

Agenda for Community Fund Panel

Tuesday 8 August 2017, 10.00am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL
[View directions](#)

Contact: [Chris Lane](#), 01395 517544 (or group number 01395 517546): Issued 1 August 2017

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL
DX 48705 Sidmouth
Tel: 01395 516551
Fax: 01395 517507
www.eastdevon.gov.uk

- 1 [Public speaking](#)
- 2 Minutes for 20 February 2017 (pages 2-3)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

Part A Matters for Decision

- 7 **Election of Chairman**
- 8 **Guidance notes for the Community Building Fund can be found online at**
<http://eastdevon.gov.uk/grants-and-funding/community-buildings-fund/find-out-how-to-apply/>
- 9 **Bramford Speke Village Hall** (pages 4 – 22)
- 10 **Newton Poppleford Village Hall** (pages 23 - 36)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

[Decision making and equalities](#)

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Community Fund Panel held at Knowle, Sidmouth on 20 February 2017

Present: Councillors:
Geoff Jung
David Key
Ian Thomas

Also present: Jamie Buckley, Engagement and Funding Officer
Chris Lane, Democratic Services Officer

Apologies: Councillors:
Paul Carter
Douglas Hull

The meeting started at 10:00am and ended at 10.25am.

- 8 Notes of Meeting held on 7 November 2016
The notes of the meeting held on 7 November 2016 were accepted as a true record. The Chairman Councillor Ian Thomas wished to highlight the concerns he had raised regarding the operation of the Rent Support Grant scheme and his desire to see changes to this scheme.
- 9 Declarations of Interest
Councillor Ian Thomas and Geoff Jung wished it recorded that although they were not declaring an interest they were respectively the ward member for the Peek Hall, Combe Pyne Rousdon application and parish councillor for the Woodbury Village Hall application.
- 10 Background papers
The Community Building Funding Guidance Notes and application form had been included with the agenda papers. Each year EDDC allocated a sum of money to be given in grants for community buildings in villages. The scheme used to be administered by the Community Council of Devon but was now administered by EDDC.
- 11 Consideration of applications received.
The Engagement and Funding Officer had applied the Community Council of Devon scoring system for guidance and to help summarise the background details of the applications.

The Panel was asked to consider:

- The importance of the project
- Whether match funding arrangements were in place
- What the works would mean for the hall/community shop and its users
- The current stage of the project
- Whether three quotations had been submitted as part of the application and, if not, the reasons given.

Members of the Panel were advised that there was £22,250 was available for 2016-17. To date the Panel had only allocated £2,741. This left £19,509 unallocated. Any

further unallocated sum would be taken back into main Council budgets. Jamie Buckley, Engagement and Funding Officer advised that there would be a similar amount of money available in the scheme for 2017/18.

| a) Applications recommended for approval | EDDC recommended contribution |
|--|---|
| Peek Hall, Combe Pyne Rousdon –new floor in hall area. | £1,675 |
| Clyst Honiton Village Hall - repair flat roof into the storage area at village hall. | £1,558.27 The Panel raised a query about paying to repair damage caused by water in an insured building and whether this could have been covered by the Hall's insurance. They wished to approve the application subject to confirmation that the repair work was not covered under insurance |
| Woodbury Village Hall – painting and refurbishment works to village hall. | £2,800 The Panel felt that a lot of the proposed costs were for routine maintenance such as painting. In line with the eligibility criteria for the fund routine maintenance could not be funded. They deferred the application for clarification of capital and maintenance costs of the project and subject to this satisfactory confirmation of capital costs and gave delegated authority to the Chairman in consultation with the Engagement and Funding Officer to approve. |

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Brampford Speke Village Hall

| Application Eligibility | | |
|---|-----|----|
| Criteria | Yes | No |
| Is the application form <i>complete</i> ? | X | |
| Is the form <i>signed</i> ? | X | |
| Group Eligibility | | |
| Criteria | Yes | No |
| Is the group a registered charity and standard Village Hall? | X | |
| Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution. | X | |
| Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold? | | X |
| Is there a copy of the most recent annual accounts? | X | |
| Is there less than one year's running costs in reserve? | | X |
| Project Eligibility | | |
| Is it an admissible type of project? | X | |
| Are there drawings or builders specifications, if applicable? | X | |
| Is the proposal not solely for land purchase? | X | |
| Have the works not yet started? NB: earlier phases and professional fees are admissible. | X | |
| Is it for capital works only? | X | |
| Will there be likely spend in 12 months from time of approval? | X | |
| Costs Eligibility | | |
| Are there 3 quotes or a 'bill of quantities'? | | X |
| Is the grant requested no larger than £5 000 ? | X | |
| Is the overall project no larger than £750 000? | X | |
| a. Is the grant requested no larger than 1/3 of the overall project costs? | X | |
| b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery | | X |
| Do funding gained and cost of project match? | X | |

ASSESSOR Comments:

Have more than one years running costs in reserve in the accounts, but now £27,159.84 of this has been spent on the hall storage extension. Have about £6,000 in bank and operating receipts were £3,872.21.

Only 21 years left on the lease.

Only two quotes could be obtained due to the type of project.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

| | ITEM | Max. Score | Score Given |
|---|---|------------|-------------|
| 1 | To what extent is the hall, itself, needed by the local community? | 5 | 5 |
| Comments: The hall is used regularly for a wide variety of activities. Is the only community hall in the village. The hall also provides the only outdoor community space. The primary school does not have a hall and so uses it for PE and performances. | | | |
| 2 | To what extent are the works needed? | 5 | 4 |
| Comments: This is the third phase in a project to create better access so everyone in the village can use the hall including those with mobility issues and people with prams. Before only used to have really steep steps. | | | |
| 3 | To what extent has the project been developed with community support? | 5 | 5 |
| Comments: The Village Hall Trust has representatives from key user groups on the management committee. Priorities for the hall, including this project, have come from formal and informal consultation. Feedback from villagers on the project has all been positive. | | | |
| 4 | How well is the project planned (including works, advice and disability access)? | 5 | 4 |
| Comments: As it is the third phase of the project that is already happening it is very well planned. It is to help create disability access. Only have two quotes. | | | |
| 5 | How realistic is the funding package? | 5 | 4 |
| Comments: They have all the other funding they need. Only £250 is from the hall itself, but the hall is funding significant amounts of the first two phases of the project. £200 contribution from the parish council. | | | |
| Total Score: | | 25 | 22 |

ASSESSOR Comments:

The hall is well used and the only hall in the village. Only two quotes, as the project is difficult. Have all other funding they need. Community support the project.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Brampford Speke Village Hall

The hall is well used by various user groups and is the only hall in the village. The funding would be for phase three of hall improvements, and would help pay for adding the finishing fencing, gates and railings to the newly landscaped and paved disabled access to the hall. The hall had steep steps before that weren't accessible. They have all the other funding in place. Only 21 years left on their lease.

| | | |
|---------------------|-----------------|----------------|
| Total Project Cost: | Award Requested | Recommendation |
| £6,152 | £1,772 | £ |

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

| <u>Funds Applied For or Raised</u> | <u>Amount</u> | <u>In hand? Yes, No, or Unsuccessful</u> |
|-------------------------------------|---------------|--|
| Parish Council | £200 | Yes |
| Fundraising | £0 | |
| Hall contribution | £250 | Yes |
| Grant: | | |
| Coastal Recycling | £3,390 | Yes |
| | | |
| | | |
| Total (if we give our grant) | £6,152 | |

Priority Scoring:

| ITEM | SCORE (0-5) |
|----------------------------|-------------|
| 1. Need for Hall | 5 |
| 2. Need for proposed works | 4 |
| 3. Local support | 5 |
| 4. Planning of project | 4 |
| 5. Funding package | 4 |
| TOTAL SCORE: | 22 |

Assessment Summary:

East Devon District Council

Community Building Fund Application Form

2017

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 all supporting documentation has been attached before submitting your application.

A - Your contact details

1 Name of your community building:

Brampford Speke Village Hall

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Brampford Speke

Ensure you put your official 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 23 for further information.

3 Main contacts name, position on the Committee, and address (including postcode):

Penny Wiles, Secretary, Brampford Speke Village Hall Trust Chamberlains Cottage, Brampford Speke, Devon, EX5 5DR

4 Main contacts phone number:

01392 841731

5 Main contacts e-mail (IN BLOCK CAPITALS):

PENNY@APWILES.CO.UK

6 Have you made any applications for, or been awarded, funding through East Devon District Councils Community Buildings Grants Scheme in the last two years?

Yes

No

If yes, please give details:

7 Do you have permission from the relevant bodies to carry out this project?

For example if the Parish Council own the building then you need to have their permission.

Yes

No - if no, you are not eligible for this funding.

B - The legal status and management of your community building

8 Are you a registered charity?

- Yes No

If yes, what is your number?

1139844

9 Is your governing document a....

- Trust Deed Lease Conveyance
 Other (please specify) Charity Commission Scheme

10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

- Named trustees Parish Council Official Custodian for Charities

11 Is your community building:

- Freehold Leasehold- please tell us how many years remain on the lease:
21 years

12 Are there any restrictive covenants in your governing document?

- Yes No

If yes, please specify:

C - About your project

13 What is your project?

The project is to erect new entrance gates to the village hall grounds, new fencing and a handrail. It represents the third and last stage of this year's improvement programme. The three stages are inter-linked, as set out as follows: Stage 1 - building a new storage extension at the back of the hall with a new access lobby at the rear. This work, completed in May 2017, has been funded by a combination of grants from various organisations such as Awards for All, and our own reserves. Stage 2 – building a new, safer, pedestrian access to the hall grounds from the road, plus a ramp leading from the road to the newly-built lobby at the rear. This work is being funded through a combination of grants and our own fund-raising from local events. This work has been programmed to take place during the school summer holidays, a quiet time in terms of hall usage. The work is scheduled to start the week beginning 17th July with completion being mid to late August. Stage 3 - constructing & erecting new entrance gates, new fencing, and erecting rails including new hand rails. This work essentially complements the work of building the new ramp. We anticipate that this Stage 3 work will follow on from the completion of the ramp works and that a likely start date will be mid to late August.

14 Why do you want to carry out this project, why is it needed and what difference will it make?

This project finishes off the significant works of improving access to the hall. The new gates/fencing and rails will ensure there is not only a safe but also an aesthetically pleasing environment at the front and side of the hall grounds after the new ramp has been built. The architect has geared the design of the ramp to be sensitive to the environment – the design preserves an attractive boundary bank at the front. Part of the ramp will be tucked behind the bank thereby ensuring it does not visually dominate the hall's external environment. It does mean however that new additional fencing is needed (drawings 2 and 3 show this perhaps more easily than can be explained in words). Changing the entrance arrangements will make access to the hall much easier for many hall users. The existing steep steps mean that the hall is currently a no-go area for those with mobility problems. In addition, those pushing buggies find negotiating the steps quite a challenge. The ramped access and the project of finishing off works of gates/fencing & rails for which we are seeking funding will enable the hall to become much more user-friendly. Its impact on the community life of the village will be immediate & significant. For the first time since it was built in 1937 the hall will be physically accessible to everyone in the community. The hall is the ONLY community building in the village (excluding the church and Baptist chapel neither of which are suitable to be used as halls). The hall grounds provide the only outside community space as we have no separate recreation area in the village. The primary school, which does not have its own hall, is a regular user of the village hall for PE and performances. The nearest hall to Brampford Speke is in Upton Pyne, about two miles away. There is no bus service between the two villages. The hall is used by the Toddlers Group (covering Upton Pyne as well as Brampford Speke) once a week, by the school

15 How do you know this work is needed? Who and how have you consulted?

We are in close touch with our key user groups – the Village Hall Trust was set up to ensure user groups had a voice through being able to nominate representatives onto our management committee. Up to half of the management committee comprises members appointed by hall user groups such as Toddlers Group & the Twinning Association. There are close links with our Parish Council which is represented on our Trust. Our priorities for improvements to the hall have been drawn up following both formal and informal consultation – from this exercise emerged the linked improvement projects of building a storage extension (now completed) & improving the access to the hall. Feedback from villagers has been uniformly positive.

16 Has planning approval been given?

Yes- Planning application reference: _____

Not required

No- If no, why not:

Planning application reference: 15/2035/FUL

17 Has building regulation approval been given?

- Yes
- Not required
- No- If no, why not:

Note that Building Control have commented on the plans and have not raised any issues

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

We intend the start date to be mid-late August 2017. This is the earliest the work can begin as the ramp works will need to be completed, the earliest date for this being mid August. The fencing, gates and railings work will take approximately two weeks.

D - Project costs and match funding

19 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

20 Project costs (£)

| | |
|--|-------------|
| Purchase of land | |
| Purchase of building | |
| Construction work | 5310 |
| Adaptation/ repair work | |
| Fixtures and fittings | |
| Car park | |
| Other (please specify below) | 439 |
| 50% of 3rd Party Contribution paid to Coastal Recycling, as per their grant conditions | |
| Professional Architect Fees | 250 |
| Professional Surveyor Fees | |
| Professional Solicitor Fees | |
| Disability access audit | |
| Safety planning supervisor | |
| Planning application/ Building Regulations | 153 |
| VAT | |
| Inflation/ contingency | |
| Total Cost | 6152 |

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies.

21 Match Funding (£)

| | |
|---|-------------|
| Grant you are requesting from EDDC | 1772 |
| Your contribution | 250 |
| Grant from Parish Council- is this confirmed? | 200 |
| Yes | |
| Other (please specify below) | 3930 |
| Total | 6152 |
| Shortfall | 0 |

E - Your finances

Please send your most recent set of approved annual accounts to us

F - East Devon District Councillor comments

22 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:

If you don't know who your EDDC Councillor is you can find out online here: www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/

Comments from Councillor Simon Grundy (by email) "Thank you for showing me the plans for enhancement of the village hall to provide disabled access. Clearly I am familiar with the current facilities from visits to the parish council and other meetings. I think it is a thoroughly good thing to provide better access for the disabled. I see no reason why they should not want to use the hall as much as anyone else." Note: The comments from Councillor Simon Grundy relate to the ramped access. The project of new fencing, gates and rails finishes off the ramp works.

Section F- Checklist

Application checklist:

- Copy of governing document
- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Copy of most recent set of approved annual accounts

Optional documents for inclusion:

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

Please send all accompanying information by post or by e-mail to us:

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

E-mail: jbuckley@eastdevon.gov.uk

23 Please click in the box 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.



24 **Signature of applicant:**

Penny Wiles

25 **Date:**

18.07.2017

Bramford Speke Village Hall Trust - Charity no 1139844
 Accounts 2016/2017
 Operating: Receipts

| | | 2016/2017 | | 2015/2016 | |
|-----------------|--------------------|-----------|-----------|-----------|--------------------|
| PC Contribution | | | £2,000.00 | | 2000.00 |
| Hall Hire | | | | | |
| | EDDC | | £240.00 | | £240.00 |
| | School | | £734.00 | | £640.00 |
| | Toddlers | | £468.00 | | £490.00 |
| | WI | | £232.00 | | £150.00 |
| | Yoga | | £873.00 | | £691.00 |
| | Messy Church | | £154.00 | | £138.00 |
| | Others | | £593.00 | | £881.00 |
| | | Subtotal | £3,294.00 | £3,294.00 | Subtotal £3,230.00 |
| | | | | | £3,230.00 |
| | Chairs/tables | | £53.00 | | £25.00 |
| Misc | | | | | |
| | Electricity Meters | | £261.00 | | £541.00 |
| Fund Raising | | | | | |
| | Fundraising | | | | |
| | Events | | £189.42 | | £153.20 |
| | Villages in action | | £76.00 | | £487.20 |
| | Donations | | £25.00 | | £1,292.84 |
| | | Subtotal | £290.42 | £290.42 | Subtotal £1,933.24 |
| | | | | | £1,933.24 |
| | TOTAL | | £5,898.42 | | £7,729.24 |

Bramford Speke Village Hall Trust - Charity no 1139844

Accounts for 2016/2017

Operating: Expenses

| 2016/2017 | | | 2015/2016 | | |
|---------------|-------------------|-----------|-------------------------|-------------------|------------|
| Insurance | | | £507.37 | | £493.19 |
| Electricity | | | £358.55 | | £386.58 |
| Water SWW | | | £278.00 | | £174.00 |
| Hall Cleaning | | | £665.00 | | £562.50 |
| Maintenance | Firewatch | £115.92 | | Firewatch | £88.20 |
| | Cleaning material | £86.00 | | Cleaning material | £60.47 |
| | AGM expenses | £32.12 | | AGM expenses | £32.98 |
| | MC Electrics | £663.25 | | MC Electrics | £242.90 |
| | Fence | £1,116.00 | | Misc | £61.87 |
| | Misc | £50.00 | | | |
| | Grounds | £0.00 | | | |
| | Subtotal | £2,063.29 | £2,063.29 | | |
| TOTAL | | | £3,872.21 | | £2,102.69 |
| Balance | | | | | |
| | | | Reserved Balance | | £2,000.00 |
| | | | Plus Operating Receipts | | £5,898.42 |
| | | | Less Operating Expenses | | -£3,872.21 |
| | | | CLOSING balance | | £4,026.21 |

Bramford Speke Village Hall Trust - Charity no 1139844

Accounts 2016/2017

Project: Receipts

2016/2017

| | | | | | | | | |
|-----------|------------------|--|------------|------------|--------|--|--|--|
| Donations | | | | £2,100.00 | Note 3 | | | |
| | | | | | | | | |
| Grants | Awards for all | | £10,000.00 | | | | | |
| | Foyle Foundation | | £2,500.00 | | | | | |
| | | | | | | | | |
| | subtotal | | £12,500.00 | £12,500.00 | | | | |
| | | | | | | | | |
| Misc | Little lodge | | £4,372.50 | | Note 2 | | | |
| | Viridor waste | | £257.63 | | Note 2 | | | |
| | | | | | | | | |
| | subtotal | | £4,630.13 | £4,630.13 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | | | £19,230.13 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Note 1 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Brampford Speke Village Hall Trust - Charity no 1139844
 Draft Accounts for 2016/2017
 Project Expenses

2016/2017

| | | | | | | |
|---------------------|-----------------|--|-----------------------|--------|--|------------|
| Planning | EDDC | | £306.38 | | | |
| | Consulting Fees | | £935.00 | | | |
| Works | Little lodge | | £4,372.50 | Note 2 | | |
| Third party contrib | Viridor waste | | £257.63 | Note 2 | | |
| TOTAL | | | £5,871.51 | | | |
| Balance | | | | | | |
| | | | Opening Balance | | | £15,825.10 |
| | | | Plus Project Receipts | | | £19,230.13 |
| | | | Less Project Expenses | | | -£5,871.51 |
| | | | CLOSING balance | | | £29,183.72 |

Balance at Bank

| | | |
|-------------------------|-------------------|---------------|
| Opening balance | £17,825.10 | as at 1.4.16 |
| Plus Operating Receipts | £5,898.42 | |
| Less Operating Expenses | £3,872.21 | |
| Plus Project Receipts | £19,230.13 | |
| Less Project Expenses | £5,871.51 | |
| Closing Balance | £33,209.93 | as at 31.3.17 |



LUXTON
DIGGING AND DRAINAGE CONTRACTOR
making the earth move for you

QUOTATION.

20 june 2016.

Fao Mr D. Bamford.

Following my recent visit to Bramford Speke Village Hall I have pleasure in submitting my quotation to carry out the following works .

Works to provide new Hall access , renew fencing and entrance gates etc.

1. Dig out for new access etc as per previous quote dated 25 feb 2016.
2. Erect 16 metres of panel fencing using concrete posts and 1.8 metre wooden panels.
3. Take down old picket fencing and erect new picket fencing approx 50 metres long and 1.2 metres high, using 3.6 metre rails and 100x100mm posts.
4. Make up new entrance gates and rails including hand rail by new steps in mild steel and galvanised after production as per drawing.

For the New Price of £ 10,975.00 plus vat .



Hope this meets with your satisfaction.



QUOTATION.

25 feb 2016.

Fao Mr D. Bamford,

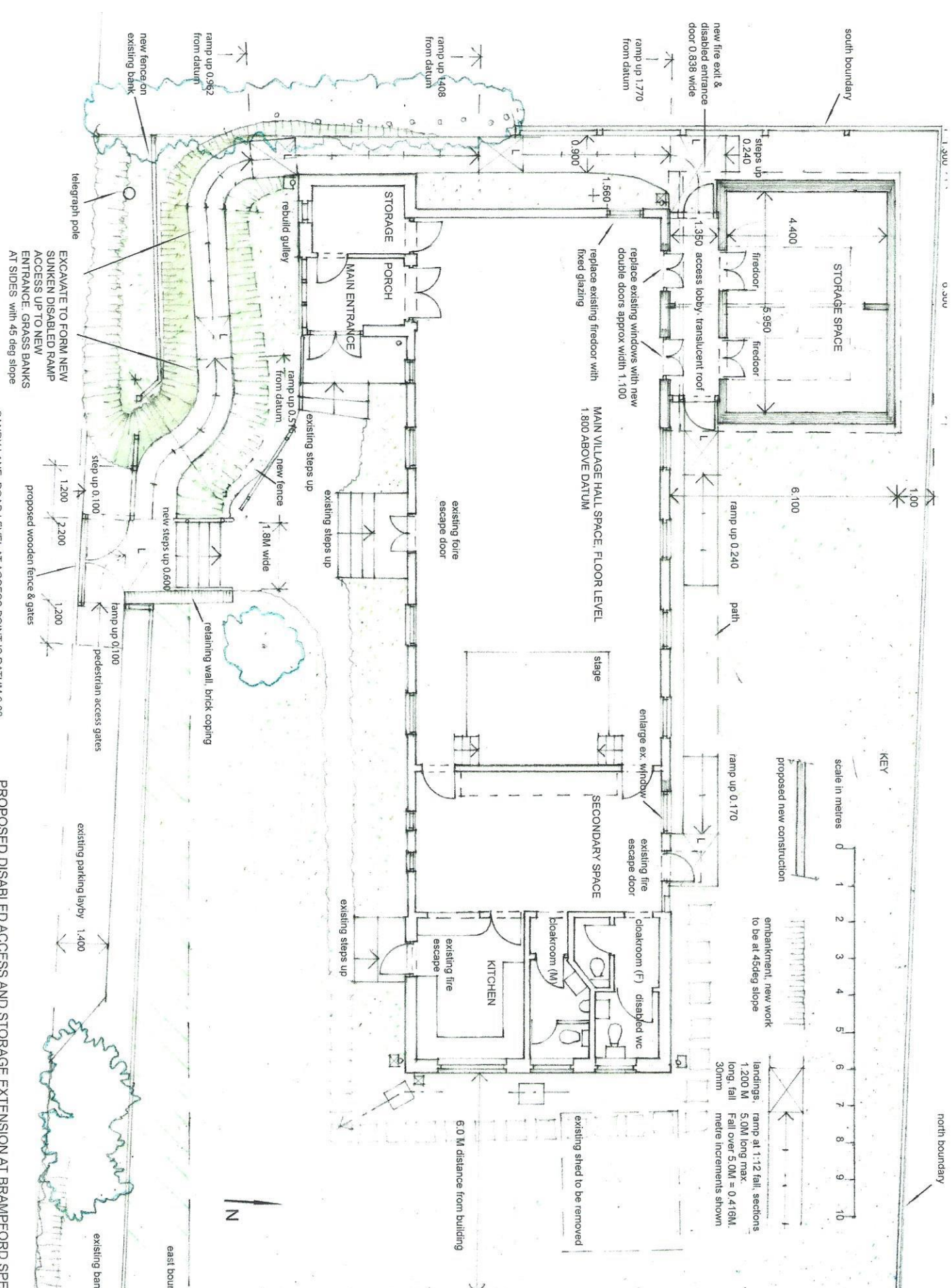
Brampford Speke Village Hall Trust.

Brampford Speke, Exeter.

Following my recent visit to Brampford Speke Hall I have pleasure in submitting my quotation to carry out the following works for new access ramp and steps.

1. Dig out for new ramp and steps and dispose of spoil to tip.
2. Rebuild new gully at corner of hall and link to new soakaway. Also connecting gully from other corner to new soakaway.
3. Lay and compact hardcore on length of ramp area.
4. Construct new ramp in concrete from entrance by the road up the new storage shed at rear of hall. Also construct pathway / ramp from storage shed to the existing fire escape door.
5. Build new entrance ramp/step and install gates and railings.
6. Build new set of steps in front of Hall and small retaining wall.
7. Dig up and re lay the concrete area between the new steps and existing steps.
8. Allowance made for the erection of the gates and railings but not for the purchase as not clear on what you would like to put up.
9. I can get prices for metal and wooden gates/railings.
10. No allowance for any new fencing.
11. All as per drawing No14.03.06 by Nick Gilbert Scott.
12. An existing western power electric cable runs down the side of the hall. This would have to be hand dug to determine if it is in the way of any construction works. I can locate it with a cable locating tool and would recommend it is located before any works are started.
13. Price includes all labour, machinery hire and insurance.
14. Price includes all materials except where stated.

For the price of £ 6550.00 plus vat .



KEY

scale in metres 0 1 2 3 4 5 6 7 8 9 10

- proposed new construction
- embankment, new work to be at 45deg slope
- landings, ramp at 1:12 fall, sections 1,200 M long, fall over 5.0M = 0.416M, 30mm metre increments shown

place of safety indicated by hatching, min 6.0M from building

EXCAVATE TO FORM NEW SUNKEN DISABLED RAMP ACCESS UP TO NEW ENTRANCE GRASS BANKS AT SIDES with 45 deg slope

SANDY LANE ROAD LEVEL AT ACCESS POINT IS DATUM 0.00

PROPOSED DISABLED ACCESS AND STORAGE EXTENSION AT BRAMPFORD SPEKE VILLAGE
 PROPOSED SITE PLAN AND FLOOR PLAN, SCALE 1:100 (dimensions in Metres)
 APRIL 2015

DWG NO: 1

TEL 01392





Brampford Speke Village Hall Trust
c/o Mrs Penny Wiles
Chamberlains Cottage
Brampford Speke
Exeter
Devon
EX5 5DR

27 March 2017

Dear Sirs

FUNDING OFFER: Improving Access to Brampford Speke Village Hall
PROJECT NUMBER: 2231

We are pleased to inform you that your application to us for funding for the above project has been successful. This offer letter, in conjunction with our standard terms and conditions - version 06 July 2015 - a copy of which is enclosed and is referred to in this letter as "the terms and conditions", sets out the basis on which we are prepared to make this funding available. You should be aware that use of these funds is restricted to the project as agreed. Payments made to you under this agreement should be accounted for as restricted funds, and failure to do so will be a default event as defined in the terms and conditions.

To accept the funding offer subject to the terms and conditions please sign and date one copy of this letter and return it to us. The second copy of this letter is for you to retain for your records.

we/us
you
project

GrantScape
Brampford Speke Village Hall Trust
1. To build a new pedestrian access to the Village Hall grounds from the road, plus a ramp leading from the road to the newly-built rear lobby; and
2. To erect new entrance gates, fencing and a hand rail.

funding offer
co-funding
contributing third party (CTP)
period of time

£7,860
See Schedule Three
Brampford Speke Village Hall Trust
10 years

Office E, Whitsundoles
Broughton Road, Salford
Milton Keynes MK17 8BU
T: 01908 247630
F: 01908 247639

E: helpdesk@grantscape.org.uk
W: www.grantscape.org.uk

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Newton Poppleford Pavilion

| Application Eligibility | | |
|---|-----|----|
| Criteria | Yes | No |
| Is the application form <i>complete</i> ? | X | |
| Is the form <i>signed</i> ? | | X |
| Group Eligibility | | |
| Criteria | Yes | No |
| Is the group a registered charity and standard Village Hall? | X | |
| Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution. | X | |
| Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold? | X | |
| Is there a copy of the most recent annual accounts? | X | |
| Is there less than one year's running costs in reserve? | | X |
| Project Eligibility | | |
| Is it an admissible type of project? | X | |
| Are there drawings or builders specifications, if applicable? | X | |
| Is the proposal not solely for land purchase? | X | |
| Have the works not yet started? NB: earlier phases and professional fees are admissible. | X | |
| Is it for capital works only? | X | |
| Will there be likely spend in 12 months from time of approval? | X | |
| Costs Eligibility | | |
| Are there 3 quotes or a 'bill of quantities'? | | X |
| Is the grant requested no larger than £5 000 ? | X | |
| Is the overall project no larger than £750 000? | X | |
| a. Is the grant requested no larger than 1/3 of the overall project costs? | X | |
| b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery | X | |
| Do funding gained and cost of project match? | | X |

ASSESSOR Comments:

They are proposing to build an extension and outfit a kitchen. They currently have a shortfall but have applied for a lot of funding and are doing fundraising. They have more than a year's running costs in reserve but most of this is going to be spent on this project.
Don't have three quotes, as architect became ill. Hope to have these by September.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

| | ITEM | Max. Score | Score Given |
|--|--|------------|-------------|
| 1 | To what extent is the hall, itself, needed by the local community? | 5 | 4 |
| Comments: The hall is used regularly for a wide variety of activities that involve catering requirements. There is a village hall in Newton Poppleford which is older and smaller with limited parking. The Pavilion also serves the sports groups that play on the fields. | | | |
| 2 | To what extent are the works needed? | 5 | 5 |
| Comments: The kitchen is too small which makes it difficult to prepare food other than for very small events. For larger events food has to be prepared elsewhere and brought in. The existing storage cupboards are 25 years old and falling apart. Regular users of the hall have commented on the current limited facilities and would like to make more use of the kitchen, this will also attract other hirers making the hall more sustainable. | | | |
| 3 | To what extent has the project been developed with community support? | 5 | 3 |
| Comments: The application states the Parish Council is supportive. Many one off users complain about the lack of space in the kitchen. | | | |
| 4 | How well is the project planned (including works, advice and disability access)? | 5 | 1 |
| Comments: Only one approximated quote has been obtained due to architect falling ill. Will have rest of quotes by September. | | | |
| 5 | How realistic is the funding package? | 5 | 3 |
| Comments: Total cost is £40,000 (however this is based on one approximated quote). There is a shortfall of £5,786 with a variety of ways mentioned that they could obtain this with fundraising, discounts off goods and grant applications. | | | |
| Total Score: | | 25 | 16 |

ASSESSOR Comments:
 The hall is well used and the kitchen could be a lot better as this would make it more sustainable. They do not have any firm quotes. There is a shortfall of £5,786.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Newton Poppleford Pavilion

The hall is well used by various user groups. Newton Poppleford Pavilion want to replace their make kitchen bigger and update their tired, outdated kitchen. Users have commented on the size of the kitchen and a new bigger kitchen would encourage more hirers and so make the hall more sustainable. They do not have firm quotes and have a shortfall of £5,786 but have some plans to meet this shortfall.

Total Project Cost:

£40,000

Award Requested

£5,000

Recommendation

£

Funding Package:

Unconfirmed Funds:

£2,314

Shortfall:

£5,286

| <u>Funds Applied For or Raised</u> | <u>Amount</u> | <u>In hand? Yes, No, or Unsuccessful</u> |
|-------------------------------------|--------------------|--|
| Parish Council | £0 | |
| Fundraising | £included in below | |
| Hall contribution | £25,400 | |
| Grant: | | |
| Locality Budget | £2,000 | Yes |
| HMRC Gift Aid | £2,000 | No, but owed |
| Waitrose | £314 | Not in hand but promised |
| Total (if we give our grant) | £34,714 | |

Priority Scoring:

| ITEM | SCORE (0-5) |
|----------------------------|-------------|
| 1. Need for Hall | 4 |
| 2. Need for proposed works | 5 |
| 3. Local support | 3 |
| 4. Planning of project | 1 |
| 5. Funding package | 3 |
| TOTAL SCORE: | 16 |

Assessment Summary:

East Devon District Council Community Building Fund Application Form 2017

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 all supporting documentation has been attached before submitting your application.

A - Your contact details

1 Name of your community building:

Newton Poppleford Pavilion

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Newton Poppleford & Harpford

Ensure you put your official 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 23 for further information.

3 Main contacts name, position on the Committee, and address (including postcode):

David Zirker, Manager, Trustee and parish Councillor

4 Main contacts phone number:

01395 567430 or 07802 755411

5 Main contacts e-mail (IN BLOCK CAPITALS):

D.ZIRKER@BTINTERNET.COM

6 Have you made any applications for, or been awarded, funding through East Devon District Councils Community Buildings Grants Scheme in the last two years?

Yes

No

If yes, please give details:

6 MONTHS AGO BUT WITHDREW IT AS WE WERE NOT CLOSE ENOUGH TO OUR FUNDRAISING LEVELS.

7 Do you have permission from the relevant bodies to carry out this project?

For example if the Parish Council own the building then you need to have their permission.

Yes

No - if no, you are not eligible for this funding.

B - The legal status and management of your community building

8 Are you a registered charity?

- Yes No

If yes, what is your number?

300848

9 Is your governing document a....

- Trust Deed Lease Conveyance
 Other (please specify) Charity Commission Scheme

10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

- Named trustees Parish Council Official Custodian for Charities

11 Is your community building:

- Freehold Leasehold- please tell us how many years remain on the lease:

12 Are there any restrictive covenants in your governing document?

- Yes No

If yes, please specify:

C - About your project

13 What is your project?

To knock down part of the original kitchen built in the early 1970's combine it with the old bar area and storage and re-equip the kitchen to a semi commercial standard. In addition to build brick storage area on the outside of the building to store all existing furniture and equipment thus

14 Why do you want to carry out this project, why is it needed and what difference will it make?

Currently the kitchen is very small measuring 4 meters by 2 metres. Two people cannot pass one another. There are many events held at The pavilion where cooking food is a requirement. Currently this has to be done outside and the cooked food transported in for events like the monthly Village Lunch Club, Wimbledon Barn dance and Burns Night celebrations plus many others. This would increase the letting income and make it viable as a better venue for events like weddings and an emergency centre as it would have real mass cooking facilities. The additional storage area would free up the old skittle alley which would allow a second user of the building meaning more income.

15 How do you know this work is needed? Who and how have you consulted?

All users of the building especially the Tennis Club, the WI and the Lunch Club who do a lot of food preparation for various events all want a new kitchen and have supported the fund raising really well

16 Has planning approval been given?

- Yes- Planning application reference: 16/3016/FUL
- Not required
- No- If no, why not:

17 Has building regulation approval been given?

- Yes
- Not required
- No- If no, why not:

This is currently in progress. The original architect working on the project is suffering from long term sickness so we have had to start again. This should be complete within 2 months.

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

Hopefully later this year. We estimate that it will take around 2-3 months.

D - Project costs and match funding

19 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

20 Project costs (£)

| | |
|--|---------------------|
| Purchase of land | |
| Purchase of building | |
| Construction work | 29000 |
| Adaptation/ repair work | |
| Fixtures and fittings | 10000 |
| Car park | |
| Other (please specify below) | |
| Professional Architect Fees | 1000 |
| Professional Surveyor Fees | |
| Professional Solicitor Fees | |
| Disability access audit | |
| Safety planning supervisor | |
| Planning application/ Building Regulations | |
| VAT | |
| Inflation/ contingency | |
| Total Cost | £40,000 cost |

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies.

21 Match Funding (£)

| | |
|---|--------------------------|
| Grant you are requesting from EDDC | 4000 £5,000 |
| Your contribution | 38000 £25,400 |
| Grant from Parish Council- is this confirmed? | 0 |

Other (please specify below) *Locality Budget* **£3,814**

~~Currently we have £21,000 in the bank, we have been promised a further £2,000 plus around £1500 owing from HMRC for gift aid, The remaining ~~£21,000~~ will be raised over the coming 4 months with planned fund raising events and grant applications~~

£314 from Waitrose

| | |
|-----------|---------------------------------|
| Total | 40000 £34,214 |
| Shortfall | 8500 £5,786 |

Plan to meet shortfall = fundraising, discounts off goods, and grant applications.

E - Your finances

Please send your most recent set of approved annual accounts to us

F - East Devon District Councillor comments

22 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:

If you don't know who your EDDC Councillor is you can find out online here:
www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/

Section F- Checklist

Application checklist:

- Copy of governing document
- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Copy of most recent set of approved annual accounts

Optional documents for inclusion:

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

Please send all accompanying information by post or by e-mail to us:

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

E-mail: jbuckley@eastdevon.gov.uk

23 Please click in the box 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.



24 Signature of applicant:

25 Date:

2/6/17

Jamie Buckley

From: [REDACTED]
Sent: 07 October 2016 11:05
To: Jamie Buckley
Cc: [REDACTED]
Subject: RE: Urgent - Parish Support for Newton Poppleford Playing Field Foundation Community Building Fund Grant Application from East Devon.

Dear Jamie

Regarding the application by Davd Zirker to the Community Building Fund for kitchen improvements to the Newton Poppleford Pavilion, I have included supporting comments below from the Parish Council and Neighbourhood Planning group. I hope this helps support the application.

The Neighbourhood Planning group did an initial consultation with the community in late 2015. From that survey there were several general comments about improving village halls and specific comments related to improving the pavilion facilities, especially as it is the largest hall we currently have in the Parish.

The Parish Council are Trustees of the Pavilion. The Trustees started to discuss making improvements to the Pavilion in early 2015. The Pavilion is used by: a number of different leisure groups, the school, private parties and community events. Current kitchen facilities are inadequate, very narrow and need enlargement and modernisation to bring them up to a similar specification as some of the facilities in neighbouring parishes. We base this on the feedback from several groups that use the Pavilion and on using it ourselves for various events. The kitchen is the first area that we'd like to improve, we also have plans to improve the meeting room facilities and sports changing rooms in the near future.

Please do not hesitate to let me know if you require any further details.

Kind Regards
Hazel

Hazel Jeffery
Chair of Newton Poppleford and Harpford Parish Council &
Chair of the Trustees of the Newton Poppleford Playing Field Foundation

Jamie Buckley

From: [REDACTED]
Sent: 07 October 2016 07:00
To: Jamie Buckley
Cc: [REDACTED]
Subject: The Pavilion, Newton Poppleford and Community Buildings Fund

Dear Jamie

Apologies if you get a version of this twice.

I write in support of the application from David Zirker for funds from the Community Building Fund towards work to the kitchen of the Pavilion, Newton Poppleford.

The kitchen is disproportionately small and considerably restricts the activities and events that can be held there. It is tired and the entire space needs to be reconfigured, refitted and updated. The Pavilion is well established and has been used more in recent times for whole community events to bring residents together. It has long been used for local sports clubs and community groups and is a central meeting space for our community. Being at ground floor level with parking on site it can be accessed by everyone. It is sited on the playing field.

The brevity of my response does not reflect a lack of enthusiasm on my part, just a lack of time to write more. I trust you will accept this email rather than a direct response on the application form? If not please let me know as soon as possible.

Best wishes

Cllr Val Ranger
Newton Poppleford and Harpford
vranger@eastdevon.gov.uk
Tel: 01395 568460

Jamie Buckley

From: [REDACTED]
Sent: 07 July 2017 17:35
To: Jamie Buckley
Subject: Re: Newton Poppleford Pavilion Community Buildings Grant
Attachments: summary pandl 2011-2017.pdf; garfields Weston foundation offer.pdf

Jamie,

Please find attached the approved accounts to March 31, 2017 showing all the accounts from 2011 to 2017.

The planning application approval number is **16/3016/FUL**

The issue with the VAT is slightly confusing. It is considered likely that as the Parish Council are the sole managing trustees that we could claim the VAT back through the Parish Council. We are seeking advice on that from East Devon's auditors Grant Thornton. If that was no longer the case then we will register NPPFF for Vat before the work begins. This would only have a minor impact on the charity as the majority of its income is from regular users who have a sport link which makes them eligible for VAT free invoicing. Either way we do not need to worry about VAT on the project.

The £2,000 was from Claire Wright our county councillor form her Locality Budget. I have an email from her if you need to see it.

The remaining will come from further fund raising, grants and donations. The current status is we have £25,400 in the bank. If we add the £4,000 from you and £2000 from Claire Wright, plus we are owed £2,000 by HMRC for gift aid not yet claimed, on donations, plus we have been told by Waitrose that we got £314 in their June local monthly charity event . This would give us £33,700 meaning we need to raise a further £6,300.

We will carry out a series of fund raising Sunday Roast Lunches, Pudding Evenings during the summer and autumn raising around £1500 as Rosemary and I donate the food. I am running a programme to get 100 people in Newton Poppleford & Harpford to donate £100 to the project. So far we have only got about 10. After the summer holidays I will be more active in promoting this. In addition I hope that each £100 will carry a further £25 gift aid. If I could get another 40 people to do that would be a further £5000. I have a promise form a charity called Garfield Weston Foundation based in London who have promised us a further unspecified small grant which I understand is likely to be £500. I attach a copy of their letter to me. There are still a few more charities including Santander who provide finance for Village Halls. Plus of course I am sure if we get within £3000 of the target the National Lottery will help out. I also have a friend whose boss has a large roofing supply company and he has promised to provide the GRP flat roof at cost plus 5% so this could save us another £800. I have contacts with Wickes central marketing and Jewsons and am sure I will be able to get some significant discounts on their kitchen units saving a further £500. Thus i think you will find we will have enough money to fund this project.

I believe I mentioned that I asked a retired architect to prepare the builders specifications and building regulation drawings so that I could go to all the local builders to get quotes. Unfortunately after 3 months patiently waiting I found out that he was suffering a long term sickness. I am now getting someone else to do this and hope to get all the quotations etc done by mid September. we are hoping to start the work by latest February next year.

If I had realised that there was £5000 available I would have applied for that I am not sure now why I originally only applied for £4,000. I suppose it is now too late to change this. If it was possible please could I apply for the full £5000.

Lastly you have a copy of the plans that were used to get Planning Approval while the building regulations plans are being worked on but not yet available. I will get you a copy as soon as I have them.

If there is any further information I can get you please let me know. I am starting to get excited about getting this project underway. Currently although we have 2 village halls in Newton Poppleford neither has anything like a commercial kitchen. Having such facility would open the Pavilion up to much more ambitious use like weddings etc as well as making our regular community days much easier to organise and more profitable as we could offer so much more. In an emergency we would then be able to use the Pavilion for emergencies/ disaster situation where we could house, sleep, wash and feed 30-40 people without disruption.

If there is anything else by way of further information you know you only need to ask.

Regards
David Zirker

Newton Poppleford Pavilion (Excluding Revenue & Expenditure from Sports Fields)

Summarised Accounts for the 5 Years Ended March 31st 2017

| | Actual 31/03/2017 | Actual 31/03/2017 | Actual 31/03/2016 | Actual 31/03/2015 | Actual 31/03/2014 | Actual 31/03/2013 | Actual 31/03/2012 | Provisional Budget 31/03/2018 |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| Income | | | | | | | | |
| Revenues for Regular Users | 5,360 | 6,000 | 6,206 | 5,178 | 5,159 | 3,762 | 3,977 | 6,000 |
| Revenue from Functions | 1,187 | 1,300 | 834 | 1,034 | 857 | 1,564 | | 1,200 |
| Kitchen Fund Raising | 16,945 | 0 | 1,169 | | | | | 14,000 |
| Interest | 4 | 2 | 1 | 2 | 2 | 1 | | 5 |
| Allocated Re Cricket | 200 | 200 | 200 | 150 | 150 | 150 | 150 | 200 |
| Total Income | 23,696 | 7,502 | 8,409 | 6,364 | 6,168 | 5,477 | 4,127 | 21,405 |
| <i>Expenditure</i> | | | | | | | | |
| Expenditure | -6.7% | | 32.1% | 3.2% | 12.6% | 32.7% | | |
| <i>Expenditure</i> | | | 13.8% | | | | | |
| Utilities | 2089.51 | 2,700 | 2,291 | 2,866 | 2,238 | 1,483 | 2,153 | 2,400 |
| Maintenance | 2188.71 | 1,200 | 2,011 | 2,527 | 423 | 434 | 267 | 1,800 |
| Cleaning | 1008.73 | 1,250 | 1,032 | 1,159 | 1,173 | 656 | 1,012 | 1,250 |
| Capital Equipment | 114.69 | 500 | 349 | 0 | 0 | 1,000 | 1,482 | 250 |
| Insurance | 637.39 | 650 | 646 | 175 | 486 | 500 | 0 | 700 |
| Other | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 |
| Expenditure Kitchen Redevelopment | 97.5 | 0 | 0 | 0 | 0 | 5 | 0 | 0 |
| Total Expenditure | 6,137 | 6,300 | 6,329 | 6,727 | 4,320 | 4,083 | 4,914 | 6,400 |
| <i>Excess of Income</i> | | | | | | | | |
| Excess of Income | 17,560 | 1,202 | 2,079.71 | -363 | 1,848 | 1,394 | -788 | 15,005 |
| Represented By | | | | | | | | |
| Accumulated Earnings | 22,732.21 | | 5,172.65 | 3,092.94 | 3,456.06 | | | |
| Debtors Pavilion users | -448.40 | | -1,316.70 | -822.00 | -878.00 | | | |
| Tf re Py Lunch Club | -1,015.83 | | | | | | | |
| Debtor Re Cricket | -1,000.00 | | -800.00 | -600.00 | -450.00 | | | |
| | <u>£20,267.98</u> | | <u>£3,055.95</u> | <u>£1,670.94</u> | <u>£2,128.06</u> | | | |
| Co-op Bank Total Balances | <u>£20,267.98</u> | | <u>£3,055.95</u> | <u>£1,670.94</u> | <u>£2,128.06</u> | | | |
| Main Trading Current | £2,323.04 | | | | | | | |
| Capital Project Main | £2,766.50 | | | | | | | |
| Capital Project Deposit | £15,178.44 | | | | | | | |
| | <u>£20,267.98</u> | | | | | | | |

| Current Rental Rates | Current | Proposed | Increase % |
|-----------------------------|---------|----------|------------|
| Youth Community | £6.75 | £6.75 | 0.0% |
| Adult Community | £8.30 | £8.30 | 0.0% |
| Private Functions | £14.00 | £14.00 | 0.0% |

| Balance as of July 7, 2017 | |
|----------------------------|-------------------|
| Main Account | £1,934.82 |
| Capital Project Main | £1,701.50 |
| Capital Project Deposit | £23,682.71 |
| | <u>£27,319.03</u> |

#####