

Longford Village Hall Improvements

Project LVH 21: Project Update No. 1



18 February 2021



Longford Village Hall
Engaging Community

www.longfordvillagehall.org

Tel: 07843 772627

Registered Charity Number
274435

Email: lvh.friends@gmail.com

Table of Contents

References	2
Introduction	3
<i>Aim</i>	3
Brief History	3
2019	3
2020	5
2021 Update	5
<i>Christopher Stanley Preliminary Drawing Review – 29 January 2021</i>	5
<i>Meeting with Tewkesbury Borough Council – 9 February 2021</i>	7
Annex A – Christopher Stanley Preliminary Drawings	8
<i>Questions about the Preliminary Drawings</i>	8
<i>Requirement Comparison</i>	11
Annex B – Outline Costs	14

References

- [1] [2016 Condition Report](#)
- [2] [2016 Asbestos Report](#)
- [3] [Community Roots CIC – Longford’s Community Conversation Programme Report](#)
- [4] [Longford Village Hall Community Needs Survey Report](#)

Introduction

Thank you for taking the time to read this progress report for the project to improve Longford Village Hall, the working title for which is LVH 21.

The joint committee set up between the Parish Council and Longford Village Hall Committee have agreed that the Village Hall Committee can proceed with the works to use the S106 monies to make improvements to the Village Hall. This is the first of what will be a series of written summaries to keep interested parties informed of the progress so far. At present it is not anticipated that there will be regular update on a specific date but that they will be issued as and when there is something to report.

As the first report it will provide a brief 'potted history' of the project and more detail on the progress made so far this year.

As well as improvements to the facility we are also fully aware that remedial work is required as detailed in the Condition Report ([Ref. \[1\]](#)) and the Asbestos Report ([Ref. \[2\]](#)) both commissioned in 2016¹.

Aim

The aim of this report is to provide a brief history of the project and update you on the progress made so far this year.

Brief History

The full history of the Village Hall Improvements is known to most and not fully understood by the author of this report and will not be repeated here, this section will cover early 2019 forwards.

2019

In early 2019 a joint committee was set up between the Village Hall and Parish Council to identify a way ahead for the beneficial use of the S106 monies donated when the Whittington Park housing estate began construction.

The Committee agreed to jointly finance a Community Consultation Project to carry out conversations with residents with 2 purposes:

- Inform the Parish Plan
- Inform the parties what the community wanted for the facilities in the parish in the future, including the Village Hall.

The Report from Community Roots was delivered in October 2019 ([Ref. \[3\]](#)). It was clear from progress reports that the broad range of the Community Survey would probably not fully answer the questions that the Village Hall Committee needed to have answered and an on-line survey was launched. The survey ran from 10 August to 31 October 2019 and a report produced ([Ref. \[4\]](#)). The

¹ An Asbestos survey was carried out again on 2019 to provide indicative costs for remediation.

results of both community engagement activities were used to produce a 'wish list' that could be used to define the requirements going forward. One of the key messages from the community was to '**get on with it**' which is what we are doing. The requirements from the community for the Village Hall are:

- Storage capacity –
 - To be able to store all of the chairs and tables and increase space in the main hall
 - To be able to store items for regular users (cupboards)
 - Sports equipment storage (to make the changing rooms more accessible)
 - A cleaning cupboard – to free up the current accessible toilet
- Toilet refurbishment – to include a baby change facility
- Second Room – to increase the flexibility and provide space for up to 20 people in a board room style or 40 in a cinema style of seating.
- Refurbish the kitchen
- Refurbish the changing rooms
- Outdoor space – a patio or similar
- Refurbish the flooring and
 - include a sprung floor in at least one room (if affordable)
 - make the floor easier to clean for toddler groups etc.
- Furniture – new chairs² and trolleys to move the furniture
- Bar – licenced or unlicenced
- Lighting for outside areas – timer and/or motion sensors
- Safe heating – e.g. remove radiators
- Eco friendly power
- Office space
 - Housing for Wi-Fi and Audio-Visual services
 - Office space for a caretaker/employee to use
- Audio-Visual Equipment
 - Screen for the stage
 - TV/Display equipment in second room
 - Hearing loop in both rooms
 - Wi-Fi to enable Zoom, Skype etc for meetings and general use
- Refurbished stage

² The current chairs whilst comfortable, are not good quality and require a lot of maintenance. In addition, they are not wipe clean which has added a cleaning overhead during the Covid-19 pandemic.

- Separate access and side entry
- Storage beneath with easy access (e.g. space for table carrying trolleys and tables)

Having derived these requirements from the community we prepared a presentation to be delivered in the Village Hall in November 2019. The joint committee has a final meeting at the end of November, where it was agreed that:

- we now have a mandate from a representative number of community members;
- there was no objection in principle to the Village Hall building an extension, a proposal would be tabled at the next Parish Council Meeting for approval;³
- and the Village Hall Committee would continue to carry out the improvement activities on the Hall without constant reference to the Parish Council.

We also carried out a review of the architect's drawings that were commissioned in 2016 to see if they met the requirements, but unfortunately, they did not.

2020

Early in 2020, two companies were consulted with the list of requirements above, to provide some design ideas. The companies were:

- **Kingswell.** To provide a turnkey service from design to completed building.
- **Christopher Stanley.** To provide a service for design up to the employment of a builder, at which point the architect is employed by builder to take the design through to completion.

Following their design briefs they each responded, but by that time the Coronavirus pandemic had shut everything down.

Upon review it in late 2020, was decided that although Kingswell had met the majority of the brief, the design from Christopher Stanley (see [Annex A](#)) was more appropriate.

2021 Update

It is anticipated that this year will see the majority of the visible works carried out and the community will see some positive results.

Two key activities have taken place so far this year and are explained in detail in the paragraphs below:

[Christopher Stanley Preliminary Drawing Review – 29 January 2021](#)

The Village hall Committee had a meeting dedicated to the scrutiny of the preliminary drawings at [Annex A](#), which was followed by a Zoom conference to go through questions and concerns with the Architect in detail. The questions and answers are explained in detail in the Annex.

³ It is understood that this motion has not been tabled due to Covid 19 severely curtailing Parish Council business.

The meeting discussed the ambitious plan that has been proposed consisting of 3 phases, only the first of which would be affordable with the S106 monies. The stages are:

- **Stage 1 - Building Extension.** This is a 105m² building which will replace the current entrance with a new one that will permit access to the new second room and the current Main Hall. It will also include additional storage and new toilets.
- **Stage 2 - Main Hall and Kitchen Refurbishment.** This will refresh the Main Hall with patio doors out to the field. In the kitchen the door and oven will swap places and there will be opportunities to refresh the current cupboards etc. This stage represents the best opportunity for self-help and breaking it down into sub-stages, this will be discussed later in the briefing.
- **Stage 3 - Refurbishment and Remodelling of the Changing Rooms.** This will permit the remodelling of the changing rooms to provide up to date facilities and permit the boiler to be moved to a new plant room where the current building entrance is. Doors will also be added to each side to provide changing facilities with access to the Main Hall. Some additional storage will also be created.

It is anticipated that the majority of the S106 monies will be used for stage 1 with an approximate build of cost £2000 - £2500 per m². This may be reduced by having the build only go to a certain point that can be afforded e.g. shell and first fix with the committee and community finishing off the final stages. Throughout this stage it is likely that disruption to the functioning of the Hall will be minimal, allowing groups to continue to use the Main Hall as normal.

The refurbishment of the Main Hall may be able to take place after Stage 1 and for a short period it may be closed but groups may be able to use the new room. This stage has the most flexibility to allow work to be carried out in sub-stages, for example replacing the wooden floor, kitchen cabinet and work surface replacement and installation of patio doors. This stage can be funded by applying for discrete work package grants from charity organisations or taking funds from profits made from Hall activities, including specific fund raisers. There is also an opportunity for self-help with decoration etc.

Stage 3 may have to come at a later time once more funding has been secured or if the Football Club and others can come together to refurbish within existing funding lines. There is a recognition that the current exterior of the building at that end will need to be addressed earlier to ensure that the overall look of the building is refreshed, but this will be mainly cosmetic work. It was also recognised that consideration needs to be made for the storage of sports equipment. This has yet to be resolved but if the changing rooms are to be accessible from the Main Hall, the Football Club cannot store their equipment there safely and securely.

The outcome of the meeting was to instruct Christopher Stanley to go ahead to get 3 quotes from building firms for stage 1 of the project.

Meeting with Tewkesbury Borough Council – 9 February 2021

A meeting with Adrian Goode, the Community and Place Development Officer (South Area) was held to discuss the S106 monies, the headlines from the meeting are:

- **TBC Role.** TBC's role is to advise on and authorise expenditure, if we can justify invoices as being necessary for the improvement of the hall, S106 monies will be forthcoming.
- **Accounting for Funds.** There are no specific requirements for the accounting, we have decided that the monies for the project will be accounted for in a separate column within the Village Hall accounts to aid transparency.
- **Drawing Down Funds.** The process is to submit the invoices to Adrian, who will release the monies within 3 working days. We have agreed that anything that might be questionable in terms of whether it comes under Village Hall improvements will be discussed before going ahead to ensure that the invoice will not be questioned (notwithstanding TBC's role above).
- **Due Diligence.** There is no requirement to prove due diligence by going to a number of suppliers for goods and services. We have agreed that where possible and to demonstrate openness to the community we will get 3 quotes where possible for all work.
- **Time Limits.** There is no set limit on the time that we have to spend the monies.
- **Project Management Expectations.** There are no specific project management expectations placed upon the Village hall Committee, it is thought that the prime contractor will take on PM responsibilities⁴.
- **Planning Advice.** Adrian may be able to have the planning department take a pre-planning view on our plans. This is not a guarantee that planning permission will be granted but it might save money by ensuring there are no absolute showstoppers.
- **Accessibility.** Adrian passed on 2 contacts to assist with planning for accessibility and dealing with dementia, these will be contacted for advice when appropriate.

⁴ Members of the committee do have some project management experience but not in the building industry and they do not necessarily have the time to fully commit to the project.

Annex A – Christopher Stanley Preliminary Drawings

Figure 1 - Preliminary Drawings and Project Stages.

on the next page shows the 3 stages of the LVH 21 Project, as previously described:

- Stage 1 – a 105m² extension
- Stage 2 – Refurbishment of the Main Hall and kitchen
- Stage 3 – Changing Room refurbishment and plant room creation.

Questions about the Preliminary Drawings

The following questions were discussed when reviewing the drawing (where necessary the numbers on Figure 1 relate to the question being asked):

Question	Answer
1. How close to the footpath is the end (North) wall of the extension?	5.23 metres from the edge, providing enough room for passers-by and to move cars onto the car park in the event of flooding.
2. Could we extend the entrance to the end of the canopy that is shown on the diagram?	Yes, but this adds 10-20 m ² to the footprint and so up to £20k to the cost. This is unaffordable.
3. We assume that we can to some degree move the internal wall positioning as they are non-supporting?	Yes, the walls are likely to be non-supporting, so some small movement is allowable.
4. Is it possible to reposition the Hall Store and the Doors to enter the Main Hall to enable partitioning of the Main hall at a later date?	Yes but it would not make the flow from the entrance work very well. This idea was discounted.
5. Can we install sockets and computer wiring into the Hall Store to enable it to be converted into an office at a later date?	Yes. We also discussed making the wall framing in such a way that a window could be fitted facing the lobby at a later date.

Question	Answer
6. Could we make the changing rooms in such a way that they could be hired out as small offices when not in use.	No, it is highly likely that wall sockets etc will be damaged by carelessness, changing rooms are always difficult to keep clean enough for this purpose and there may be a smell of damp from the showers.
7. It is likely that the kitchen may need to be refurbished at the same time as phase 1 to be able to offer catering facilities to the users	This is your choice, but the plan is designed to ensure the minimum disruption to normal hall operation whilst being carried out. A kettle and 'tea trolley' could be offered to the second room in the short-term post Phase 1.



Revision Schedule			
Rev	Description	Date	By
R0	Initial issue to client for comment	21/12/20	NCR

PRELIMINARY

Client
**THE COMMITTEE OF
LONGFORD VILLAGE HALL**

Project
**EXTENSIONS & ALTERATIONS TO
LONGFORD VILLAGE HALL
LONGFORD LANE, GLOUCESTER
GL2 9EL**

Drawing Description
**FLOOR PLAN
AS PROPOSED**

Scale	Sheet Size	Date
AS NOTED	A1	DEC 2020

Drawn by	Checked by
NCR	JCD

Project No	Drawing No	Revision
CS-20012	04	P0

This drawing should not be used. Any discrepancies should be notified to Christopher Stanley Architecture & Planning Ltd. If this drawing is used as a guide for the construction of the project, the user is accepting responsibility for any errors. The drawing is the property of Christopher Stanley Architecture & Planning Ltd and may not be copied or reproduced without permission.

Figure 1 - Preliminary Drawings and Project Stages.

Requirement Comparison

This design answers many of the requirements that were put to us by the community, each is answered in the table below, including where these drawings do not explicitly address the requirement.

Requirement	Solution
Storage Capacity	
To be able to store all of the chairs and tables and increase space in the Main Hall.	The hall storage cupboard will provide space to store furniture etc and make additional room in the Main Hall. It is likely that the chairs will be replaced with items that can be stacked onto trolleys for ease of setting up.
To be able to store items for regular users (cupboards)	There are options to include storage cupboards for groups within the Hall Store, although alternative options are: <ul style="list-style-type: none"> • Build cupboards into the end wall of the Main Hall (where the stage is currently located). • Build mobile cupboards on trolleys that can be used to partition the Main Hall further if required (a more expensive solution that may have limited utility).
Sports equipment storage (to make the changing rooms more accessible)	Not needed until Stage 3 but could be provided by building walls around the current overhang where the referee's changing room is located. This will provide storage for more than just the football club to increase the use by other sports.
A cleaning cupboard – to free up the current accessible toilet	There is provision for a dedicated cleaner's cupboard in the plan.
Toilet refurbishment – to include a baby change facility	The plan provides for a new accessible toilet, we need to check about baby change facilities, there may be restrictions on placing them in accessible toilets and there is not the space in the new toilets to provide them in both gender's areas.

Requirement	Solution
Second Room – to increase the flexibility and provide space for up to 20 people in a board room style or 40 in a cinema style of seating.	The extension provides the space to allow for this.
Refurbish the kitchen	Stage 2 of the project makes provision for this, in the meantime there may be ways to ‘self-help’ to reconfigure the kitchen to make it more available to the second room.
Refurbish the changing rooms	See stage 3
Outdoor space – a patio or similar	This is not currently addressed; however stage 2 provides patio style doors from the Main Hall which will provide the ability to have this at a later date.
Refurbish the flooring and include a sprung floor in at least one room (if affordable) make the floor easier to clean for toddler groups etc.	<p>The current Main Hall flooring is debonding from the concrete base and will need to be replaced. When this takes place the new one will be an easy to clean/disinfect surface. The new room floor in the extension will be of this type.</p> <p>A sprung floor is too expensive.</p>
Furniture – new chairs ⁵ and trolleys to move the furniture	This can be carried out as a standalone activity when finances permit.
Bar – licenced or unlicenced	<p>A dedicated bar is not really necessary, it was found that during the Jazz in the Village night that the kitchen can be used as a bar through the hatch. The kitchen refurbishment will take a requirement for additional fridges into account.</p> <p>There is opportunity to apply for a Temporary Events Licence from Tewkesbury Borough Council for 10 events lasting up to 72 hours per year.</p>

⁵ The current chairs whilst comfortable, are not good quality and require a lot of maintenance. In addition, they are not wipe clean which has added a cleaning overhead during the Covid-19 pandemic.

Requirement	Solution
<p>Lighting for outside areas – timer and/or motion sensors</p> <p>Safe heating – e.g. remove radiators</p>	<p>This will be considered as part of the overall plan.</p> <p>This is not likely to be possible until Stage 2 but the proposal will be put to the bidders for the project</p>
<p>Eco friendly power</p>	<p>This will be considered as part of the overall plan, although the best, South facing, roof is facing the football pitch, footballs hitting any panels will need to be considered.</p>
<p>Office space</p> <p>Housing for Wi-Fi and Audio-Visual services</p> <p>Office space for a caretaker/employee to use</p>	<p>There is provision for the Hall Store to be converted to office space as and when necessary. During Stage 3 additional storage for the Main Hall will provided which may provide this opportunity.</p> <p>Housing for Wi-Fi and Audio-visual services will be provided by the Comms Cupboard in the extension provided in Stage 1. Additional cabling will be fitted to ensure that any Wi-Fi extenders etc can be fitted.</p>
<p>Audio-Visual Equipment</p> <p>Screen for the stage</p> <p>TV/Display equipment in second room</p> <p>Hearing loop in both rooms</p> <p>Wi-Fi to enable Zoom, Skype etc for meetings and general use</p>	<p>The provision of the majority of Audio-visual services can be subject to separate purchases as and when money permits, so long as the project takes fitting cabling for them into account.</p> <p>A BT line will be considered as part of Stage 1 to provide Wi-Fi services.</p> <p>Hearing loop will be considered early, along with other accessibility options.</p>
<p>Refurbished stage</p> <p>Separate access and side entry</p> <p>Storage beneath with easy access (e.g. space for table carrying trolleys and tables)</p>	<p>Stage 2 will see the stage change sides in the Main Hall, it is likely that the whole stage will be replaced rather than moved. At this point under stage storage will be considered.</p> <p>Stage 3 will put doors through to the changing rooms which may allow for off stage access.</p>

Annex B – Outline Costs

This is currently a broad list of outline costs, as the information matures, this Annex will become more accurate.

Item	Cost	ROM or Quote	Quote 1	Quote 2	Quote 3	Remarks
Stage 1 Building extension	£200,000.00	ROM				
Asbestos removal	£12,000.00	Quote				Not including scaffolding hire
Exterior Decoration	£10,000.00	ROM				Mainly changing room end including windows and doors
BT Line installation	£200.00	Quote				Based on 2-year-old quote
Total Stage 1	£222,200.00					
Stage 2 Main Hall & Kitchen refurbishment	£50,000.00	ROM				
Total Stage 2	£50,000.00					
Stage 3 Changing Room refurbishment	£100,000.00	ROM				
Total Stage 3	£100,000.00					
Total project	£372,200.00					