

## **Appendix A: Heads of Terms for Funding Agreement to enable Construction and Refurbishment of Highweek Scout Hut, Howton Road, Newton Abbot, TQ12 1QJ**

### **Funding amount**

The total grant available to the Applicant subject to the Funding Agreement is £175,000.

### **Procurement**

The Applicant is required to ensure 3 quotes are sought for the works. As a minimum this would require at least 3 quotes for each of the key components / main contractors, such as the main building works, kitchen refit and the car park resurfacing.

The Applicant will be required to agree a staged payment construction process with the builder(s), with the car parking works being the final element of the project to be commissioned and completed.

Should costs increase over the construction process, the car park resurfacing is the lowest priority element of the project (and therefore would not be completed unless additional budget was secured).

### **Construction Works**

The project will be to deliver a multi-purpose and flexible Community Building. The project will improve local community access to an improved Scout Hut with modern facilities and meeting spaces within Highweek. The main project works include;

- the extension of the footprint of the building;
- installation of a new and larger kitchen;
- new accessible toilets and showers;
- a new separate meeting room;
- insulation and energy efficiency improvements;
- roofed open sided porch area at front of building;
- storage space, and;
- car park resurfacing.

All buildings and relevant works shall secure planning permission and be constructed to Building Regulations, as required.

Building works must commence by the backstop date of end of March 2025.

### **Community Access**

A community use agreement will be agreed, using the template on the Sport England website as a basis [Community Use Agreements | Sport England](#). This will set out key objectives for the community space, including;

- Setting hire costs and/or benchmarking against hall hire costs in Newton Abbot;
- Clearly set out hall hire costs online;

- Ensure a convenient hall booking system is in place.

**Timescale**

The Funding Agreement will safeguard the building's function as an accessible community building for hire, for the long term.

**Funding and Financial Records**

The Grant will be paid in staged payments upon receipt of an invoice and evidence of the works having been carried out. That evidence being, but not limited to photographic evidence and/or site visits by officers of the Council subject to arrangement with the Scouts.

All and final grant payments must be requested within the period of up to 36 months from commencement.

The Applicant must maintain full and proper accounts and records, including invoices, which show how the Grant has been used.

**Reporting**

The Applicant will submit progress reports on an annual basis showing a breakdown of expenditure and outputs achieved until completion of the works.

A completion Report is to be submitted at the conclusion of the works to include final costs and pictures of works completed.

**Indemnity**

The Applicant shall provide, maintain and pay for the following insurances:

1. £5,000,000 in respect of instance of failure to use skill and care normally exercised by professionals providing services;
2. £5,000,000 in respect of instance of bodily injury to or death of any person.
3. £5,000,000 in respect of instance of bodily injury to or death of employees.