

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Northleigh 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'? 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 will be spending £4,980 on this project. However, this still leaves them with more than a years running costs in reserve, but they have explained that they are trying to be financially prudent and keep more of their reserves, due to the extreme uncertainties around the pandemic. There are only two quotes, because it was difficult to get people to quote during the pandemic, they have had the two quotes checked by an engineer.

# 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>	5
Comments: There are no other community buildings within the parish. The nearest alternative community building is ?? The hall is in frequent use in normal times.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	3
Comments: The car park surface is 30+ years old and is beginning to fail and subside, the binding of the tarmac has gone. The hall is in frequent use in normal times, serving a community who are significantly elderly and experience mobility issues, so having a flat, safe, easy to use car park is important. Although the project isn't integral to the structure of the hall, it is very important for the people that use it.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: There are many messages of support from the groups that hire the hall regularly.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Well planned, with two quotations provided and the advice of an engineer sought. 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 itself and £200 from the parish council.			
<b>Total Score:</b>		<b>25</b>	23

## ASSESSOR Comments:

This hall is vital for residents of the parish. Although the project isn't to do with the structure of the hall, it significantly impacts the usability of the hall. There are messages of support from the community.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Northleigh Village Hall

There are no other community buildings within Northleigh, so the hall is vital for the rural local community. Although the project isn't to do with the structure of the hall, it significantly impacts the usability of the hall. There are several messages of support from the users of the hall, which is in use regularly in normal times. Although the hall would be left with over a years running costs in reserve, due to the ongoing pandemic I feel that this is prudent financial planning. There is a contribution from the parish council.

Total Project Cost:

£7,700

Award Requested

£2,590

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<b><u>Funds Applied For or Raised</u></b>	<b><u>Amount</u></b>	<b><u>In hand? Yes, No, or Unsuccessful</u></b>
Hall contribution	£4,980	Y
Parish council	£200	Y
Grant:		
None		
<b>Total (if we give our grant)</b>	<b>£7,700</b>	

Priority Scoring:

<b>ITEM</b>	<b>SCORE (0-5)</b>
1. Need for Hall	5
2. Need for proposed works	3
3. Local support	5
4. Planning of project	5
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>23</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:**

Northleigh Village Hall

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

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

Northleigh Parish

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?

203606

### 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.**

None

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

4 days a week during summer, 6 days a week during winter. Art Group - weekly Monday afternoon, Pilates Class- weekly Monday evening, Film Club - monthly Tuesday evening, Parish Council - monthly Tuesday evening, Short Matt Bowls - weekly Friday evening, Norley Nosh (community lunch event)- monthly Wednesday lunch time, Quiz Night - monthly Wednesday evening Sept. to May, Valley Troupers (drama group)- weekly Thursday evening Sept to spring production and Sunday lunch time bar open- weekly.

**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.**

We are undertaking a project to refurbish the Hall car Park. The current surface has been down for 30 + years and is beginning to fail, but more significantly there is some subsidence in a major area which is requiring attention. We obtained quotations from two reliable local contractors which were checked out for us by a retired senior engineer from SW highways who negotiated on our behalf to ensure we were comparing like with like and that the technical specification was fit for purpose. The best estimated cost is £7770 inc VAT. Although we benefitted from the Government's Covid support which covered the total loss of income for over a year. To meet this cost in full would leave the Hall funds very low. In view of the many uncertainties still with us the committee is reluctant to proceed. The provision of a grant covering a third of the cost would give us a valuable financial cushion.

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

The Hall is in frequent use and serving a scattered community, many of whom are elderly and a significant number experience difficulty with mobility. It is essential to maintain a safe and easy to use car park. Failure to deal with the problems of the existing surface will lead to further and more severe deterioration which may well effect access to the hall for some members of the community.

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

Visual evidence of subsidence and inspection of surface area with surfacing contractors. We have also taken advice from an experienced highways engineer.

**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:

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

Before the winter. The work is expected to be completed within a week



## 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

Adaptation/ repair work

Fixtures and fittings

Car park 6475

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT 1295

Inflation/ contingency

**Total Cost 7770**

**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 2590

Your contribution 4980

Grant from Parish Council- is  
this confirmed? 200

yes

Other (please specify below  
and send evidence where  
possible)

Total 7770

Shortfall nil

## **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/)

From Councillor Paul Arnott "As ward councillor and as leader of the district council I can confirm that Northleigh Village Hall plays a vital role in the community, hosting a range of activities from exercise classes, art groups and short mat bowls to film nights and civic and private functions. The car park is overdue making good, and I consider this to be a very worthy application." From Councillor Helen Parr "Northleigh Village Hall is an excellent facility. Over the years I have regularly attended events and meetings in the hall which is beautifully maintained, and very well used, as is the most convenient car park adjacent. The car park surface is in need of maintenance and I support this application by the Village Hall Committee for funding to help with the costs of repairs which would otherwise leave the Village Hall funds very low and be unaffordable."

## 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:

29/06/2021

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

## Northleigh Village Hall Car Park 29<sup>th</sup> June 2021



Left: General view of Hall and Car Park.

Below: Area of significant failure, including some subsidence.

Bottom right: View of area more typical of the surface of the Car Park. The 'binding' of the tarmac has gone which is to be expected on a surface that has been down for over thirty years.



Northleigh Village Hall  
Refurbishment of Car Park to Village Hall Project 2021  
Messages of support from activities using the Village Hall

**Northleigh Parish Council**

**[REDACTED]** *Chairman of Northleigh Parish Council*

Northleigh parish council would like to support the village hall in the application for a grant to resurface the car park.

As a council we regularly use the hall and car park for our meetings.

We would like to make a contribution of £200 towards the cost of resurfacing the car park.

**Art Group**

**[REDACTED]**  
It is important to the members of the Art Group, the majority of whom are elderly, to have easy access for cars when attending. Few live within walking distance and all have to bring their equipment and materials with them to the classes.

**Film Club**

**[REDACTED]**  
The Film Club at Northleigh Village Hall is well supported from Northleigh residents and people from neighbouring Villages. This can result in a lot of cars in the car park mainly in the winter months when it's dark.

Although there is outside lighting the poor condition of the car park surface is something that needs to be addressed as a matter of urgency.

**Norly Nosh (Community Lunch Activity)**

**[REDACTED]**  
On behalf of the Norly Nosh group I would like to confirm our support for the project to resurface the carpark. Although we haven't been able to run this year we look forward to welcoming our community back to our monthly lunch. It would really help access to the hall if the surface could be improved as we do cater for some elderly and less mobile residents, an even surface would make getting in and out much safer.

Many thanks

**Valley Troupers (Drama Group)**

**[REDACTED]**  
The Valley Troupers drama group meet at Northleigh Village Hall from September until April. The members come for a wide area and so the car park is well used, mainly during the dark! The performances take place over three nights with the audience coming from far and wide and on those nights there is the necessity for a lot of parking. It is essential that the surface of the car park is in good order to maximise space and to prevent tripping over rough areas or potholes. The Hall is well maintained but the car park in its present condition is rather unsightly and could potentially be a safety hazard.

**Pilates Class**

**[REDACTED]**  
I run the Pilates class in Northleigh village hall on a Monday evening and I think my clients will benefit from the resurfacing of the carpark.

Some of my clients are elderly and find the surface difficult to walk across to get to the hall.

It would be of benefit to everyone as the road is very uneven, even driving on and off feels unsafe as the cars bump up and down upon arrival and departure.

Please give this matter consideration to make it safer for everyone who uses the much needed hall.

# NORTHLEIGH VILLAGE HALL

## Income & Expenditure Account for the Year Ended 31st December 2020

### Statement of funds and assets as at 31st December 2020

2019			2020	
£	£		£	£
<b>INCOME</b>				
200.00		Art	£150.00	
4859.68		Bar	£839.50	
67.85		Books	£32.11	
563.24		Bowls	£120.00	
1151.50		Drama	£0.00	
311.00		Film Club	£65.00	
3301.25		Fundraising	£175.50	
1085.00		Hall Hire	£370.00	
0.00		Norley Nosh	£100.00	
275.25		Sundry	£10,000.92	
	<u>11814.77</u>			<u>11853.03</u>
<b>EXPENDITURE</b>				
3040.67		Bar	£742.40	
623.69		Cleaning	£318.70	
63.58		Drama	£270.00	
1047.61		Electricity, Water, Fire	£902.72	
939.45		Food	£81.21	
542.99		Insurance	£558.86	
258.62		New Equipment	£95.99	
1049.86		New Work	£0.00	
770.56		Oil	£161.75	
295.86		Performing Rights	£0.00	
2296.47		Repairs & General Expenses	£3,935.60	
180.21		Stationery	£0.00	
724.25		Sundry	£603.80	
	<u>11833.82</u>			<u>7671.03</u>
	-19.05	<b>Excess of income/(expenditure)</b>		4182.00
	<u>12469.86</u>	Balance b/f at 1st January		<u>12450.81</u>
	<u><b>12450.81</b></u>	<b>Balance as at 31st December</b>		<u><b>16632.81</b></u>

<b>ASSETS</b>			
31/12/2019		31/12/2020	
8652.96	Current Account	12138.32	
43.22	Deposit Account	43.22	
2939.83	Building Fund Account	3941.04	
60.00	Bar Float	£100.00	
11696.01	Total bank and cash	16222.58	
754.80	Bar stocks	410.23	
<u>12450.81</u>	<b>Total Assets</b>	<u>16632.81</u>	



Bar purchases per books

£397.83

Add: Decrease in stocks

£344.57

£742.40

The decrease in stocks is o  
lockdowns.