

# Longford Village Hall Improvements

## Project LVH 21: Project Brief



January 2021



*Longford Village Hall*  
*Engaging Community*

[www.longfordvillagehall.org](http://www.longfordvillagehall.org)

Tel: 07843 772627

Registered Charity Number  
274435

Email: [lvh.friends@gmail.com](mailto:lvh.friends@gmail.com)

## Document Information

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<b>Author:</b>	Phil Leach, Chair of the Village Hall Committee
<b>Owner</b>	The Longford Village Hall Committee
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## Approvals

Date	Name and Signature

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## 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](#)
- [5] Architect’s Preliminary Drawings

## Executive Summary

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

## Definition

### Background

Longford Village Hall, in its current location, was opened in October 1977 and has changed very little in the intervening 44 years. The Hall has been providing a place for activities for the Parish of Longford and the surrounding areas, including dance classes; Guides and Brownies; fitness classes and activities for the more senior members of our community. It also acted as a place of refuge in the flooding of summer 2007.

The Hall is run by an all-volunteer committee who act as trustees for the charity and try to ensure that the Hall remains available to the community. The Hall has never made large profits and those that it did went back into the community to subsidise events or make repairs and improvements to the Hall.

As part of the planning application for the new housing in Longford, the developer was required to pay £200,000 towards improvements to the Village Hall due to the forecasted increased demand on its services, this it termed S106 money. Some work was carried out to identify what the community needed but unfortunately no agreement could be reached between the Committee and the Parish Council. The unfortunate side-effect of this was that little was spent on the upkeep of the Hall, after all why waste money when the repair might be removed as part of any refurbishment.

There are several areas that have been identified in the condition report of October 2016 [1] that have not been addressed since they were identified, these include:

- Damaged roof tiles that have resulted in water damage to the barge boards
- Changing Room windows and doors in poor condition
- Main Hall floor requires some refurbishment (this has since deteriorated, and a large section of the floor has de-bonded from the concrete base)

An asbestos report [2] was also commissioned in 2016 (and later in Feb 2020) has identified asbestos in the indoor and outdoor fittings that must be addressed. This will cost in the region of £12,000 inc VAT.

A separate estimate for the work required to 'bring the building up to date' was £65,000, which is approximately 1/3 of the S106 monies.

In 2019 it was decided that another attempt should be made to consult the Longford Parish community and that the Village Hall and Parish Council should form a joint working group to agree a way ahead. The committee was formed and a community consultation provider (Community Roots) engaged to gather opinion by door to door conversations and a number of pop-up events. In parallel the Village Hall Committee launched an online survey and advertised it on social media.

The community spoke as shown in the community survey report [3] and the on-line survey report [4]. It was felt that a representative sample of the community had spoken with 183 responses to the online survey representing of over 400 residents. This gave the joint committee enough information about requirements to move forward and it was agreed that the joint committee could fold at that point with liaison taking place directly. The Village Hall Committee were then asked to do what the community had asked and 'get on with it.'

The Village Hall Committee had just engaged the services of architectural companies to provide some initial ideas when Covid 19 struck in March 2020 and the project was delayed for 6 months.

In November 2020 Christopher Stanley were appointed as the Architects to provide the initial design drawings for approval.

The Village Hall Committee have now also re-engaged with Tewkesbury Borough Council to understand what remains of the S106 monies after a small amount was withdrawn for the last set of drawings and how we can draw that money down as required for legitimate expenditure.

### Main Goal

The main goal of this project is to refurbish and extend Longford Village Hall and provide facilities for the current users but with the future in mind. This means that the Hall needs to have facilities such as Wi-Fi and Audio-Visual Equipment to enable modern uses as well as updated infrastructure that will be easy to keep clean e.g. flooring, kitchen surfaces and toilets etc.

All of the items in the 2016 condition report, plus those identified since then will be addressed.

The asbestos will be removed from the building.

This will have the effect of increasing the useability of this community facility and enabling a wider range of activities due to the flexibility of the spaces.

### Desired Outcomes

The desired outcome is that the Village Hall will be brought into the 21<sup>st</sup> Century with an eye to 'future proofing' as far as possible. The space needs to be made more welcoming with an entrance hall that is light and provides space for the advertising of activities. The desired outcomes have been given to us by the community as a result of the community engagement programme and the on-line survey, these include:

- Better toilet facilities
- Better storage
- More flexible space
- Better Kitchen facilities
- Refurbishment of the Changing Rooms
- Better lighting (inside and out)
- Make use of green energy where possible and practical

## Constraints and Assumptions

These are the initial lists of Constraints and Assumptions; it is likely that more will come to light during the project and a Master List of Constraints and Assumptions will be established.

### Constraints

<b>Constraint</b>	<b>Description</b>
Finances	<p>The Village Hall has a limited income and what has been received in the past has been put back in to running the Hall in its current state. Covid 19 has had an impact and although grants have been applied for and received, they are only just covering utility costs when the Hall is closed.</p> <p>The S106 money (approx. £200k) is the only current source of funding although the committee will look at where grants can be applied for. These are generally for specific, bounded work packages e.g. asbestos removal and soffit replacement.</p>
Time	<p>The committee and any project sub-committee all have limited time available. This may slow some of the decision-making process.</p>
Tewkesbury Borough Council	<p>TBC are the arbiter of whether money can be released for project related activity. This may mean that confirmation and payment of invoices may be delayed for short periods of time.</p>
Planning Permission	<p>It is possible that the plans that are approved by the Committee will not be granted planning permission in which case plans may have to be amended.</p>
Contingency	<p>All of the major building works will require a 'decent' contingency for cost over-run. It is suggested this should be 20% of any quoted price. This may appear to be a very conservative amount, but it should be noted that the Village Hall has few cash reserves and in the current climate, income cannot be guaranteed that could service a loan.</p> <p>If there is money left over at the end of the major building works it can still be used for items for which the cost is known, e.g. kitchen cabinets, cookers etc.</p>

### Assumptions

<b>Assumption</b>	<b>Description</b>
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All major works will require 3 quotes.	To demonstrate due diligence the project team will request 3 quotes for all major pieces of work. This does not constrain the team to accepting the lowest offer but does require that best value for money can be assessed.
Changes will cost	The Committee need to be firm in their decisions to ensure that any changes that require drawings to be changed etc are kept to a minimum. It is key that the costs are focussed on the 'bricks and mortar.
Re-use of assets	Where feasible, we should seek to save cost wherever possible e.g. the oven, stage (with modification if necessary) etc.
Green principles	Where possible (time, cost, quality) we should try to embrace green technologies. For example we might want to ensure that the roof is capable of housing solar panels (electricity and hot water) but not necessarily install them in this project.

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## Interfaces

Interface	Description
Longford Parish Community	The community have been very patient throughout the process of refurbishment and would like to see progress. Interested parties must be kept informed of plans and progress. <b>But above all, they must see progress this year (2021).</b>
Longford Parish Council.	A good working relationship has been re-developed over the last 3 years with the PC. The Village hall Committee wish this to continue and would prefer to maintain it. Therefore, they must be brought along on the journey and kept informed.
Tewkesbury Borough Council	As the guardians of the S106 monies a good working relationship needs to be established and maintained throughout the project, or at least until the S106 monies have been spent.
Regular Users	<p>The regular users are currently the 'lifeblood' of the Hall, they provide our regular income, which allows us to pay the utility bills and carry out maintenance activities.</p> <p>Disruption to regular use of the Hall should be kept to a minimum.</p>
Casual Hirers	Whilst casual hire income is not guaranteed, we need to ensure that we can continue to provide a service for as much of the time that refurbishments are being carried out as we can.
Local Residents	The Hall has residential buildings close by and we will want to be 'good neighbours' during any refurbishment and building work. We will need to keep them informed of progress and any major events that may affect them (noise etc).

## Project Approach

The Christopher Stanley drawings [5] that have been produced suggest that the project may need to be split into 3 major phases, for affordability, as follows:

- Phase 1 – Build an extension
- Phase 2 – Kitchen and Main Hall refurbishment
- Phase 3 – Changing Room remodelling and refurbishment

In broad outline this has been accepted by the Village Hall Committee, however these phases may need to be further broken down to ensure that the services can continue to be offered to the community. For example, the kitchen may need to be refurbished in, or shortly after Phase 1 because the door will have been moved and the oven (and its services) will need to be relocated.

## Phases

Phases 1 and 3 will be carried out by a single contractor (not necessarily the same one for each phase) to ensure that the correct trades etc can be made available to keep the schedule on track.

Phase 2 may be carried out by a series of separate contracts and some self-help.

### Phase 2 - Possible Contractor Tasks

- Renew main Hall Flooring
- Build storage lockers
- Install room divider
- Install patio doors to South Elevation

### Phase 2 – Possible Self-Help Tasks

- Install Kitchen cupboards
- Replace roller cover for serving hatch
- General decoration
- Curtain replacement

## Sub Elements or Projects

There are a number of tasks that can be completed as and when finances permit or as required, so long as they are not reliant on the major building works or have been considered in the plans and the building has been fitted to allow for them (future proofing)

These may include but are not limited to:

- Procurement and installation of Audio-Visual equipment
- Installation of stage lighting
- Installation of hearing loops
- Replacement of furniture for ease of storage and repair<sup>1</sup>
- Installation of noticeboards
- General decoration

## Project Product Description

This has been developed from the Community Roots conversations report [3] and on-line survey responses [4] and the will be provided in the Project Product Description.

## Outline Business Case

The current Village Hall is currently not fit for the 21<sup>st</sup> century and the number of people that it now has to support following the development of new housing in the area. The developers have contributed \$106 monies that will go a long way to providing an update to the Hall and until other sources of funding are identified the current cost limit is £200,000.

## Benefits

The benefits are;

- a Village Hall that is able to provide services to the community in 2 separate spaces that will have shared access to the kitchen;
- the toilets will be replaced and brought up to a modern standard with storage providing increasing the overall space available in the Main Hall;
- modern Wi-Fi and audio visual facilities and
- a refurbished kitchen facility and

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<sup>1</sup> The current chairs are comfortable but require regular maintenance and are not simple to store.

- remodelled sports changing rooms that will be made more accessible and will serve more than a single purpose.

#### Dis-Benefits

The dis-benefits are;

- the football club will need to find alternate storage for their equipment and goal posts;
- if the current plans are accepted there will be a small loss in parking spaces (approximately 4 cars) and
- regular users and casual hirers may face some disruption whilst work is going on.

#### Major Risks

A separate Risk Register will be created as the project progresses and will be a living document. The initial major risks that have been identified are on the following page. Risk is the term used to describe uncertainty in projects, it is not necessarily a 'bad thing.' There is a more complete definition of risks in the Project Risk Register.

Major Risk and Opportunity Register

Risk ID	Title	Description	Mitigation
R001	Not meeting the community's expectations	There is a risk that the final products will not meet the expectations that the community.	<p>The Village Hall Committee have taken the results of the consultations and translated them into the requirements for the project.</p> <p>We will also have consultation sessions as far as possible as the project progresses.</p>
R002	Running out of money	There is a risk that cost overruns will lead to the S106 monies not being sufficient to cover the finance for the approved works.	<p>For major works e.g. the extension the project will be funded on a fixed cost basis, so that before the work commences costs are known.</p> <p>Wherever possible, we will seek funding for discrete packages of work from funding providers through applications for grants.</p>
R003	Planning Permission	There is a risk that planning permission will not be granted for the original plan.	<p>Ensure that close neighbours and the Parish Council are kept informed and have a clear understanding of what is proposed.</p> <p>Have a small contingency to accommodate additional costs and fees for new drawings and at least 1 re-application to planning.</p>
R004			

## Key Stakeholders

The table below shows the key stakeholders in the project. It is not a strictly hierarchical list as each of the stakeholders has different needs and interests.

Major Stakeholder	Notes
Wider Longford Community	These are the people that we are doing the project for, whilst we cannot satisfy all of the people all of time, we do have a responsibility to listen to what they said in the surveys and to wherever possible deliver on those requirements that we extracted from the evidence.
Adjacent Residents	The Village Hall want to remain a good neighbour, and it is vital that the local residents immediately next to the Hall are kept 'on-side' both when planning is being applied for and when building works commence (noise dust etc)
Parish Council	Whilst the PC do not own the building or car park, they do own the land that surrounds it and obviously will have an opportunity to comment on any planning applications.
Regular Users	The regular users need to be kept informed about what is happening and wherever possible we need to ensure that disruption is kept to a minimum and to ensure that they do not go elsewhere.
Casual Hirers	As above but they are likely only to know when/if we have closed for a period through the website, so the website must be kept up to date.
Football Club	<p>The Football Club are a 'special case,' they actually have the changing area of the Hall and it is currently not used by anyone else. When the Hall was built part of the design was to accommodate the Football Club.</p> <p>Currently the club store equipment in the changing rooms and in. a storage area on the south side of the building.</p>

## Project Objectives

	<b>Target</b>	<b>Tolerance</b>
<b>Scope</b>	All three major phases of work complete	Phases 1 and 2 with elements of 3 complete
<b>Time</b>	18 months	2 years
<b>Cost</b>	Under £200k	£250k but it will need additional fundraising to realise.
<b>Quality</b>	Meets building regulations and finished to a high standard	Nil
<b>Risks</b>	See Risk Register	
<b>Benefits</b>	See Benefits section	

## Project Management Team

<b>Role</b>	<b>Reports to</b>	<b>Appointee</b>