

Grant to Tintinhull Parish Council for New Village Hall (Executive Decision)

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Purpose of the Report

Councillors are asked to award a grant of £40,000 to Tintinhull Parish Council towards the overall cost of building a new village hall.

Public Interest

Tintinhull Parish Council has applied for financial assistance from SSDC towards the overall cost of building a new village hall. A Neighbourhood Development Officer has assessed the application and submitted this report to allow the Area North Committee to make an informed decision on the application.

Recommendation

It is recommended that a grant of £40,000 is awarded to Tintinhull Parish Council towards the overall cost of construction of a new village hall, the grant to be allocated from the District Executive Village Hall Grants Budget (£6,000) and the Area North capital programme (Local Priority Schemes) (£34,000), subject to SSDC standard conditions for community grants (Appendix A) and the following special conditions:

- 1) Confirmation of the allocation of a Big Lottery Reaching Communities Buildings Fund grant to the project.
- 2) Submission of a final copy of the Business Plan (including a financial operating plan for the first three years) as submitted to the Big Lottery.
- 3) The applicant will consider its final designs in the light of the access review recently completed by Access for All, including outside and landscaped areas, and will work with SSDC to achieve the recommendations.
- 4) Submission of the new trust deed for Tintinhull Community Hall when enacted, obtaining the written approval of SSDC, together with formal confirmation by the trustee to accept the grant conditions.

(Note: The Capital Appraisal document is attached as Appendix B)

Application Details

| | |
|--------------------------------|--|
| Name of applicant | Tintinhull Parish Council (Tintinhull Community Hall) |
| Project | Construction and equipping of new village hall |
| Total project cost | Circa £1,128,520 |
| Amount requested from SSDC | £40,000 (4%) |
| Recommended special conditions | <ol style="list-style-type: none"> 1) The applicant will confirm the allocation of a Big Lottery Reaching Communities Buildings Fund grant to the project. 2) The applicant will provide a final copy of their Business Plan (including a financial operating plan for the first three years) as submitted to the Big Lottery. 3) The applicant will consider their final designs in the light of the recently completed access review, including outside and landscaped areas, and will work with SSDC to achieve the recommendations. 4) Submission of the new trust deed for Tintinhull Community Hall when enacted, obtaining the written approval of SSDC, together with formal confirmation by the trustee to accept the grant conditions. |
| Application assessed by | Teresa Oulds, Neighbourhood Development Officer (North) |

Community Grants Assessment Score

The table below shows the grant scoring for this application. In order to be considered for SSDC funding under the Community Grants policies, applications need to meet the minimum score of 22.

| Category | Maximum Score Possible | Score |
|----------------------------|------------------------|-------|
| A Eligibility | Y/N | Y |
| B Equalities Impact | 7 | 5 |
| C Evidence of Need | 5 | 5 |
| D Capacity of organisation | 15 | 15 |
| E Financial need | 7 | 6 |
| F Innovation | 3 | 3 |
| Total | 37 | 34 |

Background

Tintinhull is a rural village with 483 houses and a population of around 1150 spanning all age groups. There is a primary school, parish church, pub, swimming pool and recreation field, but the shop and post office closed some time ago (there is a satellite post office open one morning a week in the Working Men's Club). The existing village hall, owned by the Parish Council, was built in 1953 but a professional structural survey has shown it is now in very

poor condition as a result of deterioration. It is consequently very expensive to heat. The future of the hall has been under consideration since 2008.

The Tintinhull Community Plan, produced in 2012 and endorsed by SSDC, revealed the inadequacies of the present hall and the need for a new facility to meet all village needs and modern community requirements. This view was confirmed by information gathered from the results of a similar questionnaire in September 2014.

In December 2012 the Parish Council resolved to *“pursue a new build strategy to provide a village hall to the highest level of affordable sustainability and to design space as flexibly as possible to embrace Tintinhull Community Plan objectives. Funding requirements should bear in mind Parish Council responsibilities to the precept”*.

A New Build Village Hall Working Group was formed to manage the project and this group has worked hard since then to reach the point where they are now at the last stage of their application to the Big Lottery for the majority of the funds needed. Recognising the need for professional expertise in managing such a large project the group has, following a rigorous selection process, appointed a firm of architects to manage the design and build.

Currently the village hall is in the ownership of the Parish Council, but it has been agreed that the new hall will be run as a charity which will ensure local residents are proactively involved in the management of the hall's future.

Using information gleaned from questionnaire, survey and open day results as well as gaining valuable advice from visits to similar projects, the project team has built up a good base of evidence of the community's needs, as stated in their application:

1. *The elderly are feeling increasingly isolated, exacerbated by reduced public transport services and a lack of access to activities and services.*
2. *There are no community facilities for the disabled.*
3. *There is nowhere for young mothers and toddlers to gather together and socialize.*
4. *The youth club is restricted from developing further through lack of suitable facilities.*
5. *There is no longer a post office, village shop or anywhere to purchase basic provisions – the nearest being over three miles away – which used to serve as a village social focal point.*
6. *Village clubs cannot simultaneously hold meetings, thereby potentially restricting the number of clubs.*
7. *There is nowhere to house and display the village's extensive historical archives.*

Consultation

There has been extensive consultation and regular updates with the community throughout to ensure that everyone has been given the opportunity to have input to the design of the building, with questionnaires, well-attended consultation and information days and exhibition of the plans. Adjustments to the design of the roofline were made as a direct result of feedback from one of the open days.

Ongoing consultation, particularly regarding the operation of the hall, will continue in order that the views and needs of residents remain paramount and are addressed.

Access for All has been consulted on the final design and has offered its full support. In their expert view, the Design and Access statement addresses the needs of disabled users. They go on to say *“the new facility should greatly benefit the village and increase community use”*.

Benefit to the Community

The stated aim of the group on the application is that:

“All sections of the local and visiting community will benefit from having a welcoming village “hub” in which they can gather, hold their meetings, keep fit and enjoy local entertainment. It will provide the older generation, of which there are over 300, a mutually convenient place to gather to meet others in a similar situation; it will provide a place for village entertainment to be staged for all the community, whether it be the annual pantomime, a Christmas concert, a Take Art evening or a private party. The village has 550 working adults who enjoy living in a village atmosphere that offers varied entertainment without having to go further afield; the hall will provide a welcoming venue for weddings, complementing the lovely village church or wedding licensed National Trust house, both within walking distance; it will enable the younger generation (over 150 under the age of 16) to gather after school. Local groups will be able to make use of the kitchen and coffee shop facilities...”

“The building is being built on the site of the old hall in the middle of the village so most people can walk to it. For those who have difficulty we plan to provide transport to key events. ... We will make it as simple as possible for anyone to book and hire the hall by using a web based booking system, by email or by telephone, which removes a major barrier that other halls have encountered. Information contained within the foyer will be accessible during the day, even when the rest of the hall is closed thus improving access. ... The group’s aim is to be as inclusive as possible, in particular helping those who are disadvantaged by old age and loneliness, disabled, single parent and those with caring responsibilities by giving them somewhere to meet others in a local, friendly environment. ... The Management Committee will review all aspects on a quarterly basis to ensure lessons are learned and assessed.”

The hall is expected to be fully self-funded by the end of its third year of operating and making a profit that can be returned to the village to help with further activities and projects.

Current Position

An application to the Big Lottery Reaching Communities Buildings Fund in 2014 resulted in the group being invited to the final part of the process, Stage Three. The deadline for submission is 27 September 2015. A Big Lottery Development Grant of £85,000 was awarded towards the cost of obtaining professional advice and information to support the preparation of comprehensive financial and technical design and assessments.

Local fundraising events continue to generate money towards the project and the group continues to seek funding from other grant providers. Confirmation of a grant from SSDC would be helpful to them in this regard. The Area Development Team will continue to offer support to the group as necessary.

Management and Ownership

With guidance from the Community Council, a Charitable Trust (Tintinhull Community Hall) is being formed to govern the future ownership and management of the hall. The Trust Deed has been approved and signed by the Parish Council and submitted to the Charity Commission. This will ensure local residents and users of the hall are proactively involved in the future management of the hall.

A detailed business plan with predicted income and expenditure for operation of the project in years one to three is scheduled for submission to the Big Lottery Fund in September 2015 and the final version will be submitted to SSDC at the same time.

Assuming the final funding application to the Big Lottery is successful, build is due to complete by April 2017. Thereafter the hall will be funded from the revenue generated from hiring the facilities and the coffee shop profits.

Parish Information

| | |
|-------------------|------------|
| Parish | Tintinhull |
| Parish Population | 1,150 |
| No. of dwellings | 483 |

Project Costs

The new hall will be 496m². The predicted costs for the proposed traditional build, which include the associated car parking, have been established by a Quantity Surveyor and are considered reasonable. There will be a formal tender process once the funding from the Lottery is confirmed and SSDC standard grant conditions state that the grant paid will reduce if the final project costs are lower than anticipated. Similarly, the amount would not increase if the final costs exceeded expectations.

| Item or activity | Cost £ |
|---|------------------|
| Construction costs | 760,000 |
| Furniture, fittings and equipment | 35,400 |
| Professional fees* | 116,350 |
| Other costs: preliminaries | 90,000 |
| Other costs: demolition, leveling, asbestos removal | 45,000 |
| Contingency (includes inflation on capital costs)** | 58,500 |
| Non-recoverable VAT | 23,270 |
| Total project cost (A) | 1,128,520 |

*Professional fees include design, contract administration, QS, planning, Construction Design and Management etc.

**This is 7% of the build cost which is generous (usually around 5%) but considered prudent.

Funding Plan

| Funding Source | £ secured (S) or pending (P) |
|---|---------------------------------|
| Parish Council* | 170,000 (S) |
| Lottery** | 85,000 (S) |
| Lottery | 670,000 (P) |
| Veolia | 50,000 (P) |
| Village fund raising | 15,000 (S) |
| Village fund raising | 15,000 (P) |
| Yarlington | 5,000 (P) |
| Heritage | 10,000 (P) |
| “Brick” sales | 15,000 (P) |
| Awards for All | 10,000 (P) |
| Other applications | 43,520 (P) |
| Total Project Funding | 1,088,520 |
| Amount requested from SSDC (A-B) | 40,000*** |

* PC's contribution represents 15% of the total project cost.

** Development grant towards costs incurred during design development to RIBA Stage 3.

***Amount requested from SSDC represents 4% of the total project cost.

Consents and permissions

A planning application (15/02685/FUL) is due to be determined at the Area North Committee on 26 August 2015.

The project will require building control consent and use of the SSDC Building Control service is included as a standard condition to beneficiaries of SSDC community grants.

Risk Assessment

The standard conditions for SSDC grants, together with the recommended special conditions, cover the risk of the grant to the Big Lottery being unsuccessful. In the unlikely event of the project failing, the Trust Deed for the Tintinhull Village Hall Charity would ensure any monies from the disposal of the land remains for the use of Tintinhull community.

Conclusion and Recommendation

This application is for £40,000, representing 4% of the total project cost.

The existing hall is in urgent need of repair or replacement and after a considerable period of consultation and evaluation of options, it was established that the latter was a more sensible option for the village.

Members of the New Build Village Hall Working Group bring a wide range of skills and experience to this project and a high level of commitment to strengthening and improving the quality of life for all in their local community. They have evolved plans, underpinned by thorough consultation, which have undergone the extensive scrutiny of the Big Lottery to reach Stage Three of the Reaching Communities Buildings Fund. Representatives of local community groups (whether current users of the hall or not) have contributed invaluable insight to assist the development of the plans in order to ensure they best address the well-documented requirements of the residents. They will become increasingly involved in the hall's development as the project progresses to the next stage.

It is therefore recommended that this application for £40,000 is approved. Given the timing of this application and in seeking to secure the council's long term interests for its investment a number of special conditions are recommended:

- 1) The applicant will confirm the allocation of a Big Lottery Reaching Communities Buildings Fund grant to the project.
- 2) The applicant will provide a final copy of their Business Plan (including a financial operating plan for the first three years) as submitted to the Big Lottery.
- 3) The applicant will consider their final designs in the light of the access review recently completed on behalf of SSDC, including outside and landscaped areas, and will work with SSDC to achieve the recommendations.
- 4) Submission of the new trust deed for Tintinhull Community Hall when enacted, obtaining the written approval of SSDC, together with formal confirmation by the trustee to accept the grant conditions.

Financial Implications

There is £6,000 of funding remaining in the DX Village Hall Grants budget and the Area North unallocated Local Priority Schemes fund has £209,190. If this application is approved and £34,000 used from the Area North unallocated fund, £175,190 will remain in that reserve for future years.

Council Plan Implications

The project has been included in the Area North Development Plan over a number of years and supports the following Council Plan objectives:

Focus One: Jobs

Focus Four: Health & Communities

Carbon Emissions & Climate Change Implications

Construction of the Community Centre will meet the current standards for heating and insulation to minimise energy consumption and energy loss.

Equality and Diversity Implications

Construction of the village hall will provide the village with a meeting place, café and changing facilities that meet the current standards for accessibility.

Access for All fully supports this application and will advise on the final plans.

Appendix A

Standard conditions applying to all Community Grants.

This grant offer is made based on the information provided in application form no. AN15/04 and represents 4% of the total project costs. The grant will be reduced if the costs of the total project are less than originally anticipated. Phased payments may be made in exceptional circumstances (e.g. to help with cash-flow for a larger building project) and are subject to agreement.

The applicant agrees to: -

- Notify SSDC if there is a material change to the information provided in the application.
- Start the project within six months of this grant offer and notify SSDC of any changes to the project or start date as soon as possible.
- Confirm that all other funding sources have been secured if this was not already in place at the time of the application and before starting the project.
- Acknowledge SSDC assistance towards the project in any relevant publicity about the project (e.g. leaflets, posters, websites, and promotional materials) and on any permanent acknowledgement (e.g. plaques, signs etc).
- Work in conjunction with SSDC officers to monitor and share the success of the project and the benefits to the community resulting from SSDC's contribution to the project.
- Provide a project update and/or supply before and after photos if requested.
- Supply receipted invoices or receipts which provide evidence of the full cost of the project so that the grant can be released.

Standard conditions applying to buildings, facilities and equipment

- Establish and maintain a “sinking fund” to support future replacement of the building / facility / equipment as grant funding is only awarded on a one-off basis.
- Use the SSDC Building Control service where buildings regulations are required.
- Incorporate disabled access and provide an access statement where relevant.

Special conditions

- 1) Confirmation of the allocation of Big Lottery Reaching Communities Buildings Fund grant to the project.
- 2) The applicant will provide a final copy of their Business Plan including a financial operating plan for the first three years) as submitted to the Big Lottery.
- 3) The applicant will consider their final designs in the light of the access review recently completed on behalf of SSDC, including outside and landscaped areas, and will work with SSDC to achieve the recommendations.