

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Newton Poppleford Pavilion

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
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
<b>Project Eligibility</b>		
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	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'? Q23		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 only have just over a year's running costs in reserve.  
There are three quotes from two different companies.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	3
Comments: The Pavilion (and the adjoining playing field) are the primary sports and recreation facility in the parish and its service offering is unique in the village. There is also Newton Poppleford Village Hall - a traditional village / community hall, with a staged area, balcony but this has minimal parking. Harpford Village Hall - a small village hall with no on-site parking, and predominately used by the residents of Harpford "hamlet". St. Luke's Church Hall - a newly opened community facility, predominately for Church related groups, but open to other hirers. In normal circumstances the Pavilion is used by 20+ groups regularly, plus it is available for private hire, so it's well used.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	4
Comments: The external windows, doors and some other woodwork needs replacing. Some of the woodwork is rotten and the door can no longer be fixed. This project would replace them with more secure and energy efficient UPVC equivalents, and make the Pavilion more sustainable as it would attract more hirers.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: Hirers and potential hirers have complained about the aspects of the building that this project would improve.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	4
Comments: Well planned, with three quotations provided by two suppliers. Know exactly what they want to do.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	5
Comments: All other funding is in place, the remainder of the money would come from the hall / parish council itself and a grant from DCC.			
<b>Total Score:</b>		<b>25</b>	21

ASSESSOR Comments:

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Newton Poppleford Pavilion

There are a few community buildings in the near vicinity but the Pavilion is still well used. Under normal circumstances it is in frequent use by a wide variety of groups. Hirers and potential hirers have complained about the windows, door and other woodwork, some of which is rotten. This project will help make the hall more energy efficient, secure and more sustainable. They have all the other funding in place, which includes a grant from DCC. They have three quotes from two suppliers and the work is well planned.

Total Project Cost:

£6,000

Award Requested

£2,000

Recommendation

£

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>
Hall / parish council contribution	£2,500	Y
Grant:		
DCC Locality Budgets	£1,500	Y
<b>Total (if we give our grant)</b>	<b>£6,000</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	3
2. Need for proposed works	4
3. Local support	5
4. Planning of project	4
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>21</b>

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

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.

#### Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

#### Eligibility checklist

**1 Please answer the following questions. If you answer 'No' to any of them your project isn't eligible for this funding.**

**If your answer is 'No' to any of these and still submit an application, your application will not be considered and will be returned to you.**

	Yes	No	Does not apply
Does your total project cost between £4,500 and £750,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your application to us for between £1,500 and £5,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have the vast majority of your match funding from other sources in place?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in an area not covered by a town council?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in East Devon?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the application is for a community building, is it used by a minimum of three separate and distinct user groups?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have permission from all the relevant organisations and people to carry out the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project a capital project for non-removable items (not to help with running costs, routine repair or maintenance nor removable items such as chairs and crockery)? Please refer to guidance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2 Have you been awarded funding through our Community Buildings Grants scheme in the last two years?**

- Yes - if yes, you aren't eligible for this funding
- No

## **A - Your contact details**

**3 Name of your community building:**

Newton Popleford Pavilion

**4 What Parish is your community building in?**

**Community buildings in Town Council areas are not eligible.**

Newton Popleford and Harford

The contact details below will be removed before the application is made public as part of the agenda and minutes of the decision making meeting. Please see section F and the start of the questionnaire for further information.

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

[REDACTED]

**6 Main contacts phone number:**

[REDACTED]

**7 Main contacts e-mail (IN BLOCK CAPITALS):**

[REDACTED]

## B - The legal status and management of your community building

### 8 Are you a registered charity?

- Yes  
 No - please move onto question 9

#### If yes, what is your number?

300848

### 9 Is your governing document a....

- Trust Deed  
 Conveyance  
 Lease  
 Charity Commission Scheme  
 Other - please write in below:

### 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 - please move onto question 13

#### If yes, please specify:

## C - About your project

### **13 Are there any other community buildings in the parish? If so, please tell us what they are and explain why the community building you are applying on behalf of is needed as well as the others.**

Newton Poppleford Village Hall - a traditional village / community hall, with a staged area, balcony. Minimal Parking and no sports capability. Harpford Village Hall - a small village hall with no on-site parking, and predominately used by the residents of Harpford "hamlet" St. Luke's Church Hall - a newly opened community facility, predominately for Church related groups, but open to other hirers. However, the Pavilion (and the adjoining playing field) are the primary sports and recreation facility in the parish and its service offering is unique and could not be replicated elsewhere to our knowledge.

### **14 Please explain in detail how regularly is your community building used and who uses it?**

Ignoring the elephant in the room, the CV19 pandemic, our facility was used by over 20 different groups on a regular basis; these included: Sidmouth Vikings FC, NP Youth Football, NP Cricket Club, Sidmouth Cricket Club, NP Tennis Club, NP Table Tennis Club, The NP Lunch Club, The Arts Society, The Tuesday Arts Group, 2 x dog training groups, 2 x playgroups, The ED Ramblers Assoc., Tap Happy Dance group, Sinclair Exercise group, Pebbleford WI, and multiple private hires for events such as parties, weddings, wakes, wine tasting, as well as drop-in surgeries for EDDC, DCC, local political groups, the EA, as well as hosting the meetings of the charity trustees and local consultation events. The playing fields are open to the local community at no charge, for sports, leisure and recreation, as well as hosting the MUGA (soon to be refurbished under S106/CIL).

### **15 What is your project?**

**Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.**

After significant internal refurbishment and redecoration in recent years, the only thing that lets the hall down (and reduces the eco-efficiency of the building) is the state of the external windows, doors and woodwork eg. fascias, soffits, cladding etc. A recent spate of ASB resulted in significant costs to the charity in replacing the primary frontage window in its entirety and the immediate impact in insulation and thermal efficiency was immediately evident. Our front door (wooden and well past it's sell-by-date) is almost unrepairable now, and has been "probed" by intruders and entry attempts made. We have now had to arrange CCTV to protect the building exterior and contents. Our project, for which we seek the funding, is the replacement - in one fell swoop - of all external wooden windows and doors, and the rotten, weathered external woodwork (and guttering) with uPVC equivalents, rosewood to exterior, white to interior. This will kill two birds with one stone; improve the overall appearance of the building (we have allocated funds for a complete external redecoration in the spring of 2021) but also a vast improvement in the energy rating of the building and a subsequent commensurate reduction in our energy costs, coupled with a hopeful satisfaction rating from users on aesthetic grounds, and consequential increased hire revenue (whenever we are allowed to re-open without restriction).

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

January - March 2021 ideally. Project needed as the existing windows, doors and woodwork are no longer economically repairable and are starting to cause significant maintenance charges and building defects due to water ingress etc. Please see 15 above for consequential rationale for need.

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

As Treasurer, and Secretary, I receive endless phone calls about cold & damp conditions, poor appearance, mould and water issues, and loss of "premium" bookings when prospective hirers visit for weddings, parties etc and are deterred by the external appearance and internal impact of the same.

**18 Has planning approval been given?**

- Yes- Planning application reference: \_\_\_\_\_
- Not required
- No- If no, why not:

**19 Has building regulation approval been given?**

- Yes
- Not required
- No- If no, why not:  
Any contractor used will be FENSA registered and will accord to all relevant regs.

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

Ideally, January - March 2021. Estimated (if done together) 2 weeks.

## D - Project costs and match funding

### 21 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

### 22 Project costs (£)

Purchase of land

Purchase of building

Construction work                      5800

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)      200

    Making good (additional decorating)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building  
Regulations

VAT    n/a

Inflation/ contingency

**Total Cost                                      6000**

**Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies. If you don't send quotations you won't be eligible for the funding.**

### 23 Match Funding (£)

We do prefer to be final funder, please make sure you have at least the vast majority of your funding in place before applying

Grant you are requesting from EDDC 2000

Your contribution £2,500

The hall is run by the parish council, so this contribution is from the hall and parish council.

Grant from Parish Council- is this confirmed?

Other (please specify below and send evidence where possible)

Devon County Council's Locality Budgets are contributing £1,500

Total 6000

Shortfall 0

## **E - Your finances**

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

## F - East Devon District Councillor comments

**24 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/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

Cllr. Val Ranger, NP&H ward, comment will follow under separate cover.

Dear Jamie

Apologies for my slow response in support of the above by Newton Poppleford and Harpford Parish Council.

I fully support this very worthy cause and the improvements will make a massive difference to the comfort of users year round and the security of the building. It will also help with savings energy bills.

The pavilion is widely used, apart from at the present time due to CV-19. Thus it is also the perfect time to get the work done without disruption to users.

I hope you will look favourably on this application.

Best wishes

Val

Val Ranger

Ward Councillor

Newton Poppleford and Harpford

## Section F- Checklist

**25 Please check that you have included / sent the following with your application:**

- Copy of governing document
- Details of offers / grants from any other funder / organisation
- A minimum of 3 quotes for total project costs
- Copy of most recent set of approved annual accounts

**Optional documents to send us:**

- Photographs, specifications and drawings
- Extract from your Parish Plan / Neighbourhood 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, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

**E-mail:** [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

**26** 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 classed as confidential or protected under data protection legislation and policies 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.**



**27 Signature of applicant:**



**28 Date:**

01/10/2020

**Please complete this application form in full and click on the 'submit' button below to send your answers to us**

Newton Poppleford Playing Field Foundation (Reg. Char. 300848)

Receipts & Payments Account for the Financial Year Ended 31st March 2020

	Current Financial Year April 2019 to March 2020				2018/19
	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total
	£	£	£	£	£
<b>RECEIPTS</b>					
Regular Hire Income	6,689				9,408
Function Income	125				835
Field Income	2,250				0
Bank Interest	0				5
Fundraising	2,096				9,950
Grants received	2,822				0
Other Receipts	200				2,850
Charitable Donations	1,892				
Loans received	0				5,100
VAT charged on sales	1,033				844
VAT reclaimed from HMRC	0				11,272
<b>TOTAL RECEIPTS</b>	<b>17,107</b>	<b>0</b>	<b>0</b>	<b>17,107</b>	<b>40,264</b>
<b>EXPENDITURE</b>					
Utilities	1,950				2,146
Building Maintenance	1,450				2,370
Field Maintenance	2,308				2,784
Cleaning	1,480				1,615
Equipment / Consumables	327				449
Insurance	393				382
Building Refurbishment	500				45,900
Admin.	366				83
Event Costs					169
Loan Repayments	425				3,400
VAT paid on purchases	313				9,839
VAT paid to HMRC	620				257
<b>Sub-total</b>	<b>10,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,394</b>
<b>TOTAL PAYMENTS</b>	<b>10,133</b>	<b>0</b>	<b>0</b>	<b>10,133</b>	<b>69,394</b>
<b>NET RECEIPTS-PAYMENTS</b>	<b>6,975</b>	<b>0</b>	<b>0</b>	<b>6,975</b>	<b>-29,130</b>

Movements in Funds for the Financial Year Ended 31st March 2020

	Bt'Fwd at 01-04-19	Receipts 2019-20	Payments 2019-20	Interbank Transfers 2010-20	Cd'Fwd at 31-03-20
<b>Cash Assets</b>					
<b>Cash at Bank &amp; in Hand</b>					
Petty Cash	0	0	0	0	0
Bank, Current Account (Co-op)	4,320	0	-768	-3,300	252
Bank, Current Account (Lloyds)	415	17,245	-8,601	1,485	10,545
Bank, Current Account (Starling)	0	0	-902	1,815	913
	<u>4,735</u>	<u>17,245</u>	<u>-10,271</u>	<u>0</u>	<u>11,709</u>
<b>Fundraising / Capital Accounts</b>					
Bank, Current Account (Co-op)	0	0	0	0	0
Bank, Deposit Account (Co-op)	5	0	0	0	5
	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>
<b>Total Cash Assets</b>	<b>4,740</b>	<b>17,245</b>			<b>11,714</b>
<b>Comprising:</b>					
General (Unrestricted) Fund	4,735	17,245	-10,271	0	11,709
<b>Total Unrestricted Funds</b>	<b>4,735</b>				<b>11,709</b>
<b>Earmarked Funds</b>					
Capital Accounts	5	0	0	0	5
<b>Total Earmarked Funds</b>	<b>5</b>				<b>5</b>
<b>Total Funds</b>	<b>4,740</b>	<b>17,245</b>	<b>-10,271</b>	<b>0</b>	<b>11,714</b>

Statement of Assets & Liabilities as at 31st March 2020

	Unrestricted Funds	Designated Funds	Restricted Funds	Total at 31-03-20
<b>Cash Assets</b>	11,709	5	-	11,714
<b>Other Monetary Assets</b>				0
<b>Investments Assets</b>				0
<b>Assets Retained for Own Use</b>	<i>All land and property held in Trust by Newton Poppleford and Harpford PC</i>			0
<b>Liabilities</b>	1,275	(Loan o/s to NPHPC)		1,275