

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: HARTLEY

2 Name of Member: James GAYWOOD

3 Name of delivery organisation: Two distinct organisations, joint project, single application: Hartley Gilbert & Sullivan Society and the Hartley Players.

Address of delivery organisation: c/o Hartley Village Hall, Hartley, Kent

Name of the main contact who will be accountable for the delivery of the project:  
Mrs Margaret BOWN

Telephone number of main contact: [REDACTED]

4 Description of Project:

The purchase, erection and fitting out of a new, bespoke storage/workshop facility to the rear of Hartley Village Hall, the preparation of the ground for the base and the demolition/removal of the existing building including safe handling of existing roof materials.

5 Total project cost: £ 10,000

How will the money be spent? The approximate (@) cost figures are as follows:

Purchase of new bespoke building: @ £5,500

Preparation of ground and laying of base: @ £1,500

Removal of existing building: @ £750

Fees inc. legal and statutory i.e. planning etc, contracts: @ £700

Provision for power and light: @£500

Fitting out costs eg metal shelving: @£300

Provision for misc costs eg short term storage whilst new build completes: @£100

Provision for unforeseen costs/extras: @ £650

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

£2,500 pledged by David BRAZIER KCC member Fawkham & Hartley (subject to his

re-election in the 02<sup>nd</sup> May elections)

Application has been made to Sevenoaks District Arts Council for any contribution they are able to make.

Application to be made to the Big Lottery Fund.

Application to be made to Waitrose Community Matters scheme.

£2,000 immediately available from both societies (£1,000 each) to indicate commitment to project.

Membership fees and rehearsal subscriptions increased with immediate effect to raise further funds.

Total proceeds from the October 2013 'scratch' charity concert to be donated to the building fund: @ £800.

Fundraising initiatives inc bucket collections, social events, quizzes, raffles, assisting other community groups, sponsorship etc: @ £1,200

Financial re-structuring of both groups i.e. obtaining charitable status to reclaim Gift Aid on donations and establishing 'Friends of' memberships' at a nominal cost of £1 per month per member payable by standing order.

Currently negotiating a donation from the Trustees of the Village Hall (Hartley Parish Council).

Profits from 2013 and 2014 productions donated to project: @ £200

The figures above, pre-fixed by an '@' are best estimates, based on calculations, observations and past accounts but are, nevertheless, dependant on a number of variables. The figure that has been most difficult to gauge is that for funds reclaimable under the gift-aid scheme and how well the 'Friends of' monthly donations is received.

Amount requested from the SDC Big Community fund:

£ 3,000

## **6 Your community**

How have you been able to involve the local community in planning this project?

Hartley Village Hall used to be the Women's Institute Hall. It is a unique building insofar as the floor can be raised to create tiered seating ideal for a theatre setting - as that is what the hall was intended for. The principles of the handover of ownership in 2011 from the WI to the Trustees (currently the Hartley Parish Council) include the premise that the hall should continue to be used as it was intended - that of a theatre. Hartley Players and Hartley G&S are the only societies to use the hall in this manner. Members of the Parish Council (acting as trustees) agree that the hall should continue offering theatrical performances, as this is seen as a benefit to the community.

Both applicants for this grant draw their membership and their audiences from the immediate community (Hartley, New Ash Green and surrounding areas). Membership is open to all. The objects of the Hartley Village Hall charity are to let the premises for educational social and recreative purposes without distinction of sex or of political or other opinions. Both societies help to achieve these aims by not only entertaining the public but by educating their members, developing new skills and increasing confidence. The proposals, including financial implications, were discussed with society members and it was wholeheartedly agreed that the building project should be pursued. Speaking with members of the audience, it was also apparent that they supported the societies' joint aim to establish a shared facility, thus ensuring their continued existence. Regular meetings of the Hartley Village Hall Management Committee have been held to discuss, amongst other things, the feasibility of replacing the existing garage with a new, purpose-built unit. These meetings are open to all members of the public and are well advertised.

## **7 What is the need for the project?**

Hartley Players has been staging shows since 1926 and is a well-established and much respected award-winning local amateur dramatic group. Hartley Gilbert & Sullivan Society was established in 1996, evolving from the Hartley WI G&S society that had performed similar shows since the 1940's. Both groups provide valuable social opportunities for the community, either on stage, behind the scenes or as part of the audience. Both groups are 'not for profit' organisations and both actively promote non-discriminatory policies. Hartley G&S is one of only two dedicated G&S societies in Kent, the other being in Dover. In addition to the above, Hartley G&S has raised in excess of £10,000 for local charities (Kent Air Ambulance, Demelza House etc) since its inception. Hartley Players also raises funds for charity when possible.

The project has come about for two distinct reasons. These being:

1) The current storage building, a pre-cast concrete garage approx. 16ft x 8ft with no light nor power and believed to have been built in 1974, is used by Hartley G&S; having inherited it from the WI. It is now 'unfit for purpose' insofar as sections of the rear wall are crumbling, leaving gaps, and the roof is leaking in several places, with gaps and holes being filled/blocked as well as possible, bearing in mind that the societies have been advised that the roof contains asbestos. The cumulative effect of this is that the structure is not weather-tight and that items stored are liable to become damp, leading to costly damage e.g. warping of flats, mouldy, soiled and damaged props etc. It is not financially viable to repair/renew the roof alone. Hartley G&S was considering how it could raise funds to replace this building with a new, similar size structure, when the situation outlined at point 2, below, occurred.

2) Hartley Players, until July 2012, stored all of their scenery, building materials and props (accumulated over many years) within a secure facility in New Ash Green. Unfortunately, and unbeknown to Hartley Players, the property was scheduled for redevelopment and the contents were removed and destroyed without prior notification. This means that Hartley Players has no stock to construct scenery for their productions. Although the cost was reclaimed in full from their insurers, Hartley Players is currently unable to keep any structures created for current productions as they have no storage facility. Hartley G&S has been able to provide a small area within their existing garage for temporary use by Hartley Players but all other scenery has to be disposed of after each production and new materials purchased for the next show at considerable extra cost to the society and significantly increases the time taken to prepare for each show.



Currently, Hartley Players is sharing the existing Hartley G&S garage but this facility is now full. Hartley players cannot afford to rent commercial storage facilities and so a joint project with Hartley G&S is the obvious solution.

## 8 Long term benefits

Please comment on the lasting effects of the project:

The new building will provide long-term weatherproof storage and workshop facilities for both groups. (There is a ten year guarantee on the roof and the structure is expected to last at least 25 years, if not much longer). This means that stageware will be kept dry and secure and therefore reuseable for many years.

Hartley Players and Hartley G&S perform three or four shows a year including pantomimes and shows for young people. Over the years, literally tens of thousands of local people have been entertained by both groups as well as many hundreds of people being given the opportunity to 'get involved', be it on stage or behind the scenes. As already stated, over £10,000 has been raised for local charitable good causes, with the good causes often selected by the membership - most of whom are also local residents. The provision of these facilities will ensure the continuance of Hartley Players and Hartley G&S as viable amateur community groups.

The use of a single dual purpose (storage and workshop) facility will allow both groups to share stageware, share expertise and reduce logistical problems associated with manufacturing and storing stageware off-site and transporting it to Hartley Village Hall (a stage 'flat' is 10ft high!)

Both groups are 'progressive' in their outlook and are forging links with local schools to lend stageware as well as encouraging art and drama students to become involved in set design and writing show critiques as part of their coursework. Not having the appropriate facility for storing assets is not conducive to accumulating sufficiently professional kit to enable the schools to consider any 'partnership' with our groups to be of benefit to their pupils.

## 9 The impact of your project

How will you know whether the project has been a success?

It is difficult to assess 'success'. However if, as a result of funding being obtained, this building project can go ahead, the future of the two societies will be assured. The fact that they will be able to continue entertaining and educating generations of local residents in a cost-effective manner will, in itself, be a success.

By consolidating storage and workshop facilities onto one site, the societies can expect to reduce the carbon footprint of each group as behind the scenes work can continue during normal rehearsal evenings as well as negating the need for transportation of stageware from remote sites.

Both Hartley Players and Hartley G&S are committed to promoting non-discriminatory policies and are 'not for profit' organisations. The new storage facility should enable both societies to minimise costs and hopefully to generate sufficient funds to offer discounted ticket prices to encourage those with low incomes to enjoy our shows or to join the groups for companionship and to exchange or learn new skills. Should the societies find that they are in the enviable position of making a profit show after show, these additional funds could be reinvested into the technical infrastructure e.g. an induction loop in the Village Hall so that those with an

audio impairment would be able to gain greater satisfaction from performances.

10 Ongoing costs

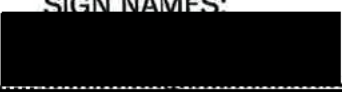
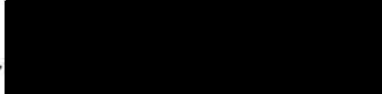
If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

There are no on-going costs associated with this project that are not already being met in relation to the existing building.

11 Supporting statement from the sponsoring Local Member:



Signed  (sponsoring Local Member) **JAMES GAYWOOD**

12 Agreement of other Local Members that they are happy with the proposed project:

SIGN NAMES: PRINT NAMES:  
 (Local Member) **CECIL L ABRAMIAN**  
 (Local Member) **alt. BRIAN RAMSAY**

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed  Date **24.4.13**  **30 APR '13**

PRINT NAME: **MRS MARGARET BOWN** **MR PERRY COLE**

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

## EQUAL OPPORTUNITIES STATEMENT

Hartley Gilbert + Sullivan Soc (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

Signed (on behalf of the organisation)	
Designation	CHAIRMAN

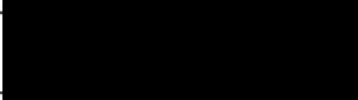
## EQUAL OPPORTUNITIES STATEMENT

HARTLEY PLAYERS (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

Signed (on behalf of the organisation)	
Designation	SECRETARY

Sevenoaks District Council

Big Community Fund

Application form

1 **Name of ward: Farningham, Horton Kirby & South Darenth**

2 Name of Member: Councillor Philip McGarvey / Councillor Ingrid Chetram

3 Name of delivery organisation: Farningham Village Hall

Address of delivery organisation: High Street  
Farningham, Kent  
[REDACTED]

Name of the main contact who will be accountable for the delivery of the project:  
Gary Mullins - Chairman, Farningham Village Hall

Telephone number of main contact: [REDACTED]

4 Description of Project:

To replace doors to Main Hall to meet modern requirements and replace soft fibre board to stage and projection box area.  
Create new toilet area at rear of building

5 **Total project cost: £ 12,810 + VAT**

How will the money be spent?

Main Hall: Replace 4 doors to WI Room with hardwood doors to include safety glass (not safety glass at present ), replace 2 blank doors either side of stage with 2 new hardwood doors to include porthole style windows with safety glass to see people on the other side of door and so prevent door being opened into somebody's face as was recently reported. All doors to have stainless steel kick plates. Remove all soft fibre board either side, above and below, stage area as well as to front of projection box. This fibre board (circa 1938) presents a fire hazard. Replace all fibre board with cedar panels. Remove raised brass strip dividing hall (safety measure) and in-fill with wood. Work to existing fixed door to provide site for commemorative panel to Farningham Parish Council past



Chairmen.

WI Room: Replace blank door with hardwood. Door to include long safety glass window as per reasons given above.

Remove partition wall in very small toilet area (at present unusable due to unsafe floor) to create a larger toilet more accessible to the elderly and infirm. At present anybody lacking mobility is unable to close inner toilet door. Replace old rotted floor and create new vanity unit.

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

From our own reserves and a grant of up to £2,000 from Farningham PC. Although our reserves appear at first to be more than enough to pay for this refurbishment, the reason behind this is that in April 2013 the hall will be 75 years old and still has the original tiled roof. We have been reliably informed that it could be in excess of £30,000 to replace and would be a major problem should our reserves fall too low.

Amount requested from the SDC Big Community fund:

£ 6,000

## **6 Your community**

How have you been able to involve the local community in planning this project?

We have consulted with all the regular hirers using the village hall. All of whom are local people ie:

WI

Drama Group

Horticultural Society

Art Group

Mother & Toddler Group

Parish Council

History Society

Spanish Language Class

Afternoon Tea Dance

Line Dance

Tea & Chat Group

Guitar Club

## **7 What is the need for the project?**

To make the hall even safer to all hirers, both regular, weekly/monthly clubs and occasional one-off events such as wedding receptions etc.

8 **Long term benefits**

Please comment on the lasting effects of the project:

Farningham Village Hall has served our village community well over the past 75 years, but following the closure of the village post office and several shops over the past 3-4 years, the village hall has become the main 'non church' focal point in the village, in particular for the elderly, and thus an integral part of community cohesion, which is otherwise under threat these days.

The villagers do respect and are proud of our village hall, which serves a key purpose, but although not 'tired' after 75 years, it does need enhancements and some safety improvements to keep it attractive and functional.

Farningham Village Hall Management Committee itself will be responsible for delivering on this project, but it will be answerable to Farningham Parish Council, who in turn becomes a responsible delivery partner.

9 **The impact of your project**

How will you know whether the project has been a success?

By Committee feedback and discussion followed up by a questionnaire to other hirers, both one-off and regular.

The Village Hall Committee meets 5 times a year. The Committee comprises of one or two representatives from each group of hirers. Total group they represent are several hundred in number, which will give a very broad representative view of a success or not. Included in a discussion will be where it will be possible to erect a plaque within the building to acknowledge financial assistance by way of grants from: SDC, Big Community Fund, Farningham PC etc.

10 **Ongoing costs**

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

A committee exists to fund raise for maintenance costs or from our reserves if necessary.

11 **Supporting statement from the sponsoring Local Member:**

THIS VILLAGE HALL IS PARTICULARLY IMPORTANT AS A COMMUNITY HUB IN F'HAM, BUT WILL ALSO BE KEY FOR EYNSTON DURING THEIR VILLAGE HALL'S IMMINENT REBUILD AND THE WORK PROPOSED IS NEEDED FOR IMPROVED SAFETY & ACCESS.

Signed  Cllr P.R. MCGARVEY (sponsoring Local Member)

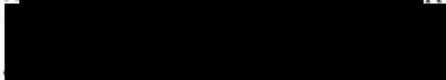
12 **Agreement of other Local Members that they are happy with the proposed project:**

SIGN NAMES:

PRINT NAMES:

 (Local Member)

Michael Howard

 (Local Member)

Ingrid Chotram

13

**Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed

..Date 2<sup>nd</sup> APRIL 2013.

PRINT NAME: G MULLINS

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

## EQUAL OPPORTUNITIES STATEMENT

FARNINGHAM VILLAGE HALL (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

**I confirm that my organisation is committed to equal opportunities**

Signed (on behalf of the organisation)

Designation

Print Name

CHAIRMAN F.V.H

GARY D MULLINS

