 <b>Executive 31 October 2018</b>		<b>Agenda Item No.</b>  <b>12</b>
<b>Title</b>	Funding for Norton Lindsey Village Hall Re-Build	
<b>For further information about this report please contact</b>	Chris Elliott, Chief Executive 01926 456000 Chris.elliott@warwickdc.gov.uk	
<b>Wards of the District directly affected</b>	Budbrooke	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Executive report, April 2018 minute number 154	
<b>Background Papers</b>	As above	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	Yes
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	N/A
None required for the provision of the re-building of the Village Hall	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive	15.10.18	Chris Elliott
Head of Service		N/A
CMT	15.10.18	Andy Jones, Bill Hunt
Section 151 Officer	15.10.18	Mike Snow
Monitoring Officer	15.10.18	Andy Jones
Finance	15.10.18	Mike Snow
Portfolio Holder(s)	15.10.18	Councillor Peter Whiting
Consultation & Community Engagement		
There have been extensive discussions with representatives of the Norton Lindsey Village Hall Committee and local Ward Councillors.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

## **1. Summary**

- 1.1 This report seeks authority to underwrite gap funding to allow the re-building of the Village Hall in Norton Lindsey without further delay. This would be in addition to the existing grant of £85,000 already given.

## **2. Recommendation**

- 2.1 That the Executive notes the Business Plan relating to the rebuilding of the Village Hall at Norton Lindsey, detailing how the future running costs will be met and how genuine community access is ensured, attached at Appendix 1.
- 2.2 That the Executive:
  - 2.2.1 agrees in principle to meet the request of the Norton Lindsey Village Hall committee with the support of Norton Lindsey Parish Council to underwrite up to a further £190,424 in addition to the £85,000 of funding previously approved to allow the re-building of the Village Hall in Norton Lindsey;
  - 2.2.2 agrees the abovementioned sum should be funded from the New Homes Bonus Scheme award to be received in 2019/20, to be agreed as part the 2019/20 Budget Setting process; and,
  - 2.2.3 requires that no more than the requested will be forthcoming in the event of any cost overrun.
- 2.3 That recommendation 2.2, if approved, is subject to:
  - 2.3.1 The funding/underwriting is only available for 24 months (from the date of this Executive) before being drawn down in whole.
  - 2.3.2 Payments are only to be made on supply of verified Architect's Certificates and invoices of work in proportion to Council / overall funding.
  - 2.3.3 An ongoing schedule of funding bids being agreed and that the Council is kept up to date with progress of those bids.
  - 2.3.4 The Parish Council and the Village Hall Committee agreeing that public acknowledgement of the District Council's support for the scheme is given in publicity about the scheme at all stages.
  - 2.3.5 That the date for the commencement of the drawdown of agreed funds is agreed by no later than 1<sup>st</sup> December 2018.

## **3. Reasons for the Recommendation**

- 3.1 The existing Norton Lindsey village hall has been condemned and is unfit for use at all, leaving the village community without a facility in which to meet or to enable community functions. Until recently this facility has also been used by adjacent parishes of Wolverton and Claverdon.
- 3.2 The Village Hall Committee, with the support of Norton Lindsey Parish Council, has developed the concept of a new replacement village hall which will be eco-friendly and sustainable. A summary of the scheme is attached at pages 2 & 3 of Appendix 1, as are site location and related plans (page 3 of Appendix 1). The proposed site for the new hall will be that of the existing (and condemned) village hall site. Planning permission for the new village hall was granted on 26<sup>th</sup> May 2017 (reference Planning Application W/16/2330).

- 3.3 The construction has been tendered and been subject to an evaluation report; the scheme costs and current available funding are set out in Table 1. It should also be noted that the Norton Lindsey community, including the Parish Council, have pledged or initiated a total more than £200,000 to date, which is a testimony to the community's resolve especially as Norton Lindsey is within the Green Belt and no development is proposed in the Local Plan, so the parish cannot reasonably expect to receive any S106 or CIL contributions toward the scheme.
- 3.4 The Village Hall Committee with the support of Norton Lindsey Parish Council has approached the District Council in respect of funding to help it construct this proposed new village hall in the village. The Council has previously awarded project costs up to a maximum of £85,000 towards the scheme.
- 3.5 The District Council had previously agreed its contribution of £85,000 on the understanding that this would allow the Village Hall Committee to demonstrate to another funder that it had raised at least half of the funds necessary and would give the funder confidence to invest the remainder. Sadly, this has not proved the case so there remains a significant gap in the funding though other bids as detailed below have been/are being made.
- 3.6 The Village Hall Committee and the Parish Council estimate that dismantling the existing could be undertaken in December 2018 and construction could begin in January 2019 and the works be completed by the end of July 2019. However, they cannot commit to that timetable at present without more certainty of funding.
- 3.7 Therefore, a commitment by the Council to agree to underwrite a further £190,424 (see Table 1) in case the other funding bids being made are not successful would, with the addition of the £85,000 already committed by the Council, mean that the Village Hall Committee and Parish Council could make definite plans and commitments to enter into a contract with the successful tenderer while such a tender remained valid. If in the worst case all the funding bids come to nought, then the Council's underwriting guarantee would then have to be called upon. The other funding bids being made are listed at page 11 of Appendix 1 and are as follows: -

	<u>External Grant Application</u>	<u>Applied Amount</u>
3.3.1	Foyle Foundation	£9,000.00
3.3.2	The Adint Charitable Trust	£9,000.00
3.3.3	Big Lottery Reaching Communities	£80,000.00
3.3.4	WREN Application	£80,000.00
<b>Total Grant Applications Outstanding:</b>		<b>£178,000.00</b>

- 3.8 The financial risk to the Council ranges from only £12,424 if all the current funding bids are successful to £190,424 if none are successful. On a prudent basis the District Council should, if it agrees this approach, be prepared to fund the whole amount being sought to underwritten.
- 3.9 The Council requires such proposals for community investment to be supported by a business plan. It is attached at Appendix 1 and it is considered realistic.

<b>Table 1</b>		
<b>Description</b>	<b>Amounts</b>	
Cost of Dismantling Existing Structure*	£0.00	
Total Cost of Professional Fees, Utilities, & Storage	£25,000.00	
Tendered Cost of Construction including Contingency **	£470,063.00	
Construction Contingency	£25,000.00	
<b>Total Cost:</b>	<b>£520,063.00</b>	<b>£520,063.00</b>
<b>Funding Achieved</b>		
Cash in Bank @ 05.09.18 from pledges received	£149,715.00	
Pledges made but unpaid as at 05.09.18	£8,000.00	
Parish Council Pledged amount	£35,000.00	
Warwick District Council Grant	£85,000.00	
Garfield Western Agreed Pledge	£25,000.00	
Bernard Sunley Agreed Pledge	£15,000.00	
<b>Sub Total 'A':</b>	<b>£317,715.00</b>	
<b>Add Back:</b>		
Professional Fees Paid to date:		
QS	£4,860.00	
M&E	£2,100.00	
Planning Fees	£2,290.00	
Survey Fees	£1,674.00	
Electric Kiosk Construction	£1,000.00	
<b>Sub Total 'B':</b>	<b>£11,924.00</b>	
<b>Total Funding Achieved (Sub Totals 'A' &amp; 'B')</b>	<b>£329,639.00</b>	<b>(£329,639.00)</b>
<b>Minimum Amount Requiring Underwriting:</b>		<b>£190,424.00</b>

\* Dismantling is being undertaken by a local farmer at no cost to the Village Hall

\*\* The only risk attached to this tendered price is the Timber Frame element of £184,430.00 which, coming from Eastern Europe, is purchased in Euros and thus exposed to currency exchange fluctuations.

- 3.10 The District Council has taken the view that the NHBS should not be used to support the general running costs of the Council but should be used to reinvest in the community in a variety of ways. The new community centre at Bishop's Tachbrook is a very similar example of community reinvestment. This scheme and the approach proposed is very similar to that one.
- 3.11 The Council recognises that the Norton Lindsey community has made significant contributions to date to re-open this important community asset. In a community wide survey over 97% of the answers received thought the village hall created and maintained a sense of community and belonging among the village and its adjacent outlying communities. It is part of the Council's vision to ensure that its rural communities remain sustainable.
- 3.12 In agreeing to the funding/underwriting request then there are some practical questions that need to be addressed, as follows along with the answers:

### **Where will the funding come from?**

The funding/underwriting can be made available from the New Homes Bonus Scheme award for 2019/20, estimated to be likely to be circa £2 million plus.

### **How long is it available for?**

The funding/underwriting offer is only available for 24 months (from the date of this Executive) before being made available as drawn down in whole.

### **How are payments to be made?**

Payments are only to be made on supply of verified Architect's certificates and comparable invoices of work in proportion to the Council's overall financial contribution;

### **Will the Council still pay the previously agreed £85,000 grant as well?**

Yes, this has previously been agreed as a grant.

### **Will the Council's role be acknowledged?**

Public acknowledgement of the Council's support for the scheme should be given in publicity about the scheme at all stages and ought to be a condition of any award.

### **How do we know that the building will be sustainable financially?**

There is no absolute certainty, but the Council can and has required a full business plan which has been presented for approval. The Council acknowledges that the plan as set out in Appendix 1 has made several assumptions which inevitably leaves a degree of uncertainty.

### **Where will the other capital money come from to fund the scheme?**

A significant sum has already been raised and pledged by the local community and several other funding bids have been made all of which have been set out previously in Table 1 of this report.

### **What happens if there is a cost overrun?**

The Council should make it clear that it is the responsibility of The Village Hall Committee and the Parish Council to deal with any cost overruns and not this Council. No further financial support should be made beyond that requested.

## **4. Policy Framework**

### **4.1 Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy:

FFF Strands		
People	Services	Money
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		
The proposal will enable the local community to have an impressive local facility for a range of community activities and so will enable the community to remain active, healthy and cohesive.	The proposal for an eco-friendly building will be another good example of low energy building design and so will help to minimise CO2 emissions. The new building will also complement the existing recreation ground and help promote its use. Greater community activity has beneficial impacts on the incidence of ASB and crime.	The proposal will help the local economy via its construction impact and on the subsequent ability for the facility to be used for business related matters.
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
Not applicable.	The proposal will enable the parish to retain and expand its range of activities.	The approach of financing will help the Council to lever in at worst case almost £250,000 into the District and in the best case £420,000.

## **4.2 Supporting Strategies**

4.2.1 Not applicable.

## **4.3 Changes to Existing Policies**

4.3.1 The recommendations in this report do not propose any changes to existing Council policies.

## **4.4 Impact Assessments**

4.4.1 Not applicable.

## **5. Budgetary Framework**

5.1 The total cost of the scheme is £520,063.00 of which £317,715.00 has been raised by the Village Hall Committee to date. This includes the £85,000 granted to date by the Council.

5.2 With the Council still needing to find over £500,000 savings/additional income over the next few years as part of its Medium-Term Financial Strategy, it will not be possible to fund this request from revenue.

5.3 However, the Council is expecting to receive circa £2m New Homes Bonus in 2019/20. There are already several other allocations to be considered from the 2019/20 New Homes Bonus. The precise allocation of this funding will be agreed as part of the Budget setting process in February. The Council treats this as one-off money as there is uncertainty as to whether the NHB will continue in future years. The Council has had a strategy of using this money to fund capital community projects.

## **6. Risks**

6.1 The main risks arising from this scheme are that: -

- Its implementation is poor
- The costs of the scheme escalate
- Funding is not secured from other external applications to complete the project
- The project is not financially sustainable into the future

6.2 The Council's mitigation financially is to make it clear that cost over runs are the responsibility of The Village Hall Committee and Parish Council, not this Council; that it should only pay in arrears based on verified invoices. The other conditions in the recommendation suggested would mitigate the risks to the Council though to be clear most to the stated risks are to the local community.

## **7. Alternative Option(s) considered**

7.1 The Executive may be minded not to support the Funding request in which case it may be some time before the local community can raise enough funds to re-build the village hall and thus deny the community a facility in which the community can meet. This nevertheless is an option before it.

7.2 An alternative of funding the new village hall by way of a loan from the Council

was explored but was found to be financially unsustainable. There was also an issue of the inability to offer any collateral other than the hall itself which was not deemed appropriate.



**Norton Lindsey Village Hall and Playing Fields CIO  
Business Plan – September 2018**

**Charity Number: 1178271**

Website: [www.nlvillagehall.btck.co.uk](http://www.nlvillagehall.btck.co.uk)

**Contents:**

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# **APPENDIX 1 TO EXECUTIVE REPORT FOR FUNDING FOR NORTON LINDSEY VILLAGE HALL RE-BUILD**

## **1. Introduction/Overview**

### **History/Background**

In 1948 a charitable trust was established to provide a community facility (Village Hall) in Norton Lindsey which would benefit all residents, Trustees were nominated to represent local community organisations including; Norton Lindsey Parish Council, PCC, WI, Norton Lindsey & Wolverton Cricket Club (who are tenants of the field), together with other locals who are potential users of the new facility.

The current hall was originally built in 1966 by volunteers from the local community.

In May 2018 the trust converted to become a Charitable Incorporated Organisation (CIO).

### **Current Position**

It has long been recognised that Norton Lindsey needs a new hall/community facility (confirmed in the 2014 Parish Plan) as the hall is now extremely shabby, has inadequate toilet and kitchen facilities and is unusable; over the last 5 years, due to the condition of the hall, income has decreased by 54% meaning that the hall is also no longer financially viable and as such it closed in December 2017. An important community facility for local groups such as WI, Stilton Sniffers, Brownies, table tennis and for the community as a whole (for example; having a reasonably sized community space for events such as birthday parties) has been lost to the village.

The 2011 census and our 2017 village questionnaire (see Marketing and Promotion section and Appendix D) identified that a significant proportion of all the residents of Norton Lindsey are in the age groups 19 years old or younger and over 65's, however, we no longer have a suitably sized facility in which to conduct community life especially for the needs of the non-working population who spend most of their time in the Parish.

Norton Lindsey is poorly served by public transport which further isolates many residents from facilities in nearby towns:

- Located in the neighbouring parish of Claverdon, the closest facility of this type is the Dorothea Mitchell Hall which is 3 miles away; there is poor provision of public transport to this facility.
- Within Norton Lindsey village, there is;
  - A small church which is used frequently, especially the Church Room which can accommodate a meeting of a maximum of 10 people but has poor heating and limited kitchen facilities
  - Norton Lindsey and Wolverton Cricket Club which is open to members providing a bar and a social area that is used for entertainment
  - Wolverton Primary School (located on the boundary of Norton Lindsey) which has a hall that is heavily used by parents, pupils and an after-school club. Child protection requirements and the demanding schedule of school activities do not enable reliable community use

### **Aims & Objectives**

Our Trustees Duty; a community facility held in trust for the purposes of physical and mental training, recreation, and social, moral and intellectual development, through the medium of playing fields, reading and recreation rooms, library, lectures, classes, recreations and entertainments, for the benefit of the inhabitants of Norton Lindsey and the surrounding district. Although now a CIO our charitable objects remain the same.

## **Planned Development**

To help us achieve our CIO objects it is our mission to build and operate a new and sustainable village hall facility located at the centre of the community that, in conjunction with the playing fields, will enable growth of a stronger community to meet regularly to share knowledge and undertake activities allowing the whole and wider community of all ages to benefit.

A new village hall will:

- Provide a modern, fit-for-purpose, meeting place for existing local groups; WI, Brownies, Stilton Sniffers
- Provide a reasonably sized space for community events (for example; village fete, harvest supper) and for hire by individuals (for example; birthday parties, weddings)
- Increase opportunities for the community to enjoy and participate in sporting/physical, social and cultural activities through more group activities and having disabled access throughout

## **Management/Governance and Organisation**

Trustees will conduct the day-to-day running of the hall through regular meetings and written reports with each agreeing to assume specific responsibilities for:

- Building (construction, maintenance and repairs)
- Bookings (application of terms and conditions of hire, website coordination)
- Operations (working with the Hall Administrator)
- Communications (Parish magazine, website, direct marketing)
- Finance (receipts and payments, balance sheet, banking)
- Governance (regulatory returns, Trustee meetings, reports)

Trustees will recruit and supervise the work of a paid part-time Hall Administrator who will be responsible for:

- Day-to-day management of all bookings, including access and security
- Ensuring the building is kept clean
- Overseeing the access of outside service contractors

Opening hours; the Hall will operate seven days a week, being available for bookings from 8 am until 10 pm. On special occasions the Trustees may agree to the closing hour being extended but not later than midnight given the proximity of nearby homes.

Bookings; all arrangements for bookings will be made through the NLVH website where details of the terms and conditions of hire will be posted. It is planned that a forward bookings calendar will be posted on the site to indicate when the hall is available.

Rates and charges; the hall may be hired for personal use by individuals or by groups, charities and businesses at rates per hour or per session. Tables and chairs are included in the hiring rates, if use of the kitchen (cooker, fridge, dishwasher etc.) and/or catering equipment (glasses, china, cutlery, etc.) is required there will be supplementary charges.

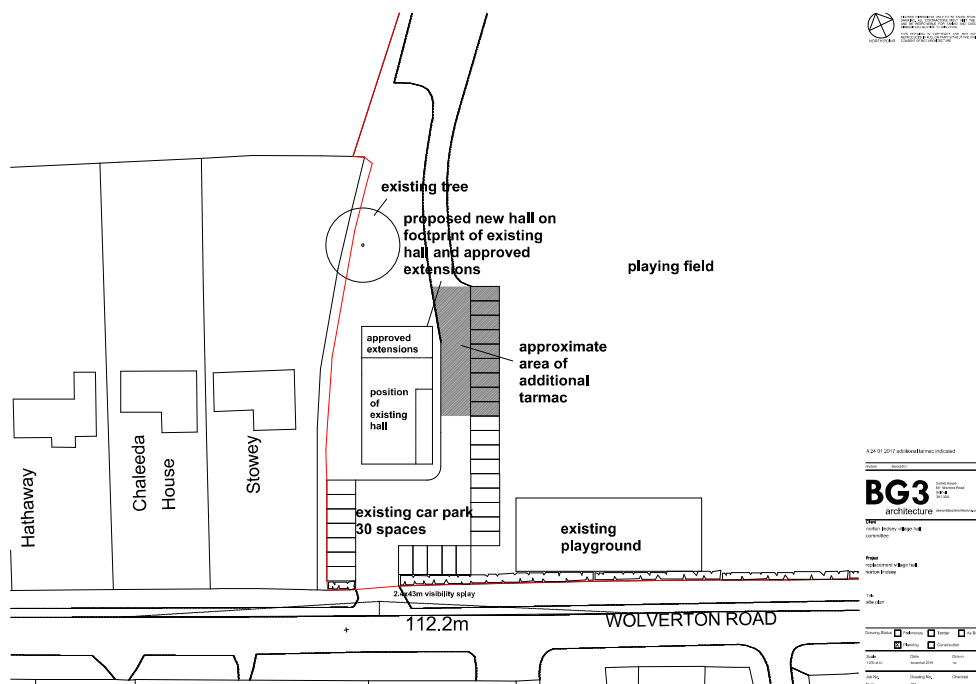
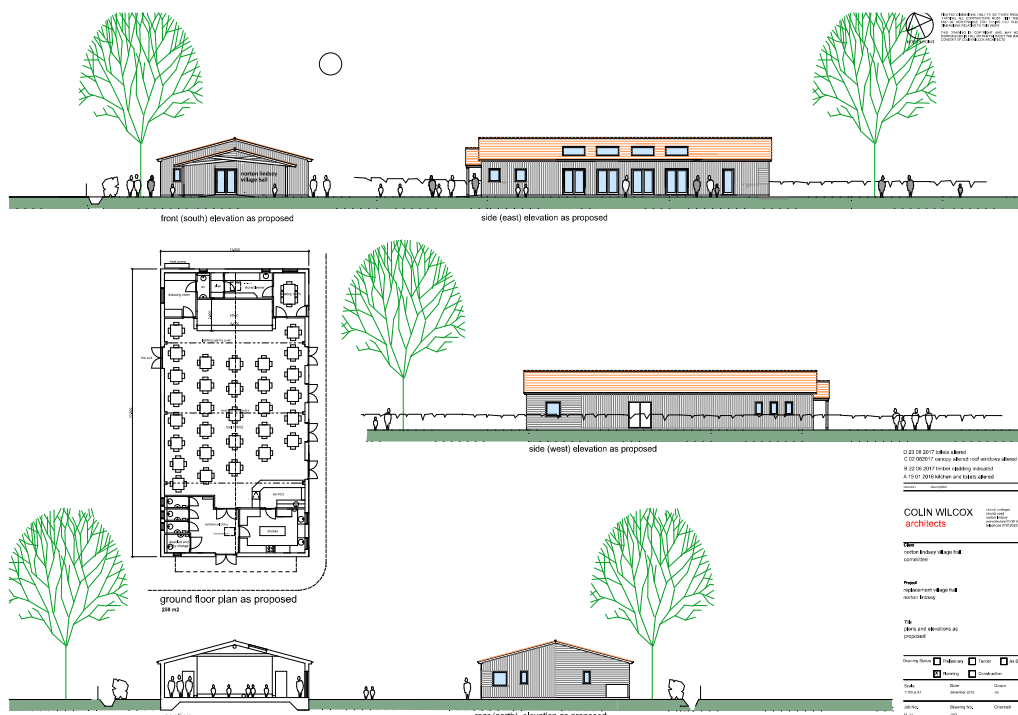
## **2. Project Proposal**

### **Description of Project**

During 2016/17, with representatives of potential user groups (WI), we visited twelve other similar facilities to review their building designs and service offering, for example; Claverdon, Bearley, Balscott, Charlecote, Hatton, Shrewley, Bishops Tachbrook and Snitterfield along with some facilities further afield. The findings were collated

and reported back to the architects who were briefed to design a community building which:

1. Is highly efficient and economical to run, is built of materials and to a design that is sympathetic to the environment and on the existing setting on the playing fields
2. Affords good access throughout including disabled access and adequate parking
3. Will accommodate up to 120 people in the main hall together with a stage for performance and two smaller meeting rooms
4. To provide a light, airy and welcoming space but with the capability of being blacked-out for projection facilities
5. Provides catering facilities for hot meals and general refreshment space for community use





Planning permission was granted by Warwick District Council (WDC) on 26<sup>th</sup> May 2017; application reference W/16/2330 (see Appendix C).

### **Rationale for the Project**

The need for the project is visibly obvious with the current condition of the existing hall along with the fact that it is now unusable and has been closed since December 2017.

In 2007 a survey was conducted, and by 2014 the Parish Plan identified the need, for a new village hall. At the annual AGM of the Norton Lindsey Village Hall (NLVH) committee (2015 and 2016), Q&A's were issued to local residents and representatives of user groups were invited for their feedback and ideas.

In March 2017 a questionnaire was formulated and distributed via door drop to all local residents (see Appendix D); the Trustees reviewed the questionnaire results which were overwhelming in favour of a new village hall:

- 88% thought the village would be diminished without a hall
- 97% thought the hall and playing fields created and maintained a sense of community and belonging among the village residents

### **Phases/Works Programme**

To allow for ongoing fundraising a phased building programme has been planned with budgeted costs for each element including remaining professional fees (see Appendix A).

- Phase 1; construction of a water-tight building
- Phase 2; internal construction and fit-out, installation of services
- Phase 3; external works (car park and improved landscaping)

It is planned that there will be no practical break in onsite building activity between phases 1 and 2 of construction.

## Key Partners

We have various partners and stakeholders in this project as follows:

- WDC; funders, planning team
- Local groups; WI, Brownies, Stilton Sniffers
- Other hall users; local community
- Funders; Norton Lindsey Parish Council, Rank Foundation, Garfield Weston Foundation, Bernard Sunley Foundation
- Professional Team; Colin Wilcox (Architect), Kevin Partridge (Quantity Surveyor & Employers Agent), Grahame Wiggan (H&S and Principal Designer) and Phil Boraston (M&E Consultant)

## Milestones

- |                     |   |
|---------------------|---|
| 1. Autumn 2018      | Dismantling of existing hall (pre-construction)                       |
| 2. Winter 2018      | Construction of groundworks and slab                                  |
| 3. Spring 2019      | Construction of water-tight building (phase 1)                        |
| 4. Spring 2019      | Internal construction and fit-out, installation of services (phase 2) |
| 5. Summer 2019      | Furniture & equipment; commissioning & opening                        |
| 6. Late summer 2019 | External works; car park and improved landscaping (phase 3)           |

## Outcomes

The key outcomes will be:

- A new modern, fit-for-purpose village hall
- Increased opportunity for the community to enjoy and participate in sporting/physical, social and cultural activities through more group activities and having disabled access throughout
- Reducing anti-social behaviour, promotion of healthier lifestyles, combating loneliness whilst at the same time reducing environmental impact by offering these services on the doorstep

## 3. MARKETING & PROMOTION

### Description of current marketing plan

None as the existing hall has become unusable and closed in December 2017

### Future Service Offer Options

The hall will provide a foyer area, a multi-purpose main hall for larger meetings and two smaller meeting rooms, one of which will be available for hire, the other is unlikely to be hired out as it will operate as a green room for performances and provide additional storage space. In addition, chairs, tables, kitchen and catering equipment will be available. Storage space, if available, will also be offered for rent to community groups.

The 2011 census figures published by the ONS are detailed below along with 2017 community data providing an overview of the age profile of the current village population. Trustees have used this information to estimate that as many as 613 people who presently live in the village could potentially use the new hall.

Age (Years)	Number (2011 census)	Community Data People Number (March 2017) <i>From 141 households (60%)</i>	
0-5	Total 326	31 (8.4%)	Total 368 = 60%  100% total therefore estimated at 613
6-15		53 (14.4%)	
16-25		18 (4.8%)	
26-40		44 (11.9%)	
41-55		64 (17.4%)	
56-70		60 (16.3%)	
71+		98 (26.6%)	

## Target audience:

1. The commercial under 5's category is a competitive market with numerous activities offered for babies and toddlers with their parents; activity leaders are often requesting recommendations from local parents for new venues and could provide an excellent opportunity for regular bookings, these would be during the daytime sessions.
2. Groups for primary school aged children include the uniformed groups, for example; Rainbows, Beavers, Cubs, Brownies, as well as youth groups and activity clubs. This age of child would be using the hall in the evenings and at weekends.
3. 'Tween' and teenaged groups also include the older uniformed groups, for example; Scouts, Guides, Rangers as well as youth groups and activity clubs.
4. The 20-64 year olds or 'working age population' spend the greater part of the day and week out of the village, returning in the evenings and being around at weekends. This indicates their likely usage of the hall for social or leisure purposes, however, they may be interested in hiring the hall to hold business meetings or work events during office hours; the leisure purposes could include exercise, adult education classes and hobby-based groups.
5. Over 65's are likely to have a higher propensity to be in the village during the day; given the population in this age group is growing this will be a key group to target as they may have a higher level of disposable income to use to pursue leisure activities requiring a hall venue. They may also have limited access to services outside the village as the rural transport links can be restrictive and so rely on walking to leisure activities, being potentially in and around the village all day, every day, the opportunities are widest with this group.

Trustees anticipate that the provision of a new hall will in itself encourage new potential user groups to form and existing groups to grow; our research has identified and secured a number of new group activities which have been marked in **BOLD**, \* represents existing users who will continue once the new hall is built:

- Parents and child activities/classes; **Sing & Sign, Art Base**, Baby Sensory, Monkey Music, pre-school club
- Uniformed groups; Brownies \*, Rainbows, Beavers, Cubs
- Youth groups; youth club
- Activity clubs; table tennis\*, **games club, short mat bowls**, gardening, flower arranging
- Hobby or local interest groups; history group, sewing group, slimming club
- Community based organisations; the Women's Institute \*
- Charity groups & events; Stilton Sniffers \*
- **Church events and meetings** where a large space is needed
- Community events; annual village fete \*, lunch clubs, **afternoon teas**
- Consultation events or individual meetings; **PCSO, Neighbourhood Watch**, health related consults
- Providing a base for community activities; facilities for an **annual litter pick**, moonlit walk
- Business events; **use as a training centre**, meetings from businesses based nearby
- **Parish Council meetings requiring a larger space**
- **Polling station**
- Childcare; crèches

- Adult education classes; Community First Aid \*, **IT class**, Languages,
- Exercise classes; **Zumba, yoga**, Pilates, relaxation & meditation
- **Bands/gig nights**, quiz nights
- **Cinema nights** (one per month planned)
- **Touring Theatre; Two groups have expressed an interest**
- Exhibitions; **Photography display**, Art
- **Farmers Market** (one Saturday per month)
- **Cookery Classes** (small groups only)
- Social Individual events; birthday parties \*/christenings/wedding receptions/funerals
- Use by local school; \* **Sports day**
- Junior Football Club \*
- Cricket Club \* (tenant for playing fields)
- One of the separate small meeting rooms could be used for counselling services and drop in sessions for Councillors and MP's.

### Competition

Trustees do not anticipate that the hall will compete directly with any other venues as it offers facilities unique to Norton Lindsey.

Within the village:

- Wolverton Primary School has a hall, which is used heavily by parents, pupils and the after-school club making it inaccessible during working hours and evening/weekend access is very limited. Child protection requirements and the demanding schedule of school activities do not enable reliable community use.
- The Norton Lindsey & Wolverton Cricket Club has a bar area which is available to members at a reduced hire charge, the Club is a licensed premise making it unsuitable for some user groups and has limited space.
- The New Inn community pub has only the bar area, it is also a licensed premise making it unsuitable for some user groups and it has very limited space making it unsuitable for certain activities, for example; meetings or exercise classes.
- The Church Room adjacent to the Church can only accommodate a meeting of a maximum of 10 people; it also has limited kitchen and toilet facilities.

Within the local area:

The closest facility of this type is the Dorothea Mitchell Hall located in the neighbouring parish of Claverdon which is 3 miles away; it has a number of spaces suitable for a variety of uses including sports, activities and parties, however, it is well used by its own community making it difficult to book and also doesn't have an online booking facility.

Further afield there is Snitterfield, Bearley, Wolverton, and Hatton Hall; the potential benefit of all these facilities is significantly constrained by their distance from Norton Lindsey and the extremely limited public transport that is available.

Within Warwick District:

Trustees have researched and discovered that some of the mid-sized venues in the area, for example, Warwick and Leamington, although nearby are already well utilised by the populations closest to them and are at capacity and/or restrictively expensive; it is extremely hard to secure a booking at a reasonable cost and with few venues offering online booking facilities it can be time consuming to wait for a yes/no answer from part-time volunteers. Local service providers report difficulty in booking suitably sized modern facilities in which to host their classes, activities or groups, for example; dog training classes, yoga and dance groups.



## Comparable facilities:

The rates achieved by comparable facilities have been researched and summarised (hours of paid occupancy achieved is more commercially sensitive information and has been more difficult to research):

Parish council area	Population	Full hourly rate	Discount rate (if known)	Additional info
Norton Lindsey	600	£15	£12 (Local)	Kitchen flat rate/Meeting Room flat rate
Hatton	2319	£15	£13.50	30 people seated
Budbrooke	1863	£13	n/k	No car park
Claverdon	1261	£16	Kitchen flat rate	120 capacity
Charlecote	200			70 capacity
Barford	1336	£12		100/60 seated
Bearley	724	£15	£11	100
Lapworth	1828	£50	Local rate	Kitchen £30 flat rate/Hall size 127 sqm
Leek Wootton	1017	£17	Kitchen £10 flat	120 people
Shrewley	870	£13	n/k	100 people
Snitterfield	1226			100 people
Wolverton				
NL The New Inn		Licenced premises – Seated 28 max – open to public/No separate meeting room		
NL Church Room		10 people max		

This business plan is based on an average of £12 per hour hire charge and 30 hours of hire per week in Year 1, Trustees believe this to be realistic and achievable.

The new hall will offer tiered hire rates depending on the hirer and their connection with the village:

- Commercial businesses, for example; baby classes/childcare, will be charged a commercial rate, with incentives for long term block bookings
- Local users will be charged a local rate, again with incentives for long term block bookings
- Holiday bookings will be maximised to make use of the space vacated by term time only bookings
- Charging an additional flat rate fee for the use of the kitchen will be a new and further revenue source

As well as the main hall, one of the smaller meeting rooms will also be available for hire at a reduced rate to the main hall; this is a facility which we have not had previously and was identified as a need in our research. The design of the building has been carefully considered to allow separate simultaneous hiring over the same period although this is not expected to arise initially and hasn't been included in the financial forecasts.

### Community Engagement/Consultation and Involvement

Plans for the new hall have evolved through an active consultation programme that has engaged the local community and potential user groups in the planning and also fundraising activities.

Following on from the activities in 2007 – 2016 mentioned earlier in this plan, in early 2017 wider public consultations were undertaken at open meetings of the Parish Council and within the local community.

In June 2017 the whole community were invited (including a letter drop to every household) to attend a launch meeting which was attended by 80 people; a presentation of our proposals was given and a display was installed in the existing hall which provided information on the new hall and the building plans. A Q&A followed and people were invited to submit ideas, concerns, voluntary contributions and questions via post it notes which were then fed into our plans. Updates and signposts to the website were also published in the Parish magazine, which is provided monthly to the vast majority of households. Those who were unable to attend were contacted separately via a summary business plan door drop and all resources from the meeting were made available to download via our website [www.nlvillagehall.btck.co.uk](http://www.nlvillagehall.btck.co.uk).

On 9th July 2017 a drop-in surgery was held at the village fete, 400+ people attended the fete with many of them visiting our exhibition; the plans for the new hall were displayed and a section of the proposed building construction was available for viewing. This activity was repeated at the fete held on 8th July 2018.

As part of engaging the community the trustees have visited every house, some ideas and concerns have been expressed; although there has been no objection to the development on planning grounds some concerns have been expressed about noise and parking which will be addressed in the detailed design and operational proposals.

### **Planned Marketing Activities**

Prior to opening, pre-launch marketing will take place within the village and with local businesses to raise awareness of the hall, its facilities, its availability and how to book, including online bookings. To encourage future use, once the hall is open potential customers will be invited to special events that are hosted by Trustees, for example; launch event, open days, sport/fun activities, cinema nights, Christmas/New Year Celebrations.

The communication channels for marketing the hall will include:

- Norton Lindsey/Wolverton/Langley Parish Magazine
- Norton Lindsey VH website [www.nlvillagehall.btck.co.uk](http://www.nlvillagehall.btck.co.uk)
- Social media pages, for example; the Norton Lindsey Village Facebook page
- Online profile with [www.Hallshire.com](http://www.Hallshire.com)
- Local press and media, for example; Courier, Observer, Stratford Herald
- Posters in the local vicinity, for example; The New Inn, the doctors' surgeries in Claverdon and Hampton Magna, the Parish noticeboards
- The Church via services and networking
- A leaflet drop in the village
- Third party websites, for example; local council links, Mums know Best Warwickshire
- Direct contact with local businesses who may wish to hire the hall for meetings and commercial groups such as children's classes, slimming clubs, exercise classes, for example; email, letters, phone
- Networking with existing groups, for example; WI

## **4. FINANCIAL PLAN**

### **Present Financial Situation**

We currently have £149715 in our build fund with pledges of a further £10,000; there are ongoing fundraising activities and regular village events which will further increase this figure.

Despite the existing hall being in poor condition, the last two years accounts provided (see Appendix B) show an operational profit:

March 2017     £9,336.58

March 2016     £8,161.05

### **Estimated Project Costs**

In 2017, Trustees worked closely with a Quantity Surveyor to complete a tendering process, which identified a preferred building contractor; Timberworks Europe (see Appendix E). The tender price for the turnkey fully operational building totals £495,063 including a contingency. Professional and utility connection fees have been covered out of existing village hall reserves. There are fees of £13,000 yet to be paid.

**Funding Plan**

Total project cost including contingency			<b>£495,063</b>
Village build fund balance (in cash reserves)	£149,715		
Village pledges (currently unpaid)	£ 8,000		
Village grant – Parish Council Confirmed	£ 35,000	–	
Less fees still to be paid	<b>£ 13,000</b>		
		<u>£179,715</u>	
Sub-total			<b>£315,348</b>

**Grants (External):**

Rank Foundation – Confirmed & Paid	£ 4,000		
Warwick District Council - Confirmed	£85,000		
Garfield Weston Foundation – Confirmed	£25,000		
Bernard Sunley Foundation – Confirmed	£15,000		
		<u>£125,000</u>	
<b>Total External Funding Still Required @ Sept 2018</b>			<b>£190,348</b>

Grant applications pending decisions by Dec 18:	Potentially	
Foyle Foundation	£ 9,000	
The Adint Charitable Trust	£ 9,000	
Big Lottery Reaching Communities	£80,000	
WREN application	£80,000	

To be able to proceed without delay and avoid rising construction costs, the Trustees would like to secure the shortfall of circa. £190,348 to be underwritten from Warwick District Council, however, it is envisaged that the full amount is unlikely to be required as other grant applications will hopefully be agreed.

After completion of the new hall build, whilst it is not essential in the short term, we would like to source additional capital investment in order to re-furnish the hall with new chairs, tables and kitchen equipment as well as expanding on improved external works.

Trustees also plan, as in previous years, to conduct regular fundraising events and activities; currently running is a very successful 100 Club, along with the annual harvest supper, cheese & wine/musical evenings and the annual village fete.

**VAT Status of the Project**

As we are a registered charity, Trustees have obtained HMRC advice to confirm that there will be no vat charged on the costs of building the new hall (excluding professional fees).

**Income and Expenditure Forecast****Income:**

The hall will primarily be available to the community for hire on both an ad-hoc and regular basis; this will be the main source of income, Trustees are optimistic that through careful management of pricing, occupancy levels and costs the hall should be cash sustainable from its first year of operation.

In addition to hire revenue, Trustees will continue to raise charitable gifts and organise events, for example, annual village fete, harvest supper, as supplementary income.

Income from operations will be determined by two factors:

1. The number of hours that the main hall is let for
2. The price charged for each hour the Hall is let for

<b>Income</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Turnover (note 1)</b>	18,720	22,750	27,040	31,590	36,400
<b>Fundraising (note 2)</b>	5,000	5,000	5,000	5,000	5,000
<b>Total income</b>	23,720	27,750	32,040	36,590	41,400
<p><i>Income figures have been based on a potential 98 hours per week from the main hall only although there is a future potential of an additional 98 hours per week if/when one of the smaller meeting rooms is used at the same time as the main hall.</i></p> <p><i>Note 1: Year 1 assumed to be an average occupancy of 30 hours per week (31% usage) at an average rate of £12 per hour, Year 2 of 35 hpw (36% usage) at £12.50ph, Year 3 Of 40 hpw (41% usage) at £13ph, Year 4 of 45 hpw (46% usage) at £13.50ph and Year 5 of 50 hpw (51% usage) at £14ph.</i></p> <p><i>Note 2: Trustees have agreed to raise £5000 a year through 100 Club and events held such as the annual village fete (see accounts in Appendix B)</i></p> <p><i>Note 3: Trustees intend (subject to income levels) that at least 24 hours per week (25% occupancy) will be offered as free community led activity time.</i></p>					

#### Costs:

Once the new hall is brought into use there will be a number of costs associated with its existence that will immediately begin to accrue (fixed costs). In addition, hall usage will clearly result in additional costs arising (variable costs). The Trustees have, through historic data, research and detailed consideration, forecasted costs for a five year period, building in an annual 2% inflation increase.

#### Fixed Costs (administrative expenses)

Fixed cost	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Business rates (note 1)</b>	200	204	208	212	216
<b>Insurance</b>	2,000	2040	2081	2122	2164
<b>Performing Rights licence</b>	170	173	177	180	184
<b>Internet, telephone</b>	400	408	416	428	436
<b>Waste management</b>	850	867	884	902	920
<b>Part-time Hall Administrator (honorary)</b>	3000	3060	3121	3201	3265
<b>Intruder alarm maintenance</b>	630	642	654	667	680
<b>Fire alarm maintenance</b>	525	535	545	555	566
<b>Lightning protection</b>	263	268	273	285	291
<b>Accountancy (honorary)</b>	100	102	104	106	108
<b>Sundry</b>	500	510	520	530	540
<b>Sub-total administrative expenses</b>	8,638	8,809	8,983	9,188	9,370

Note 1 – Assumption that business rates relief of 80-100% will be available on the property.

## Variable costs (cost of sales):

Variable costs	Year 1 (31% Usage)	Year 2 (36% Usage)	Year 3 (41% Usage)	Year 4 (46% Usage)	Year 5 (51% Usage )
<b>Electricity</b> <b>(There is no gas in the Village)</b>	2,500	2974	3483	3907	4332
<b>Water (meter)</b>	500	612	696	781	867
<b>Cleaning – labour</b>	2,000	2040	2080	2121	2163
<b>Washroom consumables</b>	500	612	696	781	867
<b>Maintenance, servicing &amp; repairs</b>	2,000	2448	2787	3127	3468
Sub-total cost of sales	7,500	8686	9742	10717	11697

## Total operating costs:

Summary	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Cost of sales</b>	7,500	8,686	9,742	10,717	11,697
<b>Administrative expense</b>	8,638	8,809	8,983	9,188	9,370
Total operating costs	16,138	17,495	18,725	19,905	21,067

## Forecast profit/loss:

Forecast	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income (note 1)</b>	23,720	27,750	32,040	36,590	41,400
<b>Cost of sales</b>	7,500	8,686	9,742	10,717	11,697
<b>Gross surplus</b>	16,220	19,064	22,298	25,873	29,703
<b>Administrative expense</b>	8,638	8,809	8,983	9,188	9,370
Operational profit/loss	7,582	10,255	13,315	16,685	20,333

Note 1 – Typical fundraising amount of £5,000 is included in the above forecast however this is not guaranteed

## Sensitivity Analysis:

Income Variances:	Year 1	Year 2	Year 3	Year 4	Year 5
-10% Income = Operational profit/loss	5,210	7,480	10,111	13,026	16,193
+10% Income = Operational profit/loss	9,954	13,030	16,519	20,344	24,473

From the above it is clear to see that the hall is expected to deliver an operational surplus which opens the possibility of taking a long term loan, however this would depend on very low interest rates and a long term. A loan is not the preferred option because of the potential legal requirements.

The Trustees intend to review the annual financial performance and split any annual surplus, after payment of any business loan, into two distinct funds:

1. A reserve to cover unforeseeable costs, for example; significant repairs over the life of the property
2. A reserve to cover the playing fields and playground

## 5. RISKS AND ISSUES - SWOT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>Large village population (600+)</li> <li>Several pieces of research over the past decade identified and reiterated need for a new Hall</li> <li>Strong support from Parish Council and Parochial Church Council</li> <li>Central village location</li> <li>Statements of intent to continue use of hall from several village groups and also potential new groups</li> <li>Funds raised from donations alone; shows strong community support</li> <li>Solid fundraising base to support sound financial plans</li> <li>Modern and sustainable design</li> <li>Design led by informed predicted usage</li> <li>Strong existing volunteer focus in the village</li> <li>Widely skilled Trustees, for example; retired professional engineer, business/operations manager, representatives from community groups (WI, PCC, cricket club, Parish Council, Sniffers, community pub)</li> </ul>	<ul style="list-style-type: none"> <li>Occupancy does not increase to sufficient levels to fund depreciation/maintenance charges</li> <li>Size of venue may affect marketability</li> <li>Possible limited storage space</li> <li>Cash flow during build project; delay in grant funding</li> </ul>

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> <li>Allow existing community groups to continue and remain in the village</li> <li>Increase the local skills capacity through holding adult education classes</li> <li>New groups start-up that have been unable to do so in the past as they were unable to use the existing hall due to poor condition</li> <li>Expand existing small groups who meet in residents homes but need extra space</li> <li>Broaden the involvement of local people through offering a wide range of activities and services, including; social, leisure and education events</li> <li>Offering a local alternative to the licensed premises</li> <li>Link-ups with local businesses to offer meeting space</li> <li>Provide base for wider community work</li> <li>Potential 25% (24 hours per week) of occupancy time in free community led activities</li> </ul>	<ul style="list-style-type: none"> <li>Lack of local government funding to finance the shortfall will delay start and could result in building costs spiralling out of reach</li> <li>Hall doesn't generate enough income</li> <li>Less popular time slots may need to be discounted thus reducing income</li> <li>Management are all volunteers which could impact on time available for marketing of the hall; the benefits of becoming a CIO should mitigate and encourage volunteers for management responsibilities.</li> <li>Other new halls may take away business</li> <li>Unexpected expenditure when the hall is up and running</li> <li>Delays in confirming funding</li> <li>As a result of the above spiralling contract/tender costs of the building via Timberworks</li> </ul>

Risk Register	L, M, H	Mitigation
Lack of funding, resulting in increased costs	H	Approach to WDC for long term loan to cover the shortfall
Project stages overrun	M	Dismantle and groundworks – weather dependant
Overspend on groundworks	M	Reduce specification to cover overspend
Cash flow during construction	M	Structured release of funds to contractor, ideally to match incoming grants
Lack of income from hall hire	M	Approach Parish Council to guarantee any potential loan repayments
Lack of Hall hire	M	Discount less popular hire times, review and adjust hire rates to increase occupancy. Actively promote hall through increased marketing strategy
Management volunteers limited	L	Mitigated by conversion to CIO as now limited liability
Unexpected expenditure for running costs	M	Plan for a sinking fund
Ability to recruit a hall administrator	L	Review salary/hours required, seek HR advice

## 6. Executive Summary

The creation of a new village hall will transform life in Norton Lindsey; it will provide a community space for residents of all ages, affording safe and comfortable facilities that encourage interaction and sustain interest in activities and events that directly enrich residents' lives. This facility has had a long gestation and will meet a need that many have felt will never be met; for a rural community not to have a village hall stops so many initiatives that have needed the simplest amenity such as toilets for events on the playing fields or an operational base for community led activities, let alone the more established groups that have stoically managed using the antiquated facilities afforded by the old village hall in recent years. Leaders of community groups in the parish realise that this facility will be transformational for their members who have for so long made do with small, deteriorating and inappropriate facilities.

The hall will enable residents to meet informally through shared interest groups, coffee mornings and other social interactions, it is also anticipated that the hall will enable providers of adult education, childcare and exercise classes to establish viable programmes for the benefit of local residents, a requirement indicated in the Parish Plan, and Trustees have had considerable interest from the community for using the hall for events such as family celebrations, birthday parties and the like.

Subject to securing the shortfall in funding, it is planned that the construction phase will begin in autumn 2018 and run through until summer 2019, allowing time for commissioning and an official opening of a fully operational new hall in 2019. Trustees will judge it to be a success if the new hall is being used by a diverse range of groups of all ages who are coming together not just for their own benefit, but to also serve the wider community:

### KPI - Diversity Success

This will be measured by the number of not for profit organisations using the hall each week, for example; Brownies, history group. Our target will be:

- Year 1 - Existing 3 groups per week and thereafter adding 1 extra group per year

### Usage Measurement

The Trustees ideally plan (subject to income levels) to keep at least 25% (24 hours per week) of usage time as free community led activities.

Usage Ratio = hours booked / available hours of the MAIN HALL ONLY i.e. 98 hours per week. Targets are as follows:

PAID USAGE	COMMUNITY FREE USAGE	TOTAL USAGE
• Year 1 30 hours per week paid/98 hours = 31%	25% (24 hours per week)	55%
• Year 2 35 hours per week paid/98 hours = 36%	25% (24 hours per week)	60%
• Year 3 40 hours per week paid/98 hours = 41%	25% (24 hours per week)	65%
• Year 4 45 hours per week paid/98 hours = 46%	25% (24 hours per week)	70%
• Year 5 50 hours per week paid/98 hours = 51%	25% (24 hours per week)	75%

If you require any further information, please contact Carole Briggs, Trustee & Secretary, Norton Lindsey Village Hall & Playing Fields CIO;

Email; [carolebriggs61@gmail.com](mailto:carolebriggs61@gmail.com)

Tel: 01926 843355

## Appendix A – Costs and Fees

Main Summary:

	<b>Total</b>	<b>Pre-construction</b>	<b>Phase 1</b>	<b>Phase 2</b>
<b>Construction</b>		Dismantle & groundworks	Building Construction, M&E	Internal works
Bill 1 Tender Preliminaries & Design	£ 32,685.00	£ 32,685.00	£ -	£ -
Bill 2 Tender - Building works	£167,002.00	£ 80,572.00	£ 86,430.00	£
Bill 3 Tender – M&E	£ 85,946.00	£ -	£ 85,946.00	£
Bill 4 Tender – Timber Frame	£184,430.00	£ -	£ 184,430.00	£
Bill 3 Contingency	£ 25,000.00	£ -	£	£ 25000.00
	£ 495,063.00	£ 113,257.00	£ 356,806.00	£ 25000.00
<i>External &amp; Bar works (Phase 3)</i>	<i>£ 30,000.00</i>			
<b>Fees &amp; Charges (Paid from existing NLVH funds)</b>				
Architect – Colin Wilcox (In kind)	£ 0.00	£ -	£ -	£ -
CDM-C - Graham Wiggins	£ 1500.00	£ -	£ -	£ 1500.00
QS – Kevin Partridge	£ 8100.00	£ 4860.00*	£ -	£ 2700.00
M&E – Phil Boraston	£ 2100.00	£ 2100.00	£ -	£ -
Mains Electric Western Power	£ 2425.29	£ 2425.29*	£ -	£ -
Planning	£ 2290.00	£ 2290.00	£ -	£ -
Surveys	£ 1674.00	£ 1674.00	£ -	£ -
Asbestos removal	£ 300.00	£ 300.00*	£ -	£ -
Electric kiosk construction	£ 1000.00	£1000.00	£ -	£ -
Water Plus	£ 4110.71	£ 4110.71*	£ -	£ -
(Estimate)/Contingency				
Storage Container	£ 1500.00	£ 1500.00*	£ -	£ -
<b>TOTALS</b>	<b>£ 25,000.00</b>	<b>£20,260.00</b>	<b>£ -</b>	<b>£ 3200.00</b>

*\* Unpaid @ Sept 2018*



## Appendix B – Norton Lindsey Village Hall Accounts

Norton Lindsey Village Hall  
Balance Sheet as at 31/08/2017

	2015	2016	2017
General Fund as 31/08/2015	£59,656.98	£67,717.60	£75,284.74 ✓
		£100.00	
Transfer from Receipts and Payments	£8,060.62	£7,355.23	£9,336.58 ✓
		£111.91	
	<u>£67,717.60</u>	<u>£75,284.74</u>	<u>£84,621.32</u> ✓
<b>FIXED ASSETS</b>			
Building & Land at Cost	£2,229.24	£2,229.24	£2,229.24 ✓
<b>CURRENT ASSETS</b>			
Bank Account - Current Account	£6,170.46	£7,076.28	£2,484.51 ✓
Build Fund savings	£59,317.90	£66,785.04	£80,032.57 ✓
Less unpaid cheques		-£805.82	-£125.00 ✓
	<u>£65,488.36</u>	<u>£73,055.50</u>	<u>£82,392.08</u> ✓
	<u>£67,717.60</u>	<u>£75,284.74</u>	<u>£84,621.32</u> ✓

I can confirm that in my opinion the receipts and payments account and the balance sheet for the 12 months ending 31 August 2017 appear accurate from the information provided to me.

*Peter Rogers*  
8/2/18.

Norton Lindsey Village Hall  
Receipts and Payments Account - Year Ending 31/08/2017

Receipts	2016	2017	
Hall Hire	£3,865.00	£2,520.00 ✓	
Functions	£125.50	£967.00 ✓	
100 Club	£2,900.00	£1,853.92 ✓	
Donation	£6,943.73	£4,815.03 ✓	
Ins Ref	£141.44	£5,053.63 ✓	
Misc	£733.00	£883.90 ✓	
	<u>£14,708.67</u>	£3.87 ✓	
		£30.00 ✓	
		£21.00 ✓	
		Nil	
		<u>£16,148.35</u> ✓	
<b>Payments</b>			
Electric	£832.79	£551.01 ✓	
Rates	£172.96	£171.69 ✓	
Water	£1,062.04	£970.97 ✓	
Insurance	£752.39	£970.93 ✓	
Maintenance	£263.65	£2,588.39 ✓	
100C Payments	£1,475.00	£1,425.00 ✓	
Misc	£1,988.79	£133.78 ✓	
	<u>£6,547.62</u>	<u>£6,811.77</u> ✓	
Transfer to General Fund	<u>£8,161.05</u>	<u>£9,336.58</u> ✓	

Closed March 2017

## APPENDIX C - Planning Approval



**WARWICK DISTRICT COUNCIL**  
**Notice of Decision of**  
**District Planning Authority**

TOWN & COUNTRY PLANNING ACT 1990 (AS AMENDED)  
 THE TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT  
 PROCEDURE) (ENGLAND) ORDER 2015

Mr C Wilcox  
 BG3 architecture  
 quiet house  
 681 warwick road  
 solihull  
 B91 3DA

Planning Permission : GRANTED

Application Reference: W/16/2330  
 lucy.hammond@warwickdc.gov.uk

Notice is hereby given that Planning Permission is GRANTED for:

Proposed replacement village hall (to be positioned on the footprint of the existing village hall plus extension approved by planning permission W/16/1482)

at Village Hall, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL

for Mr P Woolford in accordance with the application submitted on 16/02/17.

Subject to the following condition(s):

- 1 The development hereby permitted shall begin not later than three years from the date of this permission. **REASON:** To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).
- 2 The development hereby permitted shall be carried out strictly in accordance with the details shown on the site location plan and approved drawings 07, 08 and 09, and specification contained therein, submitted on 22 December 2016. **REASON:** For the avoidance of doubt and to secure a satisfactory form of development in accordance with Policies DP1 and DP2 of the Warwick District Local Plan 1996-2011.

**Pre-Commencement Condition:**

- 3 Other than site clearance and preparation works no works shall commence on the construction of the development hereby permitted until samples of the external facing materials to be used have been submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details. **REASON:** To ensure that the proposed development has a satisfactory external appearance in the interests of the visual amenities of the locality in accordance with Policy DP1 of the Warwick District Local Plan 1996-2011.

**Pre-Commencement Condition:**

- 4 The development hereby permitted shall not be commenced unless and until a scheme showing how either a). at least 10% of the predicted energy requirement of the development will be produced on or near to the site from renewable energy resources, or b). a scheme showing how at least 10% of the energy demand of the development and its CO<sub>2</sub> emissions would be reduced through the initial construction methods and materials has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until all the works within the approved scheme have been completed and thereafter the works shall be retained at all times and shall be maintained strictly in accordance with manufacturer's specifications. **REASON:** To ensure that adequate provision is made for the generation of energy from renewable energy resources or to achieve carbon savings in accordance with the provisions of Policy DP13 in the Warwick District Local Plan 1996-2011.

The Council positively encourages potential applicants and their representatives to take up the pre-application services offered by the Council. In reaching this decision the Council has sought, via the offer of the provision of pre-application advice, to work proactively with the applicant(s) and their representatives in order to foster the delivery of sustainable development, in accordance with the requirements of the National Planning Policy Framework.

Dated: 26/05/2017

Development Management Team Leader  
 (Authorised Officer of the Council)

Date Dispatched: 26/05/2017

Any pre-commencement conditions listed on this decision notice must be discharged **before works commence on site**. Failure to do this may mean implementation of planning permission is unlawful.

IT IS IMPORTANT THAT YOU READ THE ATTACHED ADVICE TO APPLICANTS.

WARWICK DISTRICT COUNCIL

NOTICE OF DECISION

W/16/2330

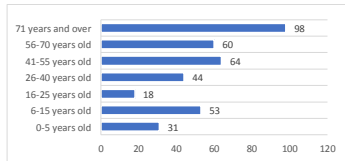
## APPENDIX D – March 2017 Questionnaire Results

## NORTON LINDSEY VILLAGE HALL

## Summary of Results of Village Survey – March 2017

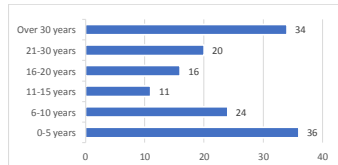
## Section A: About you and your family

1. How many people live in your household in each of the following age groups?



Total residents represented: 368

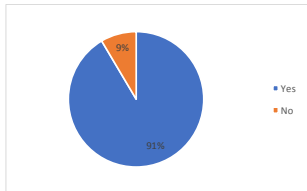
2. How many years has your household lived in Norton Lindsey?



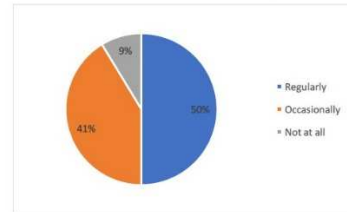
Total households represented: 141

## Section B: Your use of the Village Hall &amp; Playing Field

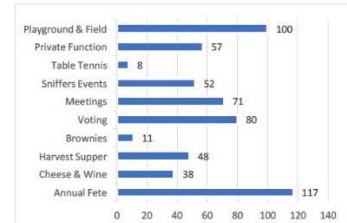
3. Has your household ever used the Village Hall & Playing Field?



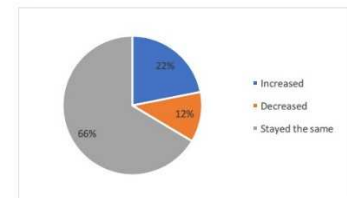
4. How often have members of your household use the Village Hall & Playing Field in the last three years?



5. Which of the following activities have members of your household attended in that time?

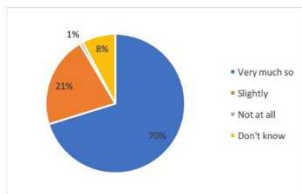


6. In the last 3 years has your household's use of the Hall & Playing Field?

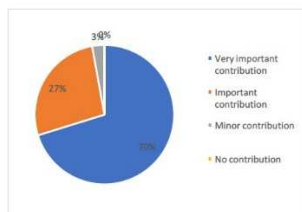


## Section C: Contribution to Village Life

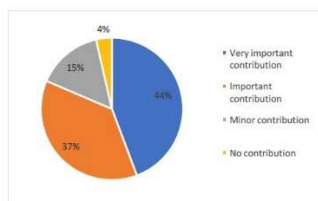
7. To what extent do you think residents of Norton Lindsey share a strong sense of community and belonging?



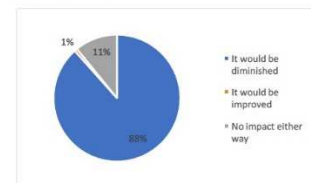
8. How important a contribution do you believe having a Village Hall & Playing Field makes towards creating and maintaining a sense of community spirit and belonging among Norton Lindsey's residents overall?



9. How important a contribution does having access to a Village Hall & Playing Field make towards your household's enjoyment of living in Norton Lindsey?



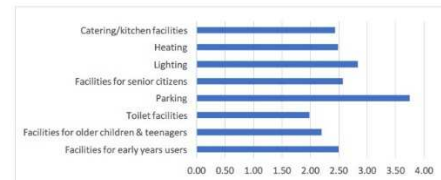
10. To what extent do you believe the character and appeal of Norton Lindsey as a place to live would be affected if it had NO Village Hall facility?



## Section D: Looking ahead – options for the future

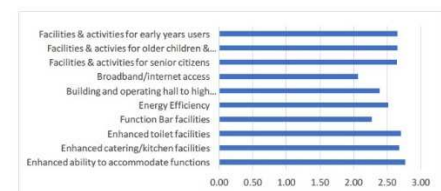
11. How well does the Village Hall, as currently configured, meet the needs of the features listed?

Average ranking – 1 = Very Poor, 5 = Very good



12. Please rate how important you believe each of the following to be when considering future provision of the Village Hall facilities for our community?

Average ranking - 1 = Unimportant, 3 = Essential



## APPENDIX E - Tender Documents

**KEVIN J PARTRIDGE**  
ASSOCIATES LIMITED

Venny House • 42a Jesson Road • Walsall • W51 3AX  
Telephone : 0121 356 7500 • Mobile : 07971 872379 • email : kevin.partridge@btconnect.com

**TENDER REPORT [REVISED]** 28<sup>th</sup> November 2017

**NORTON LINDSEY VILLAGE HALL**

**1.Tenders received**

Tenders were invited from four Contractors on a fixed price basis for the design and build of a new village hall at Norton Lindsey.

Tenders received:

Contractor	Price	Weeks
1. Niken	£555,559.46	tba
2. Miller Hughes	£557,847.00	18 wks
3. Timberworks Europe	£559,272.00	26-28 wks
4. Sibbushbridge	Failed to submit a tender	

All tender figures are exclusive of VAT.

**2.Tender negotiation**

Subsequent to discussions with two Contractors with regard to the content of the work, and NLVH decision to fund various works themselves / defer certain works, the following value engineered figures have been computed:

Contractor	Price	Weeks
1. Timberworks Europe	£470,063.00	26-28 wks
2. Niken	£491,884.00	tba

**3.Conclusion and recommendation**

Subject to the necessary grant being obtained it is recommended that a letter of intent be issued to TWE by NLVH to enable the process of procuring the timber frame followed by a Design and Build Contract being entered into between Norton Lindsey Village Hall and Timberworks Europe.

  
Chartered Quantity Surveyors • Construction Consultants  
Registered by RICS  
Registered in England No. 3089674

Contract Sum Analysis TWE Tender November 2017 -				
Norton Lindsey Village Hall		£	£	Notes
A Design Work				
Architect	Nil			Allowance made in tender, no further requirement. O&M drawings 'as built' will be made available
Engineer	3500			Engineer drawings will be drawn up and followed
Building Regulations	1250			Inspection, submissions and Fees are all covered in this
SBEM/EPC certificates	785			Pre and Post Construction - Also costed by Phil ( NLVH to use TW for this and remove the costs from Phil B)
Air/Sound Testing	1460			
Others	Nil		6995	
B. Preliminaries				
Contract, admin, travel, O&M, office etc	11350			Reduction of £4k as building had been allowed for twice
Setting up site, security, welfare, storage and removal thereof	14340	25690		Insurance = Contractors all risks. Includes Herras fencing (additional cost for up to 4 weeks before ground works start to be confirmed by TWE)
C. Builders Work				
Slab/Foundation removal and site clearance	7590			Strip out - includes off site disposal and clean stone blinding. Fixed cost
Substructures				
Foundations	72982			Strip footings under walls, beam and block structure, including some load bearing internal walls. Also includes the brick skirt. Fixed price but subject to 1m depth for footing. Trial hole offered once contract signed.
ground floor slabs	Nil			Included in foundations sum
Timber frame (see final entry)				
scaffolding	4140			Required 6ft wide space around building
attendance etc	Nil			Included
Roof coverings	21525			Costeed as Concrete duo tiles for this shallow pitch. A bigger tile is used but looks aesthetically like a smaller tile. Tiles yet to be agreed by planning.
Rainwater	1812			
Front elevation bay roof/coverings - Porch	Nil			Porch is included - spec priced at Glueclam plus cladding OR possible Oak posts
Windows and external doors (sundries)	Nil			Included
Internal Doors	3180			Additional cost for vision panel doors to meeting room and dressing room
Wall and ceiling finishes	11863			Thermacell to walls, plasterboard to ceilings plus finishing ready to decorate
Tiling	1200			Kitchen and toilet splashback - costed as white standard
Floor finishes	21000			Karndean & Polysafe (toilets & kitchen) To be retro fitted by others. £21k allowed but quotations may be less.
skirtings	880			TWE to fit skirting. Larndean fitted to skirting with a clear seal
Ceiling finishes	Nil			Included in above

Decoration	Nil		Now By NLVH
Furniture, fittings and equipment			
Sundries	920		Includes loo roll holders, soap holders, hand driers (type to be advised by TWE for LVH approval). Etc.
toilet boxings	350		
Kitchen	15000		To be retro fitted by others. £15k total allowed but quotations may be less. Within this tender kitchen will be fitted to first fix and part 2nd fix for electrics i.e. H&C, waste and electrics.
Bar and back fitting	Nil		Removed from tender - to be installed at a later date
Cleaners/store	500		Shelving only included here
Add profit, attendance etc	60		
Stage	4000		*Cost to be confirmed by TWE. 400mm raised platform with one step up
External signage	Nil		Removed from tender to be completed by NLVH
Internal signage	Nil	167002	Removed from tender to be completed by NLVH (TWE providing H&S signage)
<b>D. Mechanical and electrical installation</b>			
Incoming supplies/mains distribution	850		Electric cabinet to be constructed by NLVH prior to contract, just 6m connection to building and 3 phase cable to ASHP required
Electrics (lighting, small power, communications, fire alarm and security, earthing)	29741		OH cables will be discounted for 2 weeks by Western Power at NLVH cost (cables dropped to cricket club - generator may be required). Dado electrics not now required - 20 sockets in the main Hall will be sufficient
Noise Limiter	1000		
Plumbing, ASHP,UFH, hot water, mains cold water	27780		Priced for Hot water system (to be located in cleaner store) CW to check with Phil. ASHP quoted as Samsung (better back up) Greensky. Costing for ASHP required by NLVH to allow for Grant funding (7 year pay back). Planning also need the noise levels. Water 1.5 bar needed.
Ventilation (MHVR)	23500		MHVR in main hall only (considerable saving) CW to check with Phil but condensation in other rooms not considered a problem. SystemAir with then only require one unit.
Sanitary	3075		Revised as sanitary only - priced as Armitage Shanks - range to be notified by TWE for NLVH approval
Builders work	Nil		Included
Statutory authority works	Nil	85946	Removed as electrics covered above. Any water and sewerage charges will be covered by NLVH separately.
<b>E. External works</b>			
Car Park	Nil		Removed from tender - work to be done in later phase
Paths	Nil		Removed from tender - work to be done in later phase
Drainage	Nil	0	Included subs
<b>Total builders work tender</b>		<b>285633</b>	
<b>Timber Frame Building</b>		<b>184430</b>	<b>188k less cost of roof lights now removed</b>
<b>TOTAL</b>		<b>470063</b>	

## **APPENDIX F - SCHEDULE OF ACCOMMODATION**

- Entrance/Foyer
  - Acts as a crush space for the Multi-purpose Hall
  - Access to toilets/cloakroom
  - Access to kitchen
  - Double doors for furniture removal
  - Disabled access throughout in accordance with the Disability Discrimination Act
  - Display space
  - Mat well and 'clean off' carpet zone
  - Power for cleaning, telephone point and fire/security alarm panel
- Multi-Purpose Hall
  - Adaptable space with good sound attenuation
  - Acoustics suitable for speech and presentation work
  - Variety of seating configurations including conference, seminar, dining and education
  - Direct link with stores and kitchen servery, which can be locked off
  - Good natural lighting with black-out facilities. Maximise view and access to the Playing Field
  - Good air change rate commensurate with use including securable natural ventilation
  - Interesting ceiling/roof space to create a space with high quality architectural character
  - Power around all perimeters, IT socket, telephone, TV point and hearing induction loop.
  - Low pressure hot water heating from separate air source heat pump
  - IT terminal to include incoming Broadband connection
- Meeting Rooms
  - IT terminal to include incoming Broadband connection
- Kitchen
  - Self-contained room
  - Commercial specification to include hob, oven, preparation area, wash- up sink, hand-wash basin, dry goods store, refrigerator, warming, cupboards, tea boiler and servery
  - Single phase power, dish washer, electric hob and oven with domestic hot water provided from the heat pump
  - Extract ventilation hood and 15 air changes/hour by means of mechanical ventilation
  - Easy clear hygienic finishes with tiled floor and walls, IP rated down lighters
- Toilets
  - Unisex toilets with hand washing facilities, including disabled and baby changing, and good disabled access in accordance with the Building Regulations Part M
- Cloaks
  - Definable space for cloaks with hat/coat hooks
- Store
  - Internal lockable store for equipment and decorations
  - Adjustable shelving along one wall and good access
  - Accessible from Multi-purpose hall
  - Double or door and a half for easy access
  - Easy chair storage
- Cleaner
  - Internal lockable store
- Refuse
  - Screened and lockable refuse storage area (external)
- External works
  - Low maintenance and well drained pathways
  - Provision for disabled access from the car park
  - Improved visual links