Mark your power tools and equipment clearly with you post code and house number (or the first two letter of your house name)
- Fit windows with grilles and take measures to prevent a thief from seeing into your shed
- Use a good quality shed door or a tough pad bar (also called a hasp and staple) fitted with a strong closed shackle padlock and secured with coach bolts.
- Use strong door hinges also secured with coach bolts
- Fit a shed alarm or use an alarmed padlock to deter any intruders from staying long enough to affect their purpose.

#### Section C Project costs and match funding

# Q9 What is the total cost of your project, and how have you arrived at that cost e.g. please detail and include any quotes you have received for the project?

Each £500 of funding is enough to buy 45 kits and 9 A4 sized signs for the gates The number of kits and amount of signage bought would be dependent on the amount of funding secured.

#### Q10 Funding

Total grant you are requesting from the Parishes Together Fund (please state name of each Town or Parish Council and how much they are each applying for from their own fund below) Other match funding (please specify below and state whether confirmed)

Broadclyst	£1,000.00
Cranbrook	£150.00
Poltimore	£250.00
Total requested:	£1,400.00
Additional funding	£250.00

#### Shortfall (including how you are going to meet the shortfall)

Kits and signage purchased will be proportional to the amount of funding secured so there is no shortfall anticipated.

In terms of sustainability, once kits have been issued there is not much in the way of ongoing funding. The administration of registering each kit rests with the recipient and so there are no future draws on Council resources.

#### Section D- Checklist

#### Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.

- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.

- Funding for projects of over £4,000 will only be paid upon receipt of valid invoices/ receipts. Any unspent monies for projects of under £4,000 will be returned to EDDC promptly.

- That we will provide East Devon District Council with a statement of how the funding has benefitted the community

It is understood that EDDC is subject to Freedom Of Information Act 2000 (Government, 2000) and that our information will be made public unless it is subject to the Data Protection Act 1988 (Government, 1998); any exempt information will be redacted prior to publishing.

By submitting this application the applicants confirm we have read and agree with EDDC's FOI policy (East Devon District Council, 2016)

#### Q11 Signature of applicant:

Angie Hurren (Clerk) Broadclyst Parish Council

Q12 Date: 23rd June 2016

Please complete and return this application form to: Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL E-mail: jbuckley@eastdevon.gov.uk Phone: 01395 517569

#### Bibliography

Devon and Cornwall Police, 2016. Devon Police celebrate 90 per cent drop in allotment thefts, London: SmartWater.

East Devon District Council, 2016. *Freedom of Information*. [Online] Available at: <u>http://eastdevon.gov.uk/access-to-information/freedom-of-information/</u> [Accessed 22 June 2016].

Government, 1998. *Data Protection Act 1998*. [Online] Available at: <u>http://www.legislation.gov.uk/ukpga/1998/29/contents</u> [Accessed 22 June 2016].

Government, 2000. *Freedom of Information.* [Online] Available at: <u>http://www.legislation.gov.uk/ukpga/2000/36/contents</u> [Accessed 22 June 2016].

# East Devon District Council and Devon County Council **Parishes Together Fund Application Form** 2016 / 2017

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The Parishes Together Fund is to be used by towns and parishes working together and involving their communities to try to solve local issues.

Please submit joint applications from two or more town and parish councils. This is unless the funding is for a project around ditches and drainage in relation to the prevention of flooding, then town and parish councils can apply individually.

#### Please read the guidance notes thoroughly before completing the application form.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation has been attached before submitting your application.

#### Section A - Your contact details

**1.** Name(s) of ALL Town and Parish Council(s) involved in submitting this application:

Colvton, Southleigh, Farway and Northleigh Parish councils

Please nominate one lead person at one of the Parish or Town Councils involved and fill in their details below. This person will receive all communications about the funding and their Parish or Town Council will receive and be responsible for any funding received on behalf of all involved.

Ensure you put your official clerk or councillor contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see guestion 14 for further details.

#### 2. Main contacts name, Town or Parish Council they represent, and address (including postcode):

Elizabeth Berry, Parish Clerk Colyton Parish Council, Town Hall, Market Place, Colyton. EX24 6JR

#### **3.** Main contacts phone number:

01297 552460

#### **4.** Main contacts e-mail:

Please put your official clerk or councillor contact details and not your personal ones where this is different. The contact details on this form will be made public as part of the agenda and minutes of the decision making meeting.

colytonpc@tiscali.co.uk

## Section B - About your project

## **5.** What is your project?

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what it will pay for.

The project is to use the fund to pay for ditching and draining work requited in the Parishes. With central funding cut these rural areas are often the last to have work done and anything we can do as a group will hopefully improve the conditions of many of our smaller lanes and roads in the winter months.

#### 6. Why do you want to carry out this project and what difference will it make?

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Having spoken to one of the main contractor (David Selway, he suggest we get together and identify the problem areas and then prioritise the work for late summer, early winter). When the work is done it is hoped that the road surface deterioration will be alleviated and the driving experience for local people improved.

## 7. How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from the Town and Parish Councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application.

All the parish council in this project have taken phone calls and emails on the state of the roads. The County Cllrs (Sarah Randall Johnson) is frequently questioned at meetings as to why the roads are in such a poor state and why the lengthsman scheme was not allowed to continue as before. The answer is always lack of funding and the need t o prioritise the major roads.

## 8. When do you intend to start work on this project and how long is work likely to take?

Funding can only be given to work that has not happened yet.

Late summer and the work will continue until all money is spent but it is hoped that before winter sets in the major problem will have been tackled.

#### **9.** How is your project sustainable?

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

The results should last a while, it is hoped that when this work is done local landowners and farmrs can be encouraged to keep the ditches clen and free of debris.

**10.** Is your project about ditch and drainage works in relation to flooding?

- € Yes
- No please move onto question 12

**11.** If yes, you must get approval from Devon County Council's Flood Risk Team and the Environment Agency for all of the work you are undertaking. It may be that they say the work you are undertaking is not relevant to them, but you must discuss this with them.

Please tell us the current situation with your drainage and/or ditches project:

Devon County Council Flood Risk Team, floodrisk@devon.gov.uk or call 01392 383000 and ask for Flood Risk	Have already got full approval	Will get full approval if application is successful before starting work
Environment Agency	$\odot$	$\overline{\bullet}$

## Section C - Project costs and match funding

**12.** What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include any quotes you have received for the project?

If you are applying for more than £4,000, invoices and / or receipts must be provided for all goods and services etc before the funding is given to you.

The parish council has yet to identify the actual areas to be done but in speaking to the contractor he quoted  $\pm 300$ /day for a digger - we would attempt to get as much done for the money we could. If possible we would look for additional funding but all parish councils are strapped for cash!

## **13.** Funding

You do not have to have funding from other sources but you may wish to increase the amount you have to spend by applying for match funding for your project, or each Town/ Parish contributing towards costs.

Total grant you are requesting from the Parishes£3510Together Fund:Please state name of each Town or Parish Council and how

much they are each applying for from their own fund below:

Colyton 2670 electorate -  $\pounds$ 2937 Farway 211 electorate -  $\pounds$ 232.10 Southleigh 181 electorate -  $\pounds$ 199.10 Northleigh 129 electorate -  $\pounds$ 141.9

Town or Parish Councils contributions:

Other match funding (please give more details below and state whether confirmed):

Total cost of project: Shortfall (please specify below how this shortfall will be met): £3510

## Section D - Checklist

**14.** Please tick below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: http://eastdevon.gov.uk/access-to-information/freedom-of-information/

If you don't tick this box your application can't go forward.

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#### Please check you have completed all of the information above.

#### You may also wish to include the following to support your application:

- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from your Parish Plan(s)
- Evidence of consultation e.g. letters of support

## Before signing, please read

#### I confirm that:

- I am authorised by the organisations involved to sign on their behalf.

- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.

- Funding for projects of over £4,000 will only be paid upon receipt of valid invoices/ receipts. Any unspent monies for projects of under £4,000 will be returned to EDDC promptly.

- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

#### **15.** Signature of applicant (or type name and this will be counted as a signature):

Elizabeth Berry

## 16. Date:

#### 7/6/16

The closing dates for applications will be on 24 June 2016, 4 November 2016 and 8 February 2017. At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please send completed forms and accompanying information to:

Post:Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

# East Devon District Council and Devon County Council Parishes Together Fund Application Form 2016 / 2017

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The Parishes Together Fund is to be used by towns and parishes working together and involving their communities to try to solve local issues.

Please submit joint applications from two or more town and parish councils. This is unless the funding is for a project around ditches and drainage in relation to the prevention of flooding, then town and parish councils can apply individually.

#### Please read the guidance notes thoroughly before completing the application form.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation has been attached before submitting your application.

#### Section A - Your contact details

**1.** Name(s) of ALL Town and Parish Council(s) involved in submitting this application:

Monkton Parish Council and Upottery Parish Council

Please nominate one lead person at one of the Parish or Town Councils involved and fill in their details below. This person will receive all communications about the funding and their Parish or Town Council will receive and be responsible for any funding received on behalf of all involved.

Ensure you put your official clerk or councillor contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see question 14 for further details.

#### **2.** Main contacts name, Town or Parish Council they represent, and address (including postcode):

Sarah Clark Monkton Parish Council Tovehayne Farm, Monkton, Honiton, Devon EX14 9QQ

#### **3.** Main contacts phone number:

01404548130

#### **4.** Main contacts e-mail:

Please put your official clerk or councillor contact details and not your personal ones where this is different. The contact details on this form will be made public as part of the agenda and minutes of the decision making meeting.

sarahsclark@hotmail.com

## Section B - About your project

## **5.** What is your project?

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what it will pay for.

We require a Parish notice board. This notice board will be use to advertise all local events/meetings. The majority of these events currently take place in Upottery and as a result the main use of the board will be to advertise community events taking place in Upottery.

#### **6.** Why do you want to carry out this project and what difference will it make?

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

The notice board will be centrally located and hopefully used by a large number of residents. It will enable those not on the internet, with no access to Parish websites, to find out when and where local events and meetings are taking place.

## 7. How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from the Town and Parish Councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application.

As a result of our neighbourhood plan work (consultation outcome) and following Parish Council meetings.

## 8. When do you intend to start work on this project and how long is work likely to take?

Funding can only be given to work that has not happened yet.

As soon as possible

## 9. How is your project sustainable?

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

We will ensure the notice board is maintained and lasts for some years

**10.** Is your project about ditch and drainage works in relation to flooding?

- € Yes
- No please move onto question 12

**11.** If yes, you must get approval from Devon County Council's Flood Risk Team and the Environment Agency for all of the work you are undertaking. It may be that they say the work you are undertaking is not relevant to them, but you must discuss this with them.

Please tell us the current situation with your drainage and/or ditches project:

Devon County Council Flood Risk Team, floodrisk@devon.gov.uk or call 01392 383000 and ask for Flood Risk	Have already got full approval	Will get full approval if application is successful before starting work
Environment Agency	$\odot$	$igcolumn{1}{\circ}$

## Section C - Project costs and match funding

**12.** What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include any quotes you have received for the project?

If you are applying for more than £4,000, invoices and / or receipts must be provided for all goods and services etc before the funding is given to you.

£235.20

## **13.** Funding

You do not have to have funding from other sources but you may wish to increase the amount you have to spend by applying for match funding for your project, or each Town/ Parish contributing towards costs.

Total grant you are requesting from the Parishes170.5Together Fund:Please state name of each Town or Parish Council and how

much they are each applying for from their own fund below:

Town or Parish Councils contributions:

Other match funding (please give more details below and state whether confirmed):

Total cost of project:196Shortfall (please specify below how this shortfall will be<br/>met):25.50via a small surplus currently held within Monkton Parish

funds

## Section D - Checklist

**14.** Please tick below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: http://eastdevon.gov.uk/access-to-information/freedom-of-information/

If you don't tick this box your application can't go forward.

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#### Please check you have completed all of the information above.

#### You may also wish to include the following to support your application:

- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from your Parish Plan(s)
- Evidence of consultation e.g. letters of support

## Before signing, please read

#### I confirm that:

- I am authorised by the organisations involved to sign on their behalf.

- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.

- Funding for projects of over £4,000 will only be paid upon receipt of valid invoices/ receipts. Any unspent monies for projects of under £4,000 will be returned to EDDC promptly.

- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

#### **15.** Signature of applicant (or type name and this will be counted as a signature):

Sarah Clark

## 16. Date:

#### 07.05.16

The closing dates for applications will be on 24 June 2016, 4 November 2016 and 8 February 2017. At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please send completed forms and accompanying information to:

Post:Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

