

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Chardstock Community 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'?		
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:

The majority of the funding (£33,000) would come from a Public Work Loans Board loan, which they aren't in receipt as yet as they need to state a final amount, but Devon Association of Local Councils in processing their application.

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 on a daily basis for a wide variety of activities by at least 12 separate user groups, plus private hire. The school has a hall that can be hired when not in use, the pub has a small function room available for private hire.			
2	To what extent are the works needed?	5	4
Comments: Energy costs are high, they want to lower the ceiling to allow more room for insulation. This will make the hall more sustainable in terms of reducing the costs of running it. They also want to add air conditioning and emergency lighting, electric and fire safety works.			
3	To what extent has the project been developed with community support?	5	4
Comments: Have had comments from a lot of hirers and potential hirers about the cold, which is why some go hire elsewhere. An independent energy assessment said the works were needed.			
4	How well is the project planned (including works, advice and disability access)?	5	3
Comments: Well planned, with details of how much money could be saved by the hall every year. They don't have three quotes for all aspects of the works, two of the companies they approached declined to quote for some of the works although all three quoted for the major part of it.			
5	How realistic is the funding package?	5	2
Comments: The vast majority of the funding is due to come from a Public Work Loans Board loan, which they aren't in receipt as yet as they need to state a final amount which they won't have until they know if they're successful with this application, but Devon Association of Local Councils in processing the loan. The hall are contributing a small amount.			
Total Score:		25	17

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Chardstock Community Hall

The hall is well used by various user groups. There are a couple of other hall opportunities in the village but they provide something a bit different. The vast majority of the funding is due to come from a Public Work Loans Board loan, which they aren't in receipt as yet as they need to state a final amount to apply which they won't have until they know if they're successful with this application. The project is to install a suspended ceiling with insulation, replace lighting with LEDs and replace a wet heating system with a dry air system. They do not have three quotes for all aspects of the works.

Total Project Cost:	Award Requested	Recommendation
£40,028	£5,000	£

Funding Package:

Unconfirmed Funds:

£33,000

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£0	
Fundraising	£0	
Hall contribution	£2,028	Yes
Grant:		
None	£0	
Public Work Loans Board loan	£33,000	No
Total (if we give our grant)	£40,028	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	4
2. Need for proposed works	4
3. Local support	4
4. Planning of project	3
5. Funding package	2
TOTAL SCORE:	17

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:

Chardstock Community Hall

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Chardstock

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?

272433

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. The primary school has a hall but this is not specifically a community hall, albeit it can be hired when not in use elsewhere. The public house in the village also has a small function room (but for private hire only).

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

The Community Hall is a multi use building used by over 12 separate groups; from dog obedience, yoga, gardening club, quiz teams, Scottish dancers, Baby Sensory classes, Chardstock Pantomime Society, host to the Parish Council, badminton, carpet bowls, martial arts, Tai Chi and also home to the Chardstock Youth Club. The hall is currently used 2 mornings per week, 4 afternoons per week and 4 evenings per week and also at weekends (pre-booked events >12 pa. plus other ad-hoc private hire). Hall is also the venue for Parish Council meetings, public and parish meetings as well as being the polling station for Chardstock Parish.

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.

The building is extremely dated, having been built in the 1970's at a time when energy efficient and insulation were not design factors. The building gets extremely cold in the autumn and winter and a significant cost of running the hall relates to energy, most of which is lost through the walls and roof. The temperature issues also mean that some groups (especially those involving elderly guests) choose not to use the building and take their business outside of the parish. The project supported by the Parish Council (and verified by an independent energy assessment funded by the Council) is to insulate the walls and roof space to modern low-U value standards, thus reducing the costs of the day-to-day operation, prolonging the life of the building as a whole and further reinforcing the position of the hall as the community hub for the parish.

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

As detailed above, the costs of heating the hall (and repairs due to damp and cold ingress) are increasing year-on-year and the hall is not being used as fully as possible due to the negative factors of cold and draught. The revenue into the hall is stable but, like many similar halls, does not allow for the large scale works required to bring the u-value standards up to the modern day requirements. The completion of the energy improvement project will breathe new life into the hall, reduce running costs allowing those funds to be ploughed back into the hall in the shape of new and improved facilities and ensure that Chardstock has a community building fit for the 21st century; warm, dry and open for business. The energy assessor believes that roof and wall insulation improvements, coupled with heating and lighting upgrades, will yield approx. £2258 savings pa. which will offset the loss of grant income from the Parish Council which will cease in lieu of the proposed repayments towards the PWLB (Public Works Loan Board) advance; the Trustees will be, however, expected to contribute towards 100% of the interest element of the 6-monthly loan repayments and prepare management accounts for the PC. Fundraising locally is also being undertaken towards associated boiler upgrades / improvements which could potentially yield another £1438 pa. That project is not, however, part of this application. Since the last application, preliminary works have revealed that significant electrical safety works are necessary as part of the anticipated improvement project and this has added considerably to the costs involved and, in addition, the trustees have resolved to upgrade the Fire Safety system at the same time to prevent any additional nuisance and inconvenience at a later date (the principle being to do everything while the hall is out of action)

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

Chardstock Parish Council promoted and paid for an independent energy assessment last year (attached) using UpEnergy Ltd, an energy consultancy recommended by Community Building Project Lead at Devon Communities Together). The additional works for electrical and fire safety have been recommended by contractors during their assessment and independently verified by a member of the Council with background in this field (photographs attached).

18 Has planning approval been given?

- Yes- Planning application reference: _____
- Not required
- No- If no, why not:
All works are internalised and building is not subject to Listed Building Consent.

19 Has building regulation approval been given?

- Yes
- Not required
- No- If no, why not:
As above.

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

August 2019 - 6 weeks approximately.

Query - The deadline for application is 24 June, applications will be considered at the very end of July, you will receive a grant offer letter (if successful) in early August. You will not be able to start work on any part of your project until, if successful, we have received your signed grant offer letter back. This means you wouldn't be able to start work until at least mid-August. Would this be ok?

Answer - With regards to the dates specified, this will not prove an impediment to the project scheme as work was not scheduled to start until late August / early September. On the basis that the grant award is successful, an offer letter could be returned to you within 24hrs of receipt here.

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 37528

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees 2000

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency 500

Total Cost 40028

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 5000

Your contribution 2028

Grant from Parish Council- is this confirmed?

Other (please specify below and send evidence where possible) 33000

Council has resolved and budgeted for a Loan from PWLB to fund the works; the annual repayment being less than the existing grant to the Chardstock Community Hall Trustees and offset by the annual savings projected by the energy consultant. The CCHT have also agreed to meet the interest element of the loan repayments from

Total 40028

Shortfall

Query - Have you got the loan from the Public Work Loans Board?

Answer - The loan from the PWLB is being channeled through DALC as per legislation as we did not seek to increase precept to pay for the loan installments (already budgeted for) and we have a current 92% "in favour" response rate from parishioners. However, Council is somewhat at a disadvantage as the PWLB require a final loan amount to be specified which will, consequently, be wholly dependent on whether the CBF grant is approved, and vice versa... a catch 22 situation so to speak. DALC has confirmed that our project is eligible and is processing the forms in order to allow us to draw down whatever funds (upto the maximum of £33k) that we require.

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/

Cllr. Paul Hayward (Yarty ward): I must first declare a personal interest as the Clerk to the Parish Council. I have therefore worked with the PC to prepare this application, but have a personal interest only as the "messenger" so to speak. I do not live in the parish and only use the building when undertaking my duties as Clerk or when attending in my role as ward member. I support this application (submitted jointly by Chardstock Parish Council and the Hall Trustees) as part of their Community Building Fund bid. The hall is a much loved and well used facility in Chardstock and is the primary gathering place for parishioners; the heart of the village in essence. Compared with other halls, the footprint of the hall is considerable but is very much in keeping with size of the parish but with that beneficial amenity comes the significant burden of maintenance which has been regrettably foregone in past years. The Parish Council would like the hall to be more self-sufficient and the proposed improvements are part of their contribution to that end. However, Council is mindful, in its wider role as Custodian Trustee, that a failure to urgently address the evident underlying structural and maintenance issues, might lead the Hall Trustees to abandon the hall (with no other financial options available) at which point the Council would have no option to surrender its custodian lease and return the hall to the freeholder which would be a significant loss to the parish, and leave a multitude of community groups (not to mention the PC) without a home, and the parish without a polling station! It is unlikely, given the current financial constraints, that another hall would ever be rebuilt on this land.

Query - In your supporting statement as EDDC Councillor for the area, you've stated that 'a failure to address the evident underlying structural and maintenance issues might lead the Trustees to abandon the hall'. Bearing this in mind you mention the wider hall improvement programme such as a boiler upgrade, significant electrical safety works and upgrading the fire safety system. Please could you just send brief details of the wider improvement plan for the hall, and any timescales / plans you have in place for this?

Answer - With regards to the challenges faced by the hall's management trustees, and similarly the Council as Custodian Trustees, with an aged building and ever-increasing maintenance bills, the management group took on board your earlier comments about their high level of reserves and committed approx. £6k to the replacement of the fire alarm and emergency lighting system (outside of the scope of this project). This had the effect of reducing Council's overall financial obligations but, ironically, added to the overall scheme as the installation highlighted serious issues with the general electrical system, the costs of which Council is considering with both the hall trustees and several community fundraising groups in order to address and overcome these.

Both the hall managements trustees and the Council are mindful that completing all the work at the same time minimises user disruption and "downtime" but also appreciate that undertaking too much, too quickly, will cause stresses, both financial and emotional, to all involved and so a decision was taken to deal with one tranche at a time, unless the two sets of works dovetail to such a degree that concurrent completion is unavoidable.

The likelihood of the MT's abandoning the hall is extremely minimal as they are a committed team of local, community minded volunteers but Council has to always be pragmatic in its future planning and therefore considers all eventualities, of which abandonment and cessation of lease is one of many.

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

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:

05/06/2019

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

Query: Q15 states that the project is all about insulating the walls and roofspace, and making the hall more energy efficient. This is also mentioned in Q16. However, the quotes are all about a new ceiling, new lights, air conditioning and fire safety? Please could you update your response to Q15?

Query: Q16, bearing in mind the query above are the savings detailed in Q16 the same?

Query: Please could you confirm which quotation(s) you've accepted and why?

Query: I can only see two quotations for the full works, one from Bagwells and one from ACS Electrical (including one for additional / revised costs from ACS)?

Answer:

The Chardstock Community Hall was built in the 70's to the insulation standards of the time, and when energy was significantly cheaper to supply. The existing ceiling is a fibreboard layer secured directly to the roof trusses with a small void of some 4 inches whereupon the roof itself begins. There is simply not enough space to install insulation into that void and therefore, as per the eco-energy assessment, the project was designed to lower the ceiling height inside the building via a suspension system, with the necessary insulation installed between that new ceiling and the roof above. Essentially, we have made the room smaller to accommodate the required thickness of insulation which also has the knock-on effect of reducing the room volume, thus making the new eco-energy measures even more effective as there is less room to heat to start with!

The quotes provided (as re-attached) are from:

ACS Electrical

RBL Homes *, and

Bagwells

The primary element of the quote is the new suspended ceiling, but you will see that ACS have also provided additional elements for air conditioning (hot and cold output to allow for future Renewable Energy fundraising for solar array etc) which moves the hall away from burning heating oil on site thus replacing the wet system with a dry one. They also provided quotations for the LED lighting system which was another element of the Eco-Energy Assessment report to save further money on utility bills. Therefore, the 3 quotes include the primary works, and then ACS supply the remainder which is common to the other two parties (who declined to get involved with aircon. and suchlike)

The Bagwell's quote contains the suspended ceiling works and the LED lighting replacement.

The additional quotes for Emergency Lighting and Fire Safety from ACS (and the subsequent electrical works) are supplementary to the primary works - ceiling, insulation and heating / cooling - and are shown for information reasons as they form part of the entire works, and will be covered by Council's increased loan application. They have no bearing on the core project as above.

re: question 16, potential savings are based on the primary objective of:

- i) Installing a new suspended ceiling with insulation above
- ii) Replacing lighting with LED's
- iii) Replacing wet heating system with Dry air system.

The additional savings will come (after future fundraising when the dry system can be powered by renewable energy) and as a result of increased hire revenues from users as the building becomes more attractive to rent and more energy efficient through utility savings.

Council intends to contract with ACS on the basis of their overall willingness to assist, the fact that they have co-operated fully with Council to work towards the energy efficiency goals and their availability for a late August start date.

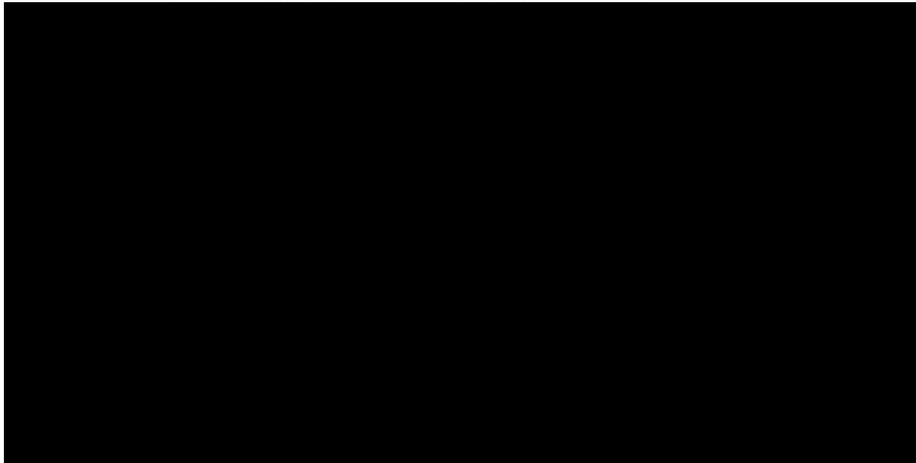
7
CHARDSTOCK COMMUNITY HALL TRUST

ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2018

I certify that the attached Accounts are in accordance with:

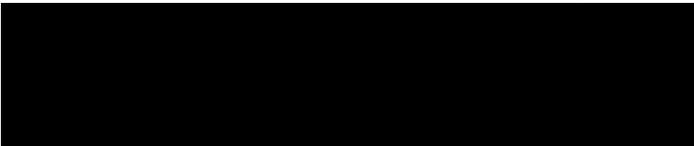


CHARDSTOCK COMMUNITY HALL TRUST
 INCOME AND EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 31 MARCH 2018

	2018 £	2017 £		
HALL LETTING INCOME				
Hire Fees	10,114	9,228		
Use of Crockery	<u>0</u>	<u>0</u>	886	10%
	<u>10,114</u>	<u>9,228</u>	0	0%
Less:			886	10%
DIRECT HALL LETTING EXPENSES				
Wages and Cleaning Materials	2,232	1,986		
Heating and Lighting	184	230	247	12% Salary Increase from Nov17 (£50)
Oil			(46)	-20%
Electricity	3,736	4,384	(647)	-15% £1.8k being paid monthly by direct debit over coming year
Water Rates	773	495	277	56%
Performing Right Licence Fee	<u>0</u>	<u>0</u>	0	0% No longer required
	<u>6,925</u>	<u>7,095</u>	(170)	-2%
NET INCOME FROM HALL LETTINGS	<u>3,189</u>	<u>2,134</u>	1,056	49%
Less				
ADMINISTRATION AND OVERHEADS				
Insurance	583	565	19	3%
Sundry Administration Costs	185	122	63	52% Webpage £150
Repairs/Replacements	5,156	2,149	3,007	140% New Oven £2,000
Others	<u>0</u>	<u>50</u>	(50)	-100% Devon Communities Together Subscription £50
	<u>5,924</u>	<u>2,885</u>	3,039	105%
NET SURPLUS/(LOSS) ON ORDINARY ACTIVITIES	<u>(2,735)</u>	<u>(752)</u>	(1,984)	264%
Add				
OTHER INCOME				
Grant Income	3,345	0	3,345	0% Parish Council £2,400 (2017) £945 (2018)
Bank Interest	1	2	(0)	-25%
Fund Raising	271	341	(70)	-21% Big Breakfast
Wayleave/Donations	<u>1,824</u>	<u>440</u>	1,384	314% CADS Variety Night £655 Street Fayre £500 Private Function £410 Carpet Bowls £160
	<u>5,442</u>	<u>784</u>	4,657	594%
NET SURPLUS/(LOSS)	<u>2,707</u>	<u>33</u>	2,674	1156%

CHARDSTOCK COMMUNITY HALL TRUST
BALANCE SHEET
AS AT 31 MARCH 2018

	2018	2017		
	£	£		
ASSETS				
Building Fund				
Building at Cost	<u>83,426</u>	<u>83,426</u>	0	0%
Furniture and Equipment Fund				
Furniture and Equipment at Cost	<u>6,340</u>	<u>6,340</u>	0	0%
General Fund				
Cash in Hand	100	100	0	0%
Bank Balances				
Current Account	7,576	2,182	5,393	247%
Reserve Account	5,096	5,095	1	0%
Debtors	1,180	2,864	(1,684)	-59% FY17: Late Invoicing Q4 bookings
Prepayments	488	468	21	4% Insurance
Oil Stock	<u>0</u>	<u>0</u>	0	0%
	14,441	10,709	3,731	35%
Less: Accruals and Deferred Income	<u>2,701</u>	<u>1,676</u>	<u>1,025</u>	<u>61% FY18: Deferred Income £786 FY18 Electric £1.8k FY17: Electric £1.2k</u>
	<u>11,740</u>	<u>9,033</u>	<u>2,707</u>	<u>30%</u>



ACS electrical

AIR CONDITIONING & ELECTRICAL SERVICES LTD

QUOTATION - CHARDSTOCK VILLAGE HALL

21/02/2019 Ref SM/02/CVH/Ansell

Hi Jack

Thank you for opportunity to quote for new ceiling & new LED lights in the village hall.

We offer our services in partnership with RBL homes

New suspended ceiling 176sqm

Remove existing ceiling tiles and grid, clear to recycling centre

To supply and install 600 x 600 Dune MAX sq edge ceiling tiles laid in into a exposed white 24mm T grid system including any necessary straight cutting to waste and 90 deg trim to perimeters.

Install 150mm fibreglass quilt to be laid on ceiling.

£6,163.69+vat

Air conditioning for the hall

Install 3 ceiling suspended Mitsubishi Electric inverter cassettes to provide heating & cooling, each unit will be mounted in the new suspended ceiling and will have a 4 way facia grille to provide air in 4 directions.

The units will be controlled via a wall mounted controller which can be programmed to have time settings and temperature settings.

The units can be programmed to provide a night set back so the temperature can respond quicker on cold days.

There is a function available at a additional cost for the units to be linked to a wifi router which means the units can be switched remotely.

The indoor units and outdoor units are connected by copper pipe and cabling which will be hidden within the fabric of the building.

The outdoor units will be mounted on cantaliver arms above the floor at the side of the building near the oil tank.

Each outdoor unit requires a 240v power supply, we can provide this if the existing electrical installation has had a up to date electrical test.

Before we carry out the electrical works we will require a copy of the test certificates.

All our Mitsubishi equipment comes with 5 years warranty subject to a service/maintenance contract is taken out at the same time. We can offer a service if requested.

£10,906.46+vat

We recommend that the existing electric radiators to be repositioned in the rooms at the front of the building.

New LED lights

Remove existing light fittings and dispose of tubes to recycling centre

Install Anseff LED downlights -Project JB20022019-

Install ceiling recessed fixed downlights in the centre of village hall and install ceiling recessed adjustable wall wash luminaries on the sloping side of ceiling all lights to be dimmable.

The lighting circuit will be altered and wired into 4 rows with dimmable switches mounted beside entrance doors.

We presume the existing lighting circuit is up to current regulations

£5,110.00+vat

Standard LED lights installation cost £5,110.00+vat / Dimmable option £6,970.00+vat

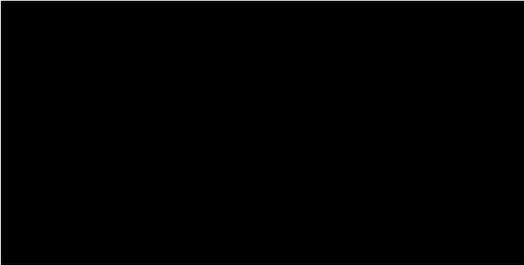
Total project cost £ 24,040.15+vat

[Redacted Signature]

Managing Director

Tel: 01392 811733

Our Ref: RBL260



20th February 2019

Dear [REDACTED]

Please find detailed below our quotation for building works as discussed. If you find there is anything you feel we have misunderstood or would like further clarification on, please give us a call.

Project Description

Replacement of existing ceiling

Lay floor protection to complete floor area and seal, erect scaffold as necessary towers and safely remove existing suspended ceiling, dispose of all waste safely. Construct new timber frame to existing roof rafters and insulate with 120mm Celotex insulation. Cover with plasterboard and complete to a fully plastered finish. Finally paint ceiling to a white matt finish.

We have done our best to ensure we have understood and planned for all works required to complete your project. However, until will actually start the works, it is impossible to be completely sure of what we will find.

If therefore we find something that we did not plan for such as, hazardous materials or unsafe previous construction works, we may find it necessary to provide you with a supplementary quotation. We will however show you what we have found in order that you fully understand what is involved and what we need to do to put things right.

Please note – The price we have quoted is based on ceiling size of 176 Sq Mtrs. We have also allowed for 120mm Celotex between the rafters, if you were to have 100mm Rockwool Flexi between the rafters and 50mm Celotex over the rafters, this would save you £1,800 inc VAT and give you a similar insulation value

Professional Services

We have access to a highly professional team of specialists who are there to support your project should you so wish and have detailed below those service that you wish us to provide as part of this quotation. If after further consideration you would like advice or further information on any of these areas, please ensure we are aware of this as soon as possible.

Remember the timeline of your project could be affected if we do not have all the relevant drawing and approvals in place.

Professional Services Project Requirements

- Architect – No
- Structural Engineer – No
- Building Regulations – No
- Local Building Authority – No
- Surveyors – No
- Planning Consultancy – No
- Specialist Consultancy – No
- Appeal Management – No
- NHBC – No

Waste Management

We pride ourselves on ensuring all waste materials are managed in an environmentally friendly way and will use only accredited waste disposal companies. We will always try to ensure we recycle as much as possible such as bricks, concrete, wood and soil.

Should your building be contaminated with hazardous materials such as asbestos, then we will work with specialist contractors to ensure this is removed and disposed of in line with all current legislation.

Waste Management Project Requirements

Skips	Size	Qty
General	8 Tonne	3
Hazardous	8 Tonne	0

Please note – If we require further general waste skips these will be charged at £375 + VAT each

Health & Safety, Security & General Support

It is important that your project is managed in line with current Health & Safety regulations and we are pleased to confirm that we have attended both Site Management Safety and First Aid Training in the past twelve months.

We would also like to reassure you that the security of your property will be maintained at all times, and should it become necessary we will secure any exposed areas at the end of each working day.

We will also fence off all areas as required and locate any project support buildings such as a Site Office or Toilet in an area that will cause the least disruption to you.

Materials	Size	Qty
Herris Fencing	6 FT	0
High Visibility Barrier	3 FT	0
Overhead Cable Protection	N/A	0
Site Office	8 x 8 FT	0
Scaffolding	0	Yes
Toilet	3 x 3 FT	No

Electrical

All electrical works will be carried out by a certified NICEIC electrician and will comply with all current Building Regulations. If during the project you decide to change the specification of your electrical requirements as you see your project evolve, we will do our best to work with you and avoid additional charges where possible.

There may at times be a requirement to switch off the power to the house whilst we integrate the new electrical works. We will do our best to ensure this is done with the least inconvenience to you.

Electrical Project Requirements

Please refer to the quotation form ACS Electrical for all electrical and heating costs. These costs are in addition to this quotation.

Project Cost = £18,875

VAT = £3,775

Total Project Cost = £22,650

Total Project Duration = 4 Weeks

We hope you find this quotation to your satisfaction and that we have detailed all aspects of work that you require. If you find there is any part that you do not understand or would like explained in more detail, please do not hesitate to call us. Alternatively, if you would like to arrange another meeting to talk through each stage of the project, we would also be more than happy to do so.

Finally, we would like to assure you that we pride ourselves on our workmanship and, as a local builder, we rely on customer satisfaction and word of mouth for future work.

We look forward to hearing from you.

Yours sincerely



Director (RBL Homes)



Fwd: FW: Chardstock village hall

5 messages

4 Apr

Hi [REDACTED]

Please see below the complete quotation from ACS Electrical which has just arrived. Obviously he wants to know ASAP, so I have to will confirm the order next week as soon as the trustees have formally agreed it. Hope that's OK.

By [REDACTED]

ACS electrical

AIR CONDITIONING & ELECTRICAL SERVICES LTD

Hi Jack

If you want to go ahead with this quotation I would place a order now as my materials cost are going up at the end of April, I can freeze the cost up to August if I have a purchase in place.

QUOTATION - CHARDSTOCK VILLAGE HALL

-

04/04/2019 Ref SM/02/CVH/Ansell/Revised

Hi Jack

Thank you for opportunity to quote for new ceiling & new LED lights in the village hall.

-

New suspended ceiling 176sqm

Remove existing ceiling tiles and grid, clear to recycling centre

To supply and install 600 x 600 Dune MAX sq edge ceiling tiles laid in into a exposed white 24mm T grid system including any necessary straight cutting to waste and 90 deg trim perimeters.

Install 200mm fibre glass quilt to be laid on ceiling.

Rear stage area- Provide sound insulation above stage area.- 3m sq- MDF ceiling with 100mm- 150mm insulation £980.00

£7,143.00+vat

Air conditioning for the hall

Install 3 ceiling suspended Mitsubishi Electric inverter cassettes to provide heating & cooling, each unit will be mounted in the new suspended ceiling and will have a 4 way facia to provide air in 4 directions.

The units will be controlled via a wall mounted controller which can be programmed to have time settings and temperature settings.

The units can be programmed to provide a night set back so the temperature can respond quicker on cold days.

There is a function available at a additional cost for the units to be linked to a wifi router which means the units can be switched remotely.

The indoor units and outdoor units are connected by copper pipe and cabling which will be hidden within the fabric of the building.

The outdoor units will be mounted on cantaliver arms above the floor at the side of the building near the oil tank.

Each outdoor unit requires a 240v power supply, we can provide this if the existing electrical installation has had a up to date electrical test.

Before we carry out the electrical works we will require a copy of the test certificates.

All our Mitsubishi equipment comes with 5 years warranty subject to a service/maintenance contract is taken out at the same time. We can offer a service if requested.

-
£10,906.46+vat

-
We recommend that the existing electric radiators to be repositioned in the rooms at the front of the building.

New LED lights

Remove existing light fittings and dispose of tubes to recycling centre

Install Ansell LED downlights -Project JB20022019

Install ceiling recessed fixed downlights in the centre of village hall and install ceiling recessed adjustable wall wash luminaries on the sloping side of ceiling all lights to be dimmable

The lighting circuit will be altered and wired into 4 rows with dimmable switches mounted beside entrance doors.

We presume the existing lighting circuit is up to current regulations

-
Standard LED lights installation cost £5,110.00+vat Dimmable option £6,970.00+vat

Fire & emergency light protection.

Install a Level M fire protection system (manual)

Install 9 sounders to cover all floor space with 3 break glass call points positioned at the emergency exits all connected to a 2 zone fire alarm panel.

The panel to be positioned within the main entrance and connected to a dedicated 3amp power supply

All wiring to be concealed in PVC conduit fixed with metal saddle brackets, where possible the cables will be hidden within the fabric of the building.

Installation, testing & commission £3,299.00+vat

Emergency lighting

Install exit emergency LED light boxes above the 3 exit fire doors with 3 hour battery back up.

Install emergency lighting throughout building to give 5 lux coverage to assist to exit areas.

Adapt hall LED downlighters to provide emergency light coverage

Install key switches for localize testing of emergency fittings

Electric cupboard to have emergency fitting also, outside steps & toilets

Supply & install £2,460.00+vat

-
Total project cost £30,778.46



Fwd: Chardstock hall Electrical testing.

6 messages

23 May 2019 at 10:0

Additional elec. works
required

(CCHT)

ACSelectrical

AIR CONDITIONING & ELECTRICAL SERVICES LTD

As you know we have completed the electrical installation report and found many problems with the installation.

The list below are the obvious visual items we can see and the pictures back up our findings.

The installation is in a very poor condition and requires upgraded to get it to a satisfactory condition.

At this stage we have budget cost of £5,750-6750+vat to get it to pass.

We have decided not to complete a Electrical certificate as we know it has failed and requires many alterations to the installation.

1. Tails to center hall dbs and dB in office by entrance have no mechanical protection these are over 25 mtr in length .
2. Above tails are not in containment or clipped direct just loose in ceiling void .
3. Above tails have nic's in outer insulation and in certain places are joined to extend them in unsupported neutral blocks
4. Cpc to these boards need attention and correct csa to comply
5. Limited rcd protection on installation which incorporates a kitchen , toilets kids youth club
6. Db1 is overloaded it has ringmains and radials on the same mcbs plus multiple lighting circuits on the same circuit
7. Above dB has wrong mcbs fitted
8. Live cables in open connector blocks in ceiling and taped up live cables in roof void
9. Multiple unsecured Jb's in roof void some off these have in insulated cpc out side off Jb's 1
10. Unable to find oil and water bonding
11. Dbs in center off hall need up grading and correct cpcs
12. There are spur on spur in different locations
13. DB entrance office has no protection where cables enter metal enclosure on tails and circuits
14. Above dB has multiple lighting circuits on single mcbs
15. 80 amp supply leave rcd main switch in 6,0 mm cable 16. single insulated cables showing outside Jb's 17. on above dbs incorrect mcb installation

DBS Distubution fuse board

Spur- electrical fused 13amp swith

CPC- Circuit protective conductor (earth)

CSA- Cross sectional area (size of earth cable)

Regards



Managing Director

Tel: 01392 811733

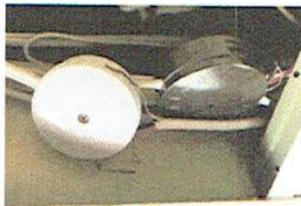


<https://www.acselectricals.co.uk>



Virus-free. www.avast.com

37 attachments



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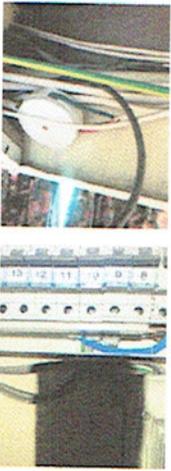


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23 May 2019 at 10:04



Clerk / RFO to Chardstock Parish Council

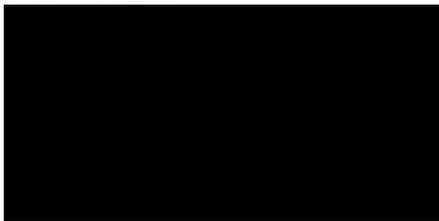
(Clerk works part-time for the Parish Council and therefore emails may not always be responded to immediately upon receipt)

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25 March 2019



Re Proposed replacement lighting and ceiling to the village hall

May we first apologise for the lateness of our reply, however we are pleased to provide our estimate for the works as detailed below and in accordance with our standard terms and conditions overleaf.

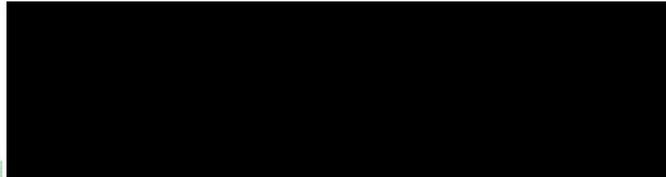
To carry out the replacement / upgrade existing suspended ceiling and lighting as detailed below

- Line and Protect existing sports flooring
- Disconnect / make safe existing wiring
- Rewire switches from cupboard next to DB to new grid switch
- Upgrade lighting Distribution board
- Rewire to new lighting points as per lighting scheme.
- Supply and fit Ansell light fittings as per lighting scheme.
- Allow emergency lighting packs as required.
- Strip and cart away existing suspended ceiling
- Supply and fit new white lay in suspended ceiling system with 600mm x 600mm 15mm insulated tiles
- Overlay with 200mm insulation
- Allow to cart all rubbish from site and leave Hall clean and tidy on completion

All for the sum of £26582.00 plus vat

We hope our estimate proves acceptable and I look forward to hearing from you in due course.

Yours faithfully



Registered house builder
Registered No. 68386



National Inspection Council for
Electrical Installation Contracting



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Registered house builder
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National Inspection Council for
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