Notes on completion

Summary

Name of your organisation
Droxford PCC

Project title
In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.
Droxford Church Community Hub Project

Reference number
GP-13-06196

Project summary
In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.
The Project will restore a Grade 1 listed Norman Church dating from 1120, which is in need of urgent repairs and being considered for the 'at risk' register by English Heritage. The project will also enable use of the Church by the wider community, creating an attractive village hub and a Heritage Centre for visitors to the Meon Valley.

This application focuses on urgent structural repairs needed to the Tower and the North Chapel roof, and on remedial action to secure outside walls, replace gutters and fastenings, improve drainage, and restore the interior.

As part of the wider community project (but not in this application), new facilities including a kitchen and toilets and other enhancements are planned to enable the building to be used for community events including concerts, talks, plays,exhibitions, and conferences, and for the interpretation of the rich heritage of the church and the Meon Valley.

Have you received any advice from us before making your application?
Yes

Please tell us who you received advice from.
Graeme McKirdy

Is this your first application to the Heritage Lottery Fund?
Yes

Section one: Your organisation

1a Address of your organisation:

Address line 1	c/o The Rectory
Address line 2	
Address line 3	Meonstoke
Town / city	SOUTHAMPTON
County	
Postcode	SO32 3NF

1b Is the address of your project the same as the address in 1a?
No

Enter the address of your project:

Address line 1	St Mary's and All Saints' Church
Address line 2	The Square
Address line 3	Droxford
Town / city	SOUTHAMPTON
County	Hampshire
Postcode	SO32 3PA

Local Authority within which the project will take place
Winchester

Constituency within which the project will take place
Meon Valley

1c Details of main contact person

Name
John Symes

Position
Chairman of Partner Organisation (FODC) and Coordinator, PCC Steering Group (see Section 5b)

Is the address of the main contact person the same as the address in 1a?
No

Enter the address of the main contact person:

Address line 1	The Limes
Address line 2	Midlington Road
Address line 3	Droxford
Town / city	Southampton
County	Hampshire
Postcode	SO32 3PD

Daytime phone number, including area code
01489877643

Alternative phone number
01489 877512

Email address
jmdsymes@btinternet.com

1d Describe your organisation's main purpose and regular activities
The Droxford Parochial Church Council (PCC) is the statutory body responsible for the upkeep and conduct of services in St Mary and All Saints Church.

1e The legal status of your organisation

Please select one of the following:
Organisation not in the public sector

Please select one of the following:
Faith based or church organisation

Describe the size and staff structure of your organisation
The Parochial Church Council has 10 members including the Rector (Chairman) and two Churchwardens. There is a Standing Committee comprising the three officers ex officio and two elected members authorised to conduct PCC business between PCC meetings.
In addition the PCC has appointed a Steering Group to manage this project comprising the Standing Committee and three co-opted members of the Friends of Droxford Church (FODC) and the Church Architect.

If applicable, how many board members does your organisation have?
10

How much did your organisation spend last financial year?
55318

What level of unrestricted funds is there in your organisation's reserves?
None

If your organisation is any of the following, please provide the details shown:

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number
X74069 recognised by HMRC in England

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Will your project be delivered by a partnership?
Yes

Who are your partners? Please provide a named contact from each organisation
Friends of Droxford Church (FODC):
An independent organisation set up by the PCC in 2011 to support and enhance the Church building for wider Community use. The Constitution of the FODC defines the role of FODC in relation to the PCC and is attached to this application as a supplementary document. FODC intends to apply for Charitable status early in 2014.

Chairman: John Symes, Te: 01489 877643
Secretary: Michael Profit, Tel: 01489 877452
Website: www.friendsofdroxfordchurch.org.uk

1g Are you VAT registered?
No

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?
The Church of St Mary and All Saints, Droxford

History and Significance
Droxford Church is one of the few Grade 1 listed buildings in the Meon Valley and the only one in Droxford. It has been the centre of worship for the village community for nearly 1000 years. The Church is in the Anglican Diocese of Portsmouth. It stands in the centre of the village just 100 yards from the Village square (Post Code: SO32 3PA). The earliest and main parts of the church date from the middle of the 12th century, the first records dating from 1150 to 1160. Although there may have been an earlier Saxon church in the Parish of Droxford, there is no evidence that it was on this site, but between the years 686 and 691, St. Wilfred, a Christian missionary, is known to have converted and baptised people in the Meon Valley. The Domesday Book of 1086 records that the Bishop of Winchester holds Drocheneford, and 'the church is worth 20 shillings'. The massive square pillars, which are a feature of the church, are sections of the outside walls of the original Norman building. The Norman chancel arch stands in its original position but it was raised four feet at the end of the 19th century.
The extensions of the original Norman church were achieved over two centuries. The north aisle and north chapel were built at the end of the 12th century or at the beginning of the 13th century. The south aisle was added in the late 14th century, and other modifications were made in the 19th Century. Both the north and the south doors were moved to the outer walls on each occasion the church was enlarged. The North Chapel is now used as a vestry, and houses the organ.

The main church roof over the nave and aisles is tiled. There are three areas of flat roof – the North and South Chapels and the chancel. The North Chapel is of a different construction made with zinc compound sheets, and there is a small area of lead roof in a valley construction above the chancel. The South Chapel roof was previously covered in lead which was replaced with terne coated stainless steel in 2012 after the lead was damaged and partially stolen.
Tower
The external walls are made up of flint and stone with some parts plastered with stone dressing and small buttresses. The tower has a square stair turret, set diagonally in the north-west corner, with clock and four bells (a fifth was added c.1969) and above the west door a plaque incised AD1599. It is not known whether this refers to the erection of the tower or whether it commemorates some earlier Tudor restoration. The tower and square turret stair well have a mixture of chalk block, inset flints and brick inner walls. Access to the tower at the west end is via a stone spiral stair up the inside of the square stair turret.

The Bell room at the top of the tower consists of chalk block walls and later brick walls. The bell tower roof has recently been replaced with new rafters. On top of these new rafters sits closed boarding with a felted roof. The rafters span across a central timber beam which has been strengthened by steel channels at both ends. The bell tower floor is constructed of timber floor boards laid over original oak beams which are now supported on a steel framework made up of 4 transverse steel beams laid on 2 steel support beams taken into and bearing onto the inner wall. This steel frame was added in 1974 when the floor appeared to require further strengthening due to the addition of the fifth bell five years earlier, circa 1969. To the top of the Bell tower is a shallow pitched roof with a crenulated brick parapet wall creating a battlement.
Interior
In the 18th century extensive alterations were made to the interior of the church. The roofs and ceilings were renewed, the clerestory windows were remodelled and two galleries were built but removed a century later when the present box pews were installed.
During the incumbency of Canon John Vaughan (1901 - 1910) the church was extensively and carefully renovated and many old features were discovered and preserved. These include, in the North Chapel, fragments of medieval wall painting, a pre-Reformation piscina (a basin and drain near the altar for holy water after Mass) and an aumbry (a small stone recess) and another piscina in the south chapel. A staircase which had once led to a rood loft was uncovered in the north chancel arch (See Note 3). In 1903 the Jacobean oak communion rails, which had been removed from the sanctuary some years earlier, were restored to their original place and the sanctuary itself was panelled in fine dark wood.

South Chapel

The South Chapel (known as the Lady Chapel due to the pleasing Victorian East window depicting the Virgin and Child) is currently used as a small worshiping space and is furnished with an altar and 20 poor quality chairs of uncertain age. The south facing windows, also Victorian, are stained glass giving the chapel low natural light. The floor is flat and tiled with flags and quarry tiles.

North Chapel

The North Chapel currently houses the organ and the Vestry wardrobe and cupboards. There is a small sink (cold water only) with a drain through the north wall. There is very little open space and the monuments and medieval relics on the walls and floor are obscured or hidden. There is clear glass in all three windows and this space would have a good level of natural light if it was not obstructed by the organ and vestry wardrobe.

Organ

The organ in Droxford Church was built by Hill and Sons in 1873. It was cleaned in 1893 and there is no evidence of any work from that time until 1967 when an extensive overhaul was carried out. At this time a second manual was added and the pipe work for this extension is built outside the Swell Box, some sitting on top of the original organ case. The movement mechanism of these two manuals is different and causes visiting organists some difficulty. The organ is only capable of supporting the singing of hymns, and it cannot be used as a recital organ, It is proposed to replace the organ as part of the wider project.

Choir Pews

There are two rows of Choir pews on either side of the chancel. These show signs of having been reconstructed from previous pews, and are mounted on a raised wooden platform, which covers an unmade floor space of approximately 8 inches depth to stone rubble. The front bookstands are of independent construction and the open panels have been ‘filled-in’ with inferior plywood. It is proposed to replace these with chairs as a pilot project in 2014.

Significance to the Community and visitors to the Meon Valley

The Church is one of four churches in the Meon Bridge Benefice, and worship takes places on two Sundays a month by rotation in the Benefice. In addition it is frequently used for baptisms, weddings and funerals and there is a short weekday Service on Thursday morning. The Church has great significance for the wider community of Droxford as the principal and most historic building in the village. However it's use by the community is severely limited by the complete absence of modern facilities.

The church and the village are in rural area of Winchester, the ancient capital of Saxon and Norman England, and in the South Downs National Park. Located on the River Meon a network of footpaths connects to the Meon Valley Trail (http://en.wikipedia.org/wiki/Meon_Valley_Railway_Line_(trail)) and the South Downs Way (www.southdowns.gov.uk/enjoying/south-downs-way). The Wayfarer’s Walk (www3.hants.gov.uk/longdistance/wayfarers-walk.htm) and The Meon Valley Pilgrimage Trail (St Wilfrid’s Way) (www.wilfrid-meon-pilgrimage.co.uk) run through the Churchyard.

The church is a short distance from the site of the former Droxford railway station where Winston Churchill stayed to meet Eisenhower and other allied leaders in June 1944 when D-Day was being planned at the nearby Southwick House. The railway station is also the site of a Saxon cemetery excavated in the 1970s and the subject of new surveys within the HLF funded ‘Saxons in the Meon Valley’ programme (www.saxonsinthemeonvalley.org.uk).

2b Is your heritage considered to be at risk? If so, please tell us in what way.

Owing to other pressures on the PCC budget, St Mary and All Saints Church has had no structural and little maintenance work carried out for some time; the 2010 Quinquennial is unequivocal in its report suggesting considerable and varied repairs need to be carried out. This is further supported by the recent addendum inspection updating the previous Quinquennial (both attached to this application - photographs included);
The tower flint work facings to both the South and North are bulging and appear to have become detached from the inner brick core, itself a reconstruction of previous chalk blockwork carried out in the last century;
Recently sections of flint and masonry have fallen from below the parapet and broken tiles on the nave roof;
The parapet brickwork to the tower is sprouting considerable amounts of vegetation suggesting water ingress and retention;
The East wall of the South Chapel is showing signs of collapse - when the wall is tapped below the window the glass in the window rattles;
The guttering and downpipes, being plastic, are nearing the end of their useful life;
The drainage from gullies no longer works and the French drain is ineffective;
Many minor repairs and re-pointing around the church are required to prevent further damage and collapse;
There is evidence of beetle attack in the North Chapel beam over the organ and a temporary prop has been installed to prevent collapse;
The tower clock room floor and several beams are in very poor condition' as is the clock platform and stair;
There is serious cracking in the tower stair and the top steps are unsafe;
The tower roof has been laid in three layer felt which is nearing the end of its useful life;
Following a visit by Marion Brinton, Inspector of Historic Buildings and Areas, English Heritage (South East) in the Summer, the church will be considered by English Heritage at their next meeting for inclusion in the 2014 buildings 'at risk' register.

2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

The Church of St Mary and All Saints, Droxford

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

No

For landscape projects, please provide an Ordnance Survey grid reference for your landscape

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

Accredited Museum, Gallery or Archive

Designated or Significant (Scotland) Collection

DCMS funded Museum, Library, Gallery or Archive

World Heritage Site

Grade I or Grade A listed building ×

How many buildings of this type are included in your project?
1

Grade II* or Grade B listed building

Grade II, Grade C or Grade C(S) listed building

Local list

Scheduled Ancient Monument

Registered historic ship

Conservation Area	×
Registered Battlefield	
Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)	
National Park	×
National Nature Reserve	
Ramsar site	
Regionally Important Geological and Geomorphological Site (RIGS)	
Special Area of Conservation (SAC) or e-SAC	
Special Protection Areas (SPA)	
Registered Park or Garden	

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

Introduction

This application under the GPOW scheme is for urgent structural repairs and restoration work to the Norman Church in Droxford. This is an essential requirement for the realisation of our vision of the Church as vibrant Community Hub in the centre of Droxford and the Meon Valley. The Community Hub Business Plan, which includes the GPOW project, will be developed and finalised during the GPOW Development Phase. The Business Plan will incorporate the Activity Plan and the Management and Maintenance Plan which will be submitted before the GPOW Phase 2 Application.This Business Plan will detail estimates for the new facilities and furniture, and sources of Funds, which are essential to our outreach programme.

GPOW Application

If this application is successful, restoration work will be carried out in the following areas:

* External Tower repair - to South and North elevations
* Tower Parapet - Rebuild including scaffold costs
* External Pointing incl render repairs
* Structural repair to South Chapel east wall
* Downpipes and gutters
* Drainage incl French drain termination
* Reroofing of the tower in durable material
* Tower Stairs (ties + tell-tales)
* Clock room floor repair
* North Chapel Roof beam
* Chancel floor elevation and re-tiling
* Floor in South Nave – re-tiling
* New steps and platform to clock winding access
* Wall restoration – nave, chapels and chancel

Community Hub Development

* North Chapel -sound separation (glazing)

In addition (but not part of this application), our Business Plan includes works to provide new facilities:

* Toilets and Septic tank
* Kitchen
* Vestry/Storage

Additional refurbishment and re-equipment will be carried out in the following areas:

* Seating (movable) in Chancel, chapels and Nave
* Organ removal and replacement
* Heating and Lighting
* Heritage Interpretation Equipment/ Displays
* AudioVisual and Broadband
* Churchyard boundary and Car Parking surface

Outputs

The primary output of the Project will be a restored twelfth century church, with an executable Business plan to add modern facilities for wider community use and heritage interpretation:

* A Grade 1 listed Norman church restored and conserved for a generation
* An attractive and accessible venue for a wide range of community events from religious and secular services, concerts and exhibitions using the full capacity of the church, to smaller social groups using a refurbished meeting area.
* A new Heritage Centre will focus on the history of the Meon Valley from Celtic, Roman and Saxons times though the Middle ages to D-Day.

Heritage outputs will include:

* new guide to the church and Christianity in the Meon Valley - including crypt and North chapel features
* interpretation of D-Day meetings at Droxford Station (Oral History project with Droxford Junior School)
* exhibition of Saxon excavations (currently in HCC archives)

* training of volunteer guides
* digitisation of archives and oral history (to be explored during development phase)
* walking trails to Droxford Station (link to Meon Valley Trail), Corhampton Saxon Church (link to South Downs Way), and a cycle route to Southwick House (Eisenhower's HQ)

The Heritage Centre will be a resource for use by local schools to support the new KS2 history curriculum - www.gov.uk/government/publications/national-curriculum-in-england-history-programmes-of-study/national-curriculum-in-england-history-programmes-of-study#key-stage-2. This includes the Saxon era and transition from Roman to Norman periods. We are working with the 'Saxons in the Meon Valley' project (see above), the South Downs National Park Authority and Droxford School to develop this curriculum resource.

3b Explain what need and opportunity your project will address

(1) Objectives

The objectives of the improvements proposed for Droxford Church are to conserve the ancient building and to make it suitable for a wider variety of large and small community events. Discussion with community stakeholders in the village has identified the need for a venue using the full capacity of the building for secular and religious events, and also a requirement for a community room in which committees, councils, discussion groups, and social care groups could meet in a comfortable environment. The larger events including Concerts, and School Services, in addition to Church Services (Weddings, Funerals, Feast Days etc), often require the full capacity of the church (250). There is a need for a modern and flexible community room in the village for small gatherings for social or care groups, or committee meetings (12-25 people). Both of these uses would be in addition to the Village Hall which has a capacity of 120, with facilities, but is not easily subdivided or suited to multiple use, and this application has the full support of the Village Hall Management Committee.

In addition there is an identified opportunity for a permanent Heritage Centre to facilitate the growing interest in Local History, focused on the re-discovery of the Meon Valley Saxon heritage and the anniversary in 2014 of the historic meeting of Churchill and the Allied Commanders at Droxford Station before D-Day in June 1944. Such a heritage room would also enable more visitors of all ages to explore and engage with the heritage of Droxford, the Church and surrounding area.

However all these future users of the Church need access to simple catering and toilet facilities. Indeed the absence of such basic facilities has contributed to the declining use of the church, to the point that the Benefice's Fresh Expressions services (e.g.Café Lite) are being held in other places which do have the necessary facilities. Regular use for traditional worship is down to 4 hours per month, and the Church electoral roll has declined from 83 to 52 since 2007. For weddings, funerals, harvest and other major religious services users are recommended to book the Village Hall in addition to Church, but this is not convenient and not always possible, leading to incidents of serious embarrassment for visitors and guests.

(2) Heritage Conservation.

This application to GPOW is for funds to address the preservation of the fabric of this Grade-1 listed Norman church. There are some major structural defects which are listed in section 2b. This project will address these needs and aims to leave the fabric in a state which can be maintained without major structural repairs for the next 50 years.

Currently the Tower is unsafe and has been closed to bell-ringers. Scaffolding has been erected to brace and secure the outside flints and an exclusion area at the base has been fenced off. A prop has been erected in the North Chapel behind the Organ to secure a roof beam which has severe damage from Death Watch beetle. Movement in that area of the vestry is severely restricted. The scaffolding on the Church tower and the restrictions on bell ringing have made the church less attractive as a venue for weddings one of our major source of income.

Our project will include the discovery and interpretation of aspects of the Church which are currently hidden or not well displayed. We will create a new leaflet for visitors to describe the history of the church and its features, update the Bridge Churches website with a heritage section, and train volunteer guides to interpret the church heritage on special occasions. We anticipate that better displaying our church heritage, and creating a Heritage Centre with wider scope (including Droxford's special moment in world history in June 1944) will attract many more visitors, who will then experience the splendour and spirituality of the restored Church building.

(3) Community and Visitor Facilities

a. Toilets and Kitchen

The biggest hurdle to increasing the use of the church for a variety of community events is the lack of toilets and elementary catering. This situation is already hindering current church activities – such as rehearsal

times for choir and school events which need practice over extended time periods. Moreover it is increasingly embarrassing that visitors to the Church's signature events such as Weddings and Funerals are surprised by the lack of facilities, because they expect in the 21st Century to find toilets in a building hosting public events. The design location of these facilities will be finalised based on advice from the Church Architect during the Development Phase, along with the exact requirements and costs, but they must be adequate for a full church and all-day events, and include wheelchair access. All options for siting the toilets and new facilities will be explored. One option, which has been approved in outline by English Heritage, Winchester City Council and the Diocesan Advisory Committee is to site some new facilities in a small extension located over the existing boiler room, with separate access through an existing window to the north Aisle. (Correspondence and DAC minutes are attached.) The primary criterion will be to preserve the architectural integrity of the Church building, whilst meeting the needs of the new community uses. Other criteria are the ease of use, people flows, sound and heat separation from the nave, and building cost.

b. North Chapel

The North Chapel is currently occupied by the Organ and vestry cupboards and a small cold-water sink. The space is cluttered and cramped and obscures most of the original features. A key objective of the Project is to clear this space, restore its heritage and use it for the benefit of the community. This transformation can be achieved most economically by moving the organ to a new location. Moving the organ is made essential by the need to repair the roof beams above it, and the PCC wish to take the opportunity to replace it with a modern, concert-grade instrument which would be located at the back of the church. The addition of internal glazing between this room and the Chancel would permit the use of the space independently of the main Church. This change of use would restore the architectural integrity of the chapel, reveal the memorials and other heritage which are currently obscured or inaccessible to visitors, and allow access to the crypt beneath which has not been opened for some 40 years.

Advice has been sought from English Heritage which has advised that the features of the North Chapel (memorials, wall-painting fragments, aumbry and piscina), currently obscured by the organ and cupboards, deserve to be exposed and preserved, and future use of this space must take that into account.

c. Heritage Centre

Droxford and the surrounding area is rich in history from the arrival of the Saxons and the conversion of the local tribes to Christianity by St Wilfrid, through to the famous meetings of Churchill and Allied Commanders at Droxford Station on the eve of D-Day in June 1944. In June 2014 celebrations of the D-Day events will take place in Droxford and the Junior School are planning an Oral History project to record first-hand memories of that time. Throughout 2013 and 2104 there are celebrations of the Saxon history of the Meon Valley supported by the Heritage Lottery Fund and South Downs National Park, and centred on the Saxon Church at Corhampton, walking distance from Droxford, and the Saxon cemetery near Droxford Station. Yet there is nowhere in the Meon Valley for a a permanent display of this valuable heritage. Indeed there is an extensive collection of historic photographs in the Hampshire archives in Winchester, as well as the surviving materials from an exhibition of Saxon excavations held in Droxford in the 1980's. Our project will provide a Heritage Centre for Droxford and the surrounding Meon villages which can bring this historical treasure trove to light in both permanent and temporary exhibitions.

The coincidence of the 70th Anniversary of D-Day with the launch our Community Hub Heritage project, together with the natural lifespan of those with direct memories of the event, make this a 'once in a lifetime' opportunity to create a fitting memorial to these world-changing events. Our development phase will include professional advice on the installation, preservation and interpretation of both physical and digital artifacts.

(4) Support in the Community

There is unanimous support in the Parochial Church Council (PCC) for the vision and objectives of this project which grew out of the late Bishop Kenneth's Kairos initiative, was captured in the constitution and objectives of the Friends of Droxford Church (FODC), and is now summarised in the Report and recommendations on the future Strategy for Church, unanimously adopted by the PCC on 23rd Septemeber 2013. Other Community stakeholders have been consulted by FODC through a questionnaire, through several public meetings over the past two years, and through direct discussion with community leaders and individuals. Announcements and reports of activities have been published in the Benefice's Bridge Parish Magazine, and on the Bridge Churches' website, and since May 2013 on the Friends website. Messages are published on our website and include support from the Archdeacon, Droxford Parish Council, Droxford Junior School, Droxford Village Hall Committee, Droxford Country Fair Committee, and our local councillors and our Member of Parliament.

This consultation process has confirmed the requirement for two public meeting spaces and a Heritage Centre with associated facilities, and these form the basis of our project:

(1) Use of the full capacity of church building – principally for major church festivals, weddings and funerals. (Note: Weddings in particular are a significant source of church income and have increased from 3-4 per year and now 7-8 per year.) In addition Droxford Primary School needs the full capacity for their major

events (3-4 per year) which can also include rehearsals. Finally a number of secular organisations and individuals would like to use the church for concerts and festivals and other fund-raising events for which the Village Hall (capacity 120) is too small or inappropriate acoustically or otherwise.
(2) Use of a small furnished 'Community Room' with facilities for meetings and social gatherings of up to 25 people. Potential users who have confirmed their interest include, the Rector and PCC, Phoenix Services (Hampshire), Droxford Primary School, Parish Council, British Legion, Village Orchestra, Droxford Country Fair Committee, and a number of community care, social and voluntary groups. Experience from Soberton and other local communities who have built or enabled a Parish Room suggest that there is 'hidden' demand for a wide range of social activities which are supportive of the church's mission in the community, and these will become apparent when the room becomes available.
(3) A Heritage Centre to provide facilities for the interpretation of the rich history of the Church and community in Droxford and neighbouring villages of the Meon Valley.

3c Why is it essential for the project to go ahead now?

Structural Repairs

The last Quinquennial Inspection Report, which was carried out in 2010, outlined many of the problems and the PCC arranged for scaffolding to be erected in 2011 to allow closer inspection and monitoring. It has not been able to address the issues due to the lack of funds available. A small restoration fund which had been built up over a number years has been largely depleted by essential maintenance including replacing stolen lead on the South Chapel roof, and improving drains to enable the opening of the North Door for disabled access and prevent water ingress into the Church.
We are now in 2013, and it will be two years before we receive notice of funding in 2015, when a new Quinquennial will be due. Therefore all works identified in the 2010 Quinquennial will become urgent in the this period, and all these items have been included in the works now required in this grant application.

New Facilities

The provision of toilets and kitchen facilities is long overdue and is a major handicap in developing the engagement of the community with this heritage building. The lack of facilities is increasingly an issue in planning weddings funerals and fresh expressions worship especially involving children. As noted above, there have been several embarrassing incidents in recent years, and it has proved impossible to rely on the Village Hall facilities always being open and available. Without toilets and a kitchen the current uses of the church, already low, will continue to decline, and the engagement of the wider community will not be successful. However in order to raise funds for the additional facilities, it is essential first to restore the basic infrastructure as proposed in this application.

Heritage Centre

This is a timely opportunity for our project to provide a permanent display and interpretation centre because of the significant anniversaries occurring in 2014, and the associated events being planned. These will stimulate interest and engagement with our Heritage throughout the next 12 months:

* 70th Anniversary of D-Day
  - Oral History Project - Droxford Junior School, March 2014
  - Country Fair Exhibit June 2014
  - D-Day Museum - 70th Anniversary Celebration
* 100th Anniversary of WW1
  - Memorial Concert and Remembrance Service - PCC/Community Choir/BL
* 100th Anniversary of 1st Battle of Falklands - the victorious Admiral Sturdee returned to his home in Droxford alighting at Droxford Station.
* Saxons in the Meon Valley (SMV) - a coordinated programme of events through 2013-15 supported by the Heritage Lottery Fund and South Downs National Park. SMV is working closely with the Friends of Droxford Church to link events in the Meon Valley villages, and to explore a permanent Saxon Heritage display in Droxford church (http://www.saxonsinthemeonvalley.org.uk/).
* a resource for new KS2 history curriculum (see 3a above).

3d Why do you need Lottery funding?

Droxford PCC do not currently have any funds for Church repairs. The restricted Restoration fund has been depleted for essential roof and drain repairs and the current balance of £10,000 is now committed to pay for the preliminary engineering reports and the scaffolding erected to make the tower safe. There are no unrestricted funds available as the PCC is currently running an operational deficit having recently paid the Parish Share to the Diocese.

We have explored other funds including the National Churches Trust, and have focused on the HLF/GPOW scheme because of the size of the grant being sought and the urgency of the application.

If this application is unsuccessful we expect the Church to continue to function as a place of worship, but the structural repairs would not proceed. Unfortunately this will lead to a loss of interest in the wider community as our supporters and fund-raisers for the community facilities and heritage equipment will not fund Church fabric repairs, and will be unwilling to invest in an unsound building. We anticipate that the full burden of maintenance will fall on the declining congregation and the very limited funds for repairs will not keep up with the structural needs of the building. In the short term the scaffolding will remain, and users and visitors to the church are likely to continue slowly to decline. Eventually we could see the Church closed and services removed to other churches in the Benefice.

On the other hand, if this application is successful, we will restore the Church fabric, and the PCC and the Friends of Droxford Church are confident that we could raise the funds from grants and community fund-raising to complete the modern facilities, and furnish and equip the church as a Community Hub and Heritage Centre. Preliminary discussions and expressions of interest have been registered with South Downs National Park, and the EU RDPE fund through Winchester City Council (currently awaiting new finance in 2015), as well as exploring other HLF schemes (Sharing Heritage, Big Lottery). We are actively planning fundraising in the community through events and direct giving. All these sources of funds will be firmed up during our Development Phase. Friends of Droxford Church have raised £12,000 in preliminary funds to date, and this will be used to pump-prime the project during the Development Phase as described in 5a below.

3e What work and/or consultation have you undertaken to prepare for this project and why?

Options

We have considered an alternative option to proceed with a repairs-only project to restore the church to a sound condition but add no new facilities or equipment. This approach would be cheaper over all, and was explored up to a faculty submission in May. It was not successful because:

* the repairs are more substantial than realised at the time and put it out of reach of the congregation's fund-raising ability
* there was no plan for addressing the declining use of the church
* there was no plan for addressing the ongoing maintenance cost of the fabric with the PCC already running a deficit
* the repair project had no appeal for the wider community
* there was no strategic plan for the development of the church.

Our response to this situation was to appoint a new Church Architect to address the issues raised by the DAC and to publish a 'Future Strategy for Droxford Church' recognising that the DAC approved the general direction of our plans to restore and widen the use of the church. The 'Future Strategy' was adopted by the PCC on 23rd Sept 2013, and is attached to this application with a location plan.

Consultation

Since 2010, following the Diocesan 'Kairos' initiative, there has been extensive consultation with the wider community, starting with an open meeting in Droxford Village Hall in February 2011 which shared a vision of the future for all the churches in the Benefice, and was attended by approximately 75 persons. Later in 2011 the Droxford PCC unanimously agreed to set up the 'Friends of Droxford Church' as a separate organisation to focus on the development of the Church as a community hub. A launch meeting was held in Droxford Village hall in May 2102 which was also well attended, and an executive committee drawn mainly from outside the church was appointed. Regular updates have been published in the Parish Magazine, and since May 2013 on the FODC website (friendsofdroxfordchurch.org.uk). Another Open Meeting was held in May 2013 where plans for the community hub were outlined and were well received.

In addition 'stakeholder' meetings were held by FODC in the third quarter of 2012, with representatives of the village community groups, and are currently being updated. Organisations include:

Droxford Parish Council
Droxford Country Fair
Droxford Village Hall
Droxford Junior School

Phoenix House (Hampshire Social Services)
Droxford Scouts
and of course the Rector and Droxford PCC

We have also consulted the HLF funded project ‘The Story of the Saxons in the Meon Valley’. Peter O’Sullivan, the community lead for that project, has joined our development team as an advisor and consultant.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

Our place of worship will be structurally sound, stable and weather-tight. Urgent repairs to external walls, and tower stairs and parapet and associated masonry will be completed. The Tower will be safe and bell-ringing can re-start.
Roofs, rainwater goods and drainage will function as intended, and the stained glass windows will be secured,
The condition of interior floors, ceilings, walls, doors and plasterwork will be improved. In addition, the heating and lighting systems are planned to be upgraded,
Additional improvements will result from new work, particularly installing a kitchen area and toilet facilities to broaden the functionality of the building.

Together these changes will make the heritage more accessible as a place of worship and to the community. Whatever the event, visitors will feel more welcome and comfortable, and appreciative of the unique architecture of the building. In particular the installation of movable seating will expose the architectural integrity of the nave, and side aisles. Important heritage features of the North Chapel will be exposed to visitors for the first time in over 100 years.

4b What difference will your project make for people?

Do not answer this question.

4c What difference will your project make for communities?

Our project will engage and attract new visitors from three groups in our community:
1. Our regular congregation will worship in a warm, comfortable, and spiritually uplifting environment with 900 years of heritage. Fresh Expressions services, such as "Cafe-Lite", are an important development in the Benefice, and have attracted up to 90 people in a cafe-style environment in the Droxford Village Hall. 'Café Lite' in Droxford was one of the first in the UK when it started in 2011 and has been widely acclaimed - see www.freshexpressions.org.uk [search for droxford café lite]. These new styles of worship will be moved into the church so uniting under the same roof, congregations of all ages including children. Other styles of worship can be explored using flexible spaces, movable furniture and new facilities. Harvest suppers, prayer days, retreats, and diocesan or deanery gatherings can be held in the church. School assemblies are highlights of the school year, and children will benefit from the experience of a modern environment in an historic Christian building.
The church will again become an attractive venue for Weddings and Funerals and Feast-day Services, which attract visitors who do not regularly attend the church, and often travel from outside the area. Visitors will be welcomed to a warm, light, and cheerful heritage building, with comfortable modern facilities. Offering these facilities as a Community venue will attract more such religious events, generate useful revenue, and engage more people with our heritage.

2. A wider range of events can be held in the church, which will bring a wider range of people and organisations into contact with our heritage. Events such as concerts, exhibitions, plays, conferences can use the full capacity of the church (approx 250), and the smaller meeting area will suit committees and small social gatherings. Both styles of use will provide a potential income stream for the church, as well as creating a richer cultural and social experience for our rural community. Experience from other churches which have created a Community Hub suggests that church meeting rooms and concert facilities are attractive to social and commercial organisations, both local and regional. For example, Church rooms in neighbouring Soberton and Wickham are heavily booked with virtually no adverse impact to village hall bookings. In fact village halls have benefited through shared booking arrangements.
3. Heritage Centre
There is enormous interest in local history which has been stimulated by the Saxons in the Meon Valley programme and the significant anniversaries in 2014 (WW1 and D-Day 70). Also, Izaak Walton is known to have stayed in the Rectory and Manor House in Droxford when visiting his daughter who was married to the rector; and Admiral Nelson visited Fir Hill in Droxford. Our Heritage centre will provide a focal point for the communities of Droxford and the neighbouring villages to experience local history through permanent and temporary exhibitions. Droxford Junior School is fully supportive of this project and it will integrate some of

these activities into their History Curriculum, starting with the Saxons and D-Day 70 anniversary celebrations next year (supported by Portsmouth's D-Day Museum). Our Heritage centre will reach beyond the interpretation of the Church building and it's place in local history, to bring a range of local historical events in or near Droxford to a wider audience in a permanent display. This will enable the community to experience and share their heritage in a way that is impossible without a permanent and accessible Heritage Centre in the Meon Valley.

The Heritage Centre will provide an income stream which can be used to support the ongoing maintenance of our heritage, and relieve the burden on the PCC of supporting the infrastructure of the church.

4. Community engagement
During our development phase we shall further consult and explore the level of Community interest and quantify the potential visitor numbers and revenue streams. We aim to run a temporary exhibition of the Saxon heritage based on the Winchester archive material. We shall explore the the conservation processes during the delivery phase, the digitisation of the archive material, and we will seek professional advice on heritage conservation and exhibition, including digital storage and display. At all stages we will leverage volunteers and local amateurs, as well as professional interpretation advisors. Examples are local history research and archaeology, guidebooks and guiding, walking and cycle trails. The school will be involved in inter-generational projects in the context of the Local History Curriculum.

4d What are the main groups of people that will benefit from your project?
Groups of people who will benefit:
1. Current Droxford parish congregation (church electoral role 52)
2. Worshippers from the Meon Bridge benefice (Corhampton Meonstoke and Exton with whom services rotate)
3. Visitors for various ceremonial and feast-day services (especially weddings) both local and from afar.
4. Visitors to new secular events, incl concerts, conferences and exhibitions, both local and regional
5. Children from Droxford Junior School, and other local schools, will have more opportunities to engage with local history and experience their Christian heritage.
6. Walkers and Cyclists using local and national trails which pass nearby.
7. The community of Droxford and neighbouring villages will experience a richer social and cultural environment with more opportunities to engage with their Heritage.
8. Visitors to the South Downs National Park will be able to experience a Heritage Centre interpreting over 1000 years of history in the Meon Valley.

4e Does your project involve heritage that attracts visitors?
Yes

What are your existing visitor numbers?
1000

How many visitors a year do you expect on completion of your project?
6000

4f How many people will be trained as part of your project, if applicable?
5

4g How many full-time equivalent volunteers do you expect to contribute personally to your project?
2

4h How many full-time equivalent posts will you create to deliver your project?
1

Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a What work will you do during the development phase of your project?

1. Capital Works - Professional Advice
Appoint professional experts to undertake the following:
- Structural engineer to prepare report, specification and schedule of work on the structure.
- Architect to prepare report, specification and schedule of repairs. Also recommend the most practical and cost effective means of accommodating the proposed new facilities.
- Quantity surveyor to prepare estimates of cost and bills of quantity
- Project manager to oversee and coordinate the project in accordance with CDM regulations 2007. Also set-up and maintain a project risk register.
- Sustainable Heating and Lighting survey and report
- Environmental report and assessment
- Archaeologist report and assessment
- Arboriculturalist survey and report
- Biodiversity survey and report
- Electrical Inspection and report
(see Briefs in Supplementary Documents).

2. Community Actions
- We will develop our 'Activity Plan' and research visitor profiles and community involvement
- Church Heritage guide - including archaeologist report on crypt and conservation strategy. Walking trails eg links to Saxon church in Corhampton and to Droxford Station.
- Heritage Centre - interpretation, design and delivery of our heritage e.g. D Day research and exhibits, and Winchester City Archive discovery, We will engage with local heritage organisations/community groups e.g. the ‘Saxons in the Meon Valley’; the Hampshire Field Club & Archaeological Society; Hampshire Archives; and the Portsmouth D-Day Museum. We will also engage with our local schools,and businesses (e.g. pubs & B&Bs), and with local historians.

3. Pilot Projects (not funded by GPOW) to enhance existing use of the Church
During the development phase we plan to:
- Dismantle the organ and install a modern, movable instrument (Faculty application begun and in progress.)
- Explore the Crypt under the organ space and discover the heritage (incl. archaeology report)
- Remove the Choir pews and re-instate the floor (Faculty in progress)
- Provide flexible seating for the Chancel and South Chapel.
- Explore new styles of worship in the re-furbished Chancel/South Chapel area.
- Create Heritage trails linking the Church to Saxon, WW1 and D-Day events in the Meon Valley.
- Support the Droxford Junior School local History project (D-Day 70th Anniversary) with an exhibit in the Church
- Use the Church to full capacity for at least two fund-raising concerts (Dec 5th - St John's Chapel Choir; April 2014- Bournemouth Symphony Orchestra Wind Quintet)

4. Timetable
The development phase will start in April 2014 and complete in October 2014 see details in 5c below. Scaffolding already on site will remain in place in order to observe the structure and allow access.
Delivery Phase
The delivery phase is expected to start in April 2015 if this application is successful. A timetable is set out in 5f below.

5. Project Management
- Development Phase - see 5b below.
- Delivery Phase - see 5e below
The PCC will be in overall charge of the project and the Standing Committee will be responsible for the Project Management Team - comprising three experienced professionals from the Friends of Droxford Church, the Project Manager (to be appointed) and Julian Livingstone the Church Architect. The PCC Standing Committee and Project Team will together constitute a Steering Group who can make decisions in between PCC meetings.
The delivery phase is expected to span two years from April 2015 until mid 2017. Fundraising for the wider project will continue throughout this period and beyond.

5b Who are the main people responsible for the work during the development phase of your project?

The PCC have appointed their Standing Committee to be in overall charge of the project; and in addition they have appointed a Project team to be responsible for this application and the development phase of the project. This team comprises:

- Julian Livingstone (Chartered Architect, BAHons, DipArch (Leic), GradDiplConservation(AA), RIBA, IHBC) Church Architect and lead professional adviser who will have overall responsibility for the Capital works during the Development Phase. If necessary Julian will be advised by a conservation accredited professional (see Consultants Briefs).
- John Symes Chairman of FODC, John retired from Cisco Systems in 2011 as Senior Product Manager, having spent 30 years in Marketing and Business Planning in the Telecommunications industry.
- Tony Hoile is a Chartered Surveyor. Tony has worked in the construction industry for 50 years, and is currently employed as a Contacts Manager for CLC Contractors Ltd.
- John Jack - Retired, formerly Property Director at IBM UK Ltd, MD of Procord Ltd (an MBO from IBM) and founder director of REI plc (a property investment company).

During the Development Phase a professional Project Manager will be appointed to the Project Team.
The Standing Committee and the Project team will meet together as a Steering Group at least monthly during the Development and Delivery Phases.
Professional Advisors

- Professional Consultants will be engaged as in 5a
- Selection of the advisors will be based on competitive tender and will be chosen by the Project Team. The Project Manager will be selected and approved by the Steering Group.
- the Briefs are attached in our Supplementary documents.

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Activity Plan	April	2014	October	2014	Poject team
Management and Maintenance Plan	April	2014	October	2014	Project team
Community Hub Business Plan	December	2013	October	2014	Project team

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Further structural problems revealed by surveys	Medium	High	Structure observed since 2011, Risk register maintained and Fund raising begun to build reserve, contingency	Project team
Key people become unavailable	Medium	Medium	Pool of key skills already in place will be expanded	Steering group
Reduced Funding from other sources	Low	Low	Extensive database of funding sources to be established and approached; obtain pledges from private individuals	Steering Group

Delivery phase

5e Who are the main people responsible for the work during the delivery phase of your project?

The Steering Group comprising the Standing Committee and the Project team will be augmented by a professional Project Manager to be appointed during the development phase.
The Project Team will act as client on behalf of the PCC, with the Project Manager taking the lead role on a day-to-day basis.
The Steering Group will meet to review progress at least monthly, and more frequently when necessary. Clear levels of authority will be established for the project manager, the project team, the standing committee and be approved by the PCC.

5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
Repair Tower	April	2015	May	2016	Project manager
Repair Beam	April	2015	July	2015	Project manager
Other repairs	April	2015	October	2016	Project manager
Community Outreach	April	2015	October	2017	Steering Group

5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Technical delays due to archeaological,or weather events	Medium	Medium	Careful scheduling, project planning and monitoring throughout development phase	Project team
Organisational - shortage of skills	Low	Low	Pool of skills being identified among existing FODC members and supporters in the community	Steering group
Financial - higher costs or reduced funding from other sources	Medium	Medium	A database of potential funding sources is being built now .Defer some new facilities until new funds are identified. Private individuals will be asked to pledge funds to be available at short notice if required.	Steering group
Economic	Medium	Medium	As for Financial risk + contingency	Steering group
Management - key people become unavailable	Medium	Medium	Pool of skills identified	Steering group
Legal - LPW VAT scheme withdrawn or cut back	Medium	High	Prompt claims; other fundraising and contingency	Steering group
Environmental	Low	Low	Extensive surveys in Development phase to identify risk and plan corrective action	Project team

5h When do you expect the delivery phase of your project to start and finish?

Project start date

Month April **Year** 2015

Project finish date

Month October **Year** 2017

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

The Steering Group will manage the GPOW project to completion in 2017.
A rolling 5 year Management and Maintenance plan will be in place before the Phase 2 Application, containing regular inspections, revenue generating targets and staff recruitment and training. Implementation and control of this plan will be undertaken by the PCC Standing Committee.
This Management and Maintenance Plan will be a key component of the Community Hub Business Plan, which will also include the Activity Plan, a plan to monitor the Community Outcomes, and the planned income from events and the Heritage Centre. The Business Plan, and its component Plans, will be in place before the Phase 2 Application in November 2014.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.

After project risks

Risk	Likelihood	Impact	Mitigation	Risk Owner
Insufficient revenue generated from new uses	Low	High	Monthly budgetary control to give early warnings. Maintenance may need to be delayed. Additional fund-raising through the Congregation will be required.	PCC
Grants for new facilities not available or delayed	Medium	Medium	If grants are not available or lower than anticipated the rate of implementation will be slower, and the community outcomes will be delayed. More fund-raising will be required in the community for longer.	Friends of Droxford Church

6c How will you evaluate the success of your project from the beginning and share the learning?

Base line data and Visitor research will be gathered during the Development Phase and used in the Activity Plan to compare with the expected outcomes. Additional records will be kept as necessary to ensure an accurate baseline and ongoing monitoring throughout beyond the end of the GPOW Project.
The Community Hub Business Plan {6a} will quantify the community outcomes against which progress is monitored. We will consider appointing a part-time facility manager, who could also collaborate with the other Village facilities, especially the Village Hall and the Cricket Pavilion. This could be a volunteer role with requisite experience.

We will share our learning with other stakeholders and supporters in the village through regular meetings and joint events, with particular emphasis on the Village Hall Committee, the Parish Council, Droxford Junior School, and the Droxford Country Fair. Our main Heritage project next year will be with Droxford Junior School (D-Day 70), and we will set up an educational sub-committee to support collaboration with the School on inter-generational heritage projects in support of the National Curriculum. Our Heritage Centre will provide a permanent focus for the output of these projects. We will evaluate the success of these projects in terms of the quality of learning experience and the numbers of participants and visitors on an annual basis.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

7a Development-Phase costs

Development costs

Cost heading	Description	Cost	VAT	Total
Professional Fees	Architect, Structural Engineer, Project manager, Quantity Surveyor, Archeologist, Biodiversity, Environmental, Arboriculturalist, Sustainable heat and lighting - per spreadsheet and section 5a.	26850	3550	30400
New staff costs				
Recruitment				
Other	Organise study tours and talks for community, schools and colleges as the project plan develops; create interpretation leaflets	1750	350	2100
Full Cost Recovery				
Contingency	Additional investigative work - structural engineering and archeological	2000	400	2400
Non-cash contributions				
Volunteer time	Outreach - Meon Valley Heritage centre design, D Day research and exhibits, Winchester City Archive discovery, Saxons in Meon Valley - 20 days @ £150	3000		3000
Total		33600	4300	37900

7b Development-Phase income

Development income

Source of funding	Description	Secured?	Value
Local Authority	South Downs National Park - Heritage/Sustainability advice, Hampshire County Council and Winchester City Council	No	2000
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising	Friends of Droxford Church	Yes	3000
Non cash contributions			
Volunteer time	Skilled Volunteers identified	Yes	3000
HLF grant request			29900
Total			37900

7c Development phase financial summary

Total development costs	37900
Total development income	8000
HLF development grant request	29900
HLF development grant %	79

Section seven: Project costs

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property	None			
Repair and conservation work	Restoration Total (Internal and External)	191000	38200	229200
New building work				
Other capital work	North Chapel Sound separation (glazing)	30000	6000	36000
Equipment and materials	Equipment and Furnishing			
Other	Contingency 10%	22000	4400	26400
Professional fees relating to any of the above	Architect, Structural Engineer, QS and Project manager	20000	4000	24000
Total		263000	52600	315600

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs				
Training for staff	Training 2 full-time equivalent staff	500	100	600
Paid training placements				
Training for volunteers	Training church tour and heritage trail guides; training restoration discovery guides	1500		1500
Travel for staff	Visits to other churches, museums and county archives to learn from the experience of similar projects and seek advice from experts	250	50	300
Travel and expenses for volunteers				
Equipment and materials	Run a programme of study tours, talks and guided visits as the heritage (e.g. building methods and materials) is revealed throughout the delivery phase; produce guide to church and Meon Valley heritage; demountable displays of church heritage and restoration project discovery; create a digital record of the learning experience for future use in the heritage centre and by other churches undertaking similar projects in future	1750	350	2100
Other	Ongoing advice and consultation with museums, archives and other relevant bodies	700		700
Professional fees relating to any of the above				
Total		4700	500	5200

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion	Produce guides, brochures, pamphlets for community and fund raising; host fund raising and community engagement events	2000	400	2400
Evaluation	Evaluate progress against 5 year plan milestones; create system for data gathering; measure learning experience in community, schools and colleges; measure feedback from project tours, talks and visits; quarterly reviews with PCC	3600		3600
Other				
Full Cost Recovery				
Contingency				
Inflation				
Increased management and maintenance costs (maximum five years)	Increased running costs in line with growth in the use of the church, partially offset by improved energy efficiency; increased planned preventative maintenance budget and regular inspections.	10000	1000	11000
Non cash contributions				
Volunteer time	Member of Steering group to become the "client" contact point for the project architect; receive and coordinate monthly project updates, coordinate signing off stage payments and HLF and PCC approval - 1 day/month for two years	3600		3600
Total		19200	1400	20600

Section seven: Project costs

7g Delivery-Phase income

Source of funding	Description	Secured?	Value
Local authority			
Other public sector			
Central government	Listed Places of Worship (LPW) - VAT Refund	No	48600
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising	Friends of Droxford Church through community and sponsorship fundraising .	No	48000
Increased management and maintenance Costs (maximum five years)	Additional income generated from increased use of the church by the wider community	No	15000
Non cash contributions			
Volunteer time	Volunteers identified to: undertake evaluation work £3600; aspects of training £1500; undertake client role on behalf of PCC £3600 and liaison with museums, archives and other relevant bodies.	Yes	9700
HLF grant request			220100
Total			341400

7h Delivery-phase financial summary

Total delivery costs	341400
Total delivery income	121300
HLF delivery grant request	220100
HLF delivery grant %	64

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

There are two sources of cash contributions from other sources we expect to secure during the Development Phase:

* VAT refund for Listed Places of Worship - we anticipate that the risk of not achieving this due to the depletion of the Governments fund is low. In the event that it is depleted, we would expect a delay until the next financial year. In the worst case we would need to compensate by additional fund-raising in our community.

* Friends of Droxford Church (FODC) - we are committed to raising at least £12,000 per annum through a variety of events, donations, sponsorship, local fund-raising and locally available grants. Our confidence is based on our income of over £12,000 since we started 15 months ago, during which time we have built up a database of supporters and potential sponsors. We would expect to secure commitments by the end of our development phase (October 2014).

* We will continue discussions with potential partners to establish a community Heritage Centre with the South Downs National Park Authority, Winchester District Council and Hampshire County Council (Archives), and local museums in Portsmouth (D-Day Museum) and Petersfield.

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first.

The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- **To decide whether to give you a grant.**
- **To provide copies to other individuals or organisations who are helping us to assess and monitor grants.**
- **To hold in a database and use for statistical purposes.**
- **If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the above statements. ×

Name Rev Stuart Holt
Organisation Droxford Parochial Church Council
Position Chairman
Date 26/11/2013

Are you applying on behalf of a partnership?
Yes

Please add the details of additional contacts below:

Rev Stuart Holt (email: revstuartholt@btinternet.com)	Droxford PCC	Chairman	21/11/2013
Alan Hibbert (email: falan@clara.co.uk)	Droxford PCC	Vice-Chairman	21/11/2013
John Symes (jmdsymes@btinternet.com)	Friends of Droxford Church	Chairman	21/11/2013
John Jack (johnjjack@btinternet.com)	Friends of Droxford Church	Business Advisor	21/11/2013

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please also provide the constitution of each of these organisations too.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

N/A

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Electronic

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Electronic

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Electronic

7. Job descriptions for new posts to be filled during the development phase;

Not applicable

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Electronic

If applicable, please attach any additional documents as required for the programme that you are applying under. For further guidance, please refer to Section 9 of the application guidance

Electronic

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.