

## SEVENOAKS DISTRICT COUNCIL

### CAPITAL GRANT SCHEME (VILLAGE HALLS)

#### APPLICATION FORM

Please complete in black ink after reading the accompanying notes for guidance and return to Lesley Bowles, Community Development Manager, Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG by 31<sup>st</sup> December, (1<sup>st</sup> September for village halls projects in excess of £5,000).

<b>1. NAME OF PARISH/TOWN</b>	<b>2. APPLICATION SITE</b>
west Kingsdown Parish Council	Gamecock Meadow London Road
<b>3. CONTACT DETAILS of Management Committee:</b>	
Name: Mrs Lynda Harrison - Parish Clerk _____	
Telephone No. 01474 853286	
Address: the Pavilion London Road, West Kingsdown Kent TN156BZ	
<b>4. AMOUNT OF GRANT APPLIED FOR:</b>	
a. Cost of project: (minimum of £3,000):	£ 845,695.00
Please note that applications for village hall projects in excess of £5,000 must also be made to KCC	
b. Parish Council contribution:	£ 223,195.00
c. Other contributions:	£ loan from public works loan board for up to max. of £285,000.00 KCC grant awarded £50,000.00 Sale of village Hall old site £260,000.00 Fundrasing to date £17,500.00
d. Grant applied for (maximum of £10,000 and maximum of 40% of total cost):	£ 10,000
<b>5. SUPERVISION OF YOUR PROJECT</b>	
Who will supervise the work?	
Peter Evans our appointed architect- I have attached the tender summary document , since receiving this we have met with the architect and made cost savings reducing the tender from the lowest quote to £845,695.00 including professional associated fees - the original tender was priced at £1,043,587, we have reduced the build and I have attached the minutes showing where the reductions in the project have been made.	

Please enclose 3 tenders (for projects totalling £10,000 and over) or estimates (for projects totalling less than £10,000) for the work. Please enclose a separate note stating which contractor you intend to use and, if you do not intend to appoint the lowest tenderer, give reasons.

## 6. LAND OWNERSHIP AND OTHER CONSENTS

- Does the Management Committee own the land on which the project will take place Yes  No
- If not, does the Management Committee hold a lease on the land? (Please enclose a copy of the lease) Yes  No  N/A
- Is there a Trust Deed? Yes  No
- Has planning and building regulations consent been granted? (Please enclose a copy of the permission) Yes  No  N/A
- Do you have legal access to the site? Yes  No  N/A
- Will the project remain in the ownership and management of the Management Committee Yes  No

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## 7. DESCRIPTION OF PROJECT

Please give a description of your project:

This is a large project to build a replacement community building. The old 1930's village hall is now closed due to safety concerns, it was closed May 2011. The new building anemeity will provide very much needed facility to local groups with improved location, more central to the village and increased parking also making it more users friendly with disabled access and facilities. The Gamecok Meadow already provides sports and liesure facilities, eg library, parish Office, sports pavilion, skatepark and adizone gym

Please Itemise the Works:	
For large schemes, please enclose a copy of the schedule of works	Cost: £
Item: cost of build	£820,000.00
professional fees	£25,695.00

Total	£845,695.00
Total	£

**8. HOW YOUR PROJECT MEETS THE CAPITAL GRANTS SCHEME CRITERIA:**

**Please note that your application will be assessed according to the extent to which the project meets the scheme criteria. Please give as much information as possible.**

- 8a. What is the need for the project? How did you consult your community about your proposals, including young people? What were the results of your consultation? Please say what other local support you have.
- 1) Public meeting on 24th October 2008 when the decision was taken to close the existing hall and provide new facilities. In response to questions it was accepted by the meeting that the project would be funded by
    - a) the proceeds of the sale of the old village hall
    - b) contribution from the Parish Council from monies saved towards this major project
    - c) the shortfall by borrowing funds to be repaid from the parish precept.
  - 2) Local consultation was held on 17th December 2010 which attracted non current users and participants spanned the age range. This was facilitated

by Sevenoaks District Council. The summary is given above.

3) Open Evening held on 26th April 2011 in the old hall with representatives of local organisations and local residents attending to receive an update on the project. Plans were displayed and the proposed building explained by the architect. Estimated costings were given and the proposed funding arrangements explained. From the 60 people who attended., 95% were in favour of the proposed project.

4) An Open Day, 4 – 9pm was held on 17th April 2012 at the Old School, School Lane, as the old village hall was now closed.

Plans, materials to be used and details of how the new hall would be funded were displayed. A copy of the funding information displayed and available to be taken away is attached This gave estimated costs which relate closely to the figures presented to the Parish Council on 25th July 2012,

41 people signed the attendance record and all but one gave positive indications. There were forms provided for people to give feedback but no one choose to complete them.

8b. How much external funding and/or local fundraising is being contributed to this project?

Committee have been actively fundraising along with a buy a brick scheme open to the community to date we have raised £17,000

We have been awarded £50,000 from KCC

We have sold the old village hall for £260,000.00 and Parish Council have money to add from its property fund which has been building up for many years for this build

Also we have applied to the public works loan board and have been granted a loan of up to £285,000.00

8c Does the project reduce crime or the fear of crime? If yes, please state how.

This project will provide a safer facility for users, a modern building where people will feel safe to use with good outside lighting and access for all ages. youth Club will be able to meet indoors rather than detached work

8d. What new activities or services will be provided for the community as a result of the project?

We have had a positive response from several groups who have expressed an interest in using the new facility

Badminton clubs x 3

short mat bowls

indoor tennis

Kiara - active retirement group with over 250 members

Film club

Line Dancing

Amateur dramatics

St Edmunds pop in coffee morning who opens twice a week

8e How many additional young people will benefit from the facilities provided?  
Please state how.

currently around 25 young people meet at HAWK it is anticipated that this number will double to 50 per session and more youth activities will be provided in the community building

8f How will the ongoing involvement of the local community be encouraged?

The Parish Council already run its Old School Site and the Gamecock Management committee on a similar lines with Members of the Parish Council as representatives on the committee along with Members from various community groups who manage and run the day to day running of the building including lettings which will be booked centrally through the Parish office, cleaning, invoicing day to day maintenance and all relevant safety inspections. This committee will meet regularly and report back to Parish Council on a regular basis

We have found these management committees an effective way of running a building, it brings together a wide range of expertise and skills

8g Does the project provide or improve opportunities for people who have particular needs or where particular support is needed? If yes, please state how

The plans for the new building include disabled friendly access and disabled friendly activities something the old 1930's hall did not provide.

8h Does the project contribute to the health and well-being of the local community?  
If yes, please state how

The building will be used for sports and various groups have expressed their interest to use the building

Zumba dance

slimming world

Kettercise

Line dancing

Badminton

5 a side football

The Kingsdown racers could use the facility for indoor training during the winter for their youth teams

Karate

8i Have you completed the Council's Sustainable Development Checklist? If yes, please enclose a copy. Will you be using environmentally sustainable and vandal resistant materials?

yes

8j Does your project complement any strategic plan for the provision of facilities in the District? Please give details

The project meets the aims of the SDC community plan providing facilities for all ages and accessible to people with a disability. This provision will aim to reduce anti social behaviour by offering more opportunities/ clubs and has the backing and involvement of the local people . It has improved parking and is more central to the village

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## 9 USAGE PLAN

Please give as much information as possible about the intended use of the facility, **highlighting additional usage as a result of the project.** Are there special concessions for use by particular groups, eg young people? Please give details. **Please attach timetables of current uses and proposed uses.**

We have included below provisional booking rates for the hall, it is thought that there would be at least one day time booking per day and that the evenings would be booked approximately for 4 or 5 days per week including a sports group and youth club. We have not included in our income calculations the bookings / income from Sundays, christmas or new year

### REVENUE / BUSINESS PLAN

In setting proposed rates for the new hall, we have taken into consideration the charges made by the old village hall, the primary school and the small hall at the Old School site. In addition, expenditure projections have taken account of known outgoings on the same properties.

It is proposed to continue the existing policy of commercial ventures having an uplifted rate of 50%. The large hall can be divided and will accommodate up to 240 people and therefore has a much broader market appeal.

#### Proposed rates

Mon-Fri 9am-5pm £10p.hr £300 per week

Mon – Thur 5pm – 11.30pm 10p.hr £260 per week

Fri nights 5pm - 11.30pm £15 per hour £97.50

Sat 5pm – 11.30pm £30p.hr £195.00

Sun 9am – 11.30pm £15p.hr

N Year's Eve until 00.30am £250

Christmas Eve/Day £250

This projected weekly income equals to £49,010 p.a.

This information we have enclosed fully with this application in our "village

hall project document "

Please estimate how many people will use the facilities each year 5,000

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## 10. BUSINESS PLAN

Please set out your estimated income and expenditure on the facility for the first year after the work is completed. **Please enclose with your application a copy of your accounts for the last two years.**

A. Estimated Income from users:			Amount
Item			
Projected Use	Year 1	Year 2	Year 3
20% of £49010	35% of £49010	55% of £49010	
Income			
£9802	£17154	£26955	
Expenditure			
100%			
£11250	£11250	£11250	
Surplus/Deficit			
-£1448	£5904	£14705	

As this is a new build we have included here our claculations for use over the year 1,2 and 3 based on an estamated use which will increase

these figures have been submitted to KCC for their consideration when awarding our grant and we think we have been conservative in the usage this is a new inside facility with good modern

insulation , lighting, heating and facilities it will be used all year round, making it very user friendly

and not weather dependant		
Total		£ 14,750,00
B.	Estimated Expenditure	
	Item	Amount
	• Repairs and Maintenance	1,000
	• Contribution to future major repairs fund	new build
	• Insurance	3,000
	•	
	• The anticipated budget for revenue expenditure is as follows:	
	•	
	• Rates	£2,000
	• Eletricity/gas/water	£2,000
	• Cleaning based on 10hr per week	£3,250
	• _____	
	•	
	•	
	• Total	£11,250
	•	
	•	
	•	
	•	



Total	£ 14,750. - 11,250.
Annual Profit/Deficit (A less B)	£ 3,500. profit.
Contributions from other funds	£ Lettings.
Shortfall funded by Village Hall Management Committee	£ N/A. Self funding

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**11. MAINTENANCE**

Please set out here your schedule and estimated cost for the maintenance and action necessary to ensure the safe use and good repair of the facility:

Mininal repairs as this is a new build we have allowed £1000-00 for maintenance although the build will be covered under the builders insurance, and £3250 for cleaning on a day to basis this figure is comparible to other buildings the Parish owns and manages. long term maintaenece will be funded from funds put aside from the lettings to be self funding

Please confirm that the Village Hall Management Committee has agreed to ensure all future repairs and maintenance of the facility are undertaken to the above standard and will make provision for its long-term replacement:

Yes  No

**12. PROJECT PLAN**

Please set out your proposed timetable for commencement and completion of the work.

Contract Let

we have agreed a perferred contractor and have been awaiting the completion of the sale of the old hall before entering into a contract

Start Date

early 2013

Completion Date (must be before 31<sup>st</sup> March of the year to which the grant applies)

mid 2013

**Any other key dates**

The foregoing information is correct. The Village Hall Management Committee consents to the on-going monitoring and evaluation of the scheme by the District Council.

Signature: \_\_\_\_\_

Date: 21/12/12

Continuation Sheet

**QUESTION NO.**

I have attached the tender summary as supplied by the architect company and also a sheet that shows where we have looked at the original tender price and reduced the build to fit our budget. Although we have received approval from the public works loan board for a maximum loan of £285,000.00 we are continuing to fund raise and hope that we will not require to borrow the full amount.

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