

# Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN

## Proposed Development Plan for the Village Hall

### 1. Executive Summary

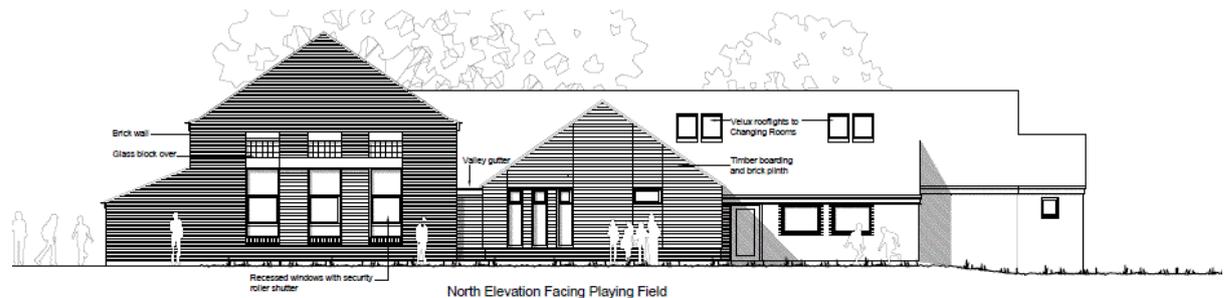
#### 1.1 Our Vision

The Broughton Playing Fields and Village Hall Association is a registered charity which manages the Village Hall and surrounding fields for the benefit of the people of Broughton. The Village Hall itself was built in March 1980 and has had a number of additions since then.

The Village Hall management committee, after consultation with the User groups and Broughton residents, has drawn up this Development Plan to meet the changing local requirements and to create an improved facility which will be at the centre of village life.

We have engaged professionals including architects and quantity surveyors to assist in the creation of the Vision and objectives for the future state. The Development Plan has been organised into a number of project phases, which will allow funding to be raised and the projects managed according to resources available, to deliver these objectives.

Planning permission was granted by Kettering Borough Council in January 2015.



#### 1.2 Current Status

We completed Phase 1 of the Development Plan within budget in April 2015. Phase 1 was the provision of a new outdoor play area, which is being used on weekdays by the Broughton Under Fives group as a safe and secure outdoor recreation space.

We are currently raising funds for the remaining Phases 2- 7 of the Development Plan and have initiated Phase 2.

#### 1.3 Next Project: Phase 2

We have initiated Phase 2 building works in May 2016, which will cost £ 42,527. We have raised the necessary funds, with the small remaining amount underwritten by the Village Hall development fund. Phase 2 is the creation of a new toilet block which will include toilets and sinks designed for the Under Fives and also for the disabled. This block will enable the Village Hall to expand its available facilities during weekdays, which will benefit all potential users. Our medium to longer term goals are set out in the phased development plan, which can be found in Section 6.

#### 1.4 Funding Needs

Our plans require funds totalling over £ 400,000, and we have allocated funds of £ 150,000 towards this, as outlined in **section 8** below. We are seeking funds of £ 280,000.

The village of Broughton is currently expanding in population with a large new estate being built; this is a crucial period in which the facilities and services of Broughton Village Hall grow to meet the needs of the community.

# Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN

## 2. Background

Broughton Playing Fields & Village Hall Association was formed by Trust Deed on 1<sup>st</sup> August 1978. It is a Registered Charity #276511. Its primary function is to manage and maintain Broughton Playing Fields and Village Hall for the use of groups, organisations and individuals without distinctions of political, religious or other opinions, including use for meetings, lectures, classes and other forms of recreation and leisure time occupation, with the object of improving the condition of life for the inhabitants and in the interest of their social welfare.

The Village Hall Committee is elected annually and meets monthly to manage the Playing Fields and Village Hall on this basis. The Village Hall land is leased from Kettering Borough Council for 99 years from 19th March 1980. The property is available for hire as meeting rooms, main hall hire for parties, weddings, sporting activities, Youth club and events of all types, playing fields and changing rooms regularly used by sports teams.

The property is currently in regular use by:

Broughton Under Fives	Pre-school group
2 <sup>nd</sup> Broughton Scout Group	Beavers, Cubs and Scouts
Broughton Parish Council	PC meetings
Broughton Players	Drama group
Broughton Indoor Bowls	Bowls club
Broughton Table Tennis Club	Table tennis club
Broughton Badminton Club	Badminton club
Toybox	Parents and Toddlers Group
Women's Institute	WI meetings
Broughton Old Boys	Football team
Rising Sun FC	Football team
Karate class	Karate
Pilates, Fitness & Yoga classes	Fitness, health & well-being
Dance classes	Dance & fitness
Various Dancers	Dance practice
Various Musicians	Musical practice

The original Village Hall building was completed in March 1980, has subsequently had a number of minor additions and is showing its age in several places.

In particular, it does not address all the current requirements of several of its User groups and will need development to extend its capabilities to meet some or all these requirements.

The areas for improvement include:

- (a) Specific toilet and wash facilities for the Under Fives group;
- (b) Separate facilities for the Under Fives group, to allow other Users of the Hall to use other parts of the Village Hall at the same time, without necessarily the need for DBS checks;
- (c) Stage facilities for Theatre & Drama Groups, for other Touring Arts groups and for bands;
- (d) Additional changing facilities, to enable Playing Fields or Village Hall use by female as well as male sports teams & individuals;
- (e) Additional Storage space for the User groups;
- (f) Improved facilities for the disabled;
- (g) Upgraded Multi-Use Games Area, for a variety of team sports and training.
- (h) Upgraded skateboard & BMX Facilities: "Multi-Wheeled Sports Facility".

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## 3. Development Vision and Objectives

### 3.1 The visionary objectives are:

- To provide the Under 5 children in Broughton an environment away from home where they will feel safe and happy as they start their educational journey.
- To give older children a place that they feel is a place of their own; that gives them a sense of involvement in and ownership of the village.
- To enable adult groups, including lonely, retired and elderly people, to find involvement and purpose by making available a social centre within the village that has access to IT and communications equipment.
- To provide an arts and entertainment centre within the village.
- To ensure equal access for all to sports and exercise facilities of the Village Hall.
- To address directly the Being Healthy; Making a Positive Contribution and Enjoying and Achieving desired outcomes of the Dept. of Education's "Every Child Matters" policy.
- To help to prevent the disruptive behaviour and low level crime that often arises from bored and isolated (i.e. in a rural community) young people.
- To improve health and well-being for people of all ages and to adopt the health and sports policies of Northamptonshire County Council and Kettering Borough Council.
- To develop a sense of community and purposeful involvement in the village by engaging residents in the project and creating a shared "ownership" in the facilities' future use.

### 3.2 The *Material* Objectives are to provide

#### 3.2.1 Broughton Under-Five Improved Facilities

- An area which is secure, safe and self-contained within the Village Hall while the Under 5's group is using it;
- A secure, self-contained all-weather play area adjacent to the Hall;
- Sinks and WCs that are specifically designed for and usable by Under Five children;
- Adequate Storage for the U5's group;
- Other requirements of the Department for Education and Ofsted.

#### 3.2.2 Improved Facilities for Children and Young People aged c. 9 -16,

- A range of activity and play facilities that will be energetic, challenging and fun to use, building strength and balance;
- To be used by both girls and boys, and as far as possible, dependent on individual circumstances, also accessible for children with disabilities;
- Which really do meet the needs and desires of the children and young people, by involving them in the key decisions about what to provide;
- A Multi-Use Games Area, that can accommodate a range of sports throughout the year including football, basketball, netball and tennis;
- A Skateboard and BMX activity park, sometimes referred to as a "Multi-Wheeled Sport Facility".

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### 3.2.3 Improved Facilities for the Disabled

- To ensure that Village Hall facilities address the needs of those with disabilities of all ages.
- To add additional WC facilities for the disabled, with closer access from the Main Hall.
- To ensure that the disabled have good access to the Village Hall, including the provision of dedicated car parking spaces.

### 3.2.4 Improved Facilities for Women and Girls

- To provide a separate changing room for women, to encourage wider use of sports at the Village Hall by women and girls.

### 3.2.5 Stage Facilities

- To address the requirements of local Drama groups to rehearse and put on plays and other drama in the Village in front of an audience.
- To allow bands, musical and other entertainment acts to play within the Village.
- To provide a venue within the Village for touring arts and entertainment groups.

### 3.2.6 Improved Sports Facilities for all

- To provide a Multi-Use Games Area, that can accommodate a range of sports throughout the year including football, basketball, netball and tennis.
- To provide an improved set of changing room facilities, including a separate changing room for women, to encourage wider use of sports at the Village Hall.
- To ensure that these additional facilities address the needs of those with disabilities.

### 3.2.7 Improved Meeting Room Facilities

- To provide an improved set of meeting room facilities for business and social use.
- To provide adequate Wi-Fi and Broadband access to the internet, including provision of IT equipment.
- To ensure that IT and communications equipment is ergonomic and usable by all age groups, including retired and elderly people and the disabled.

### 3.2.8 Increased Storage

- To increase the amount of storage available to the User Groups of the Village Hall, to ensure that there is adequate storage.
- To ensure that the storage is lockable and secure.
- To ensure that the storage (when open) is ergonomic and easily accessible by all who need to retrieve items.
- To provide for administrative filing.

### 3.2.9 Improved Access to the Village Hall

- To provide a larger car-park area, including dedicated car parking spaces for the disabled.
- To create a new attractive entrance to the Village Hall from the car-park.
- To improve access and availability of meeting rooms during the day.

### 3.2.10 Improvements to the building infrastructure

- To upgrade electrical distribution boards and fuse boxes, to provide greater capacity and safety.
- To remove asbestos-containing materials from the site. Such materials have been identified in 3 locations, are in good condition and have been assessed as low risk or very low risk, but the Committee will take the opportunity to remove and dispose of these materials safely using licenced contractors as part of the planned development work.

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## 4. Targets

### **4.1 Meeting the educational and other needs of the Under 5's in the Village**

The first phase, a secure, self-contained outdoor all-weather play area, has now been delivered. An area within the Village Hall will be made secure, safe and self-contained, to prevent outside access while the Under 5's group is using it.

Sinks and WCs that are specifically designed for and usable by Under Five children.

Adequate Storage for the U5 group.

Other requirements of the Department for Education and Ofsted.

### **4.2 Providing improved facilities for children and young people :**

From consultation events, and frequent discussions with, children and young people it is clear that there are broad areas of interest to be catered for, which are:

- An improved area for skateboarding / BMX: "Multi-Wheeled Sports Facility".
- A self-contained facility for ball games on a hard surface throughout the year, the MUGA;
- Separate changing areas for the girls of the Village.

### **4.3 Providing Facilities for the Disabled**

Additional WC facilities for the disabled will be created.

Dedicated car parking spaces for the disabled will be made available.

### **4.4 Providing Stage Facilities**

The Village Hall will be extended to provide a stage, with side-access.

The Village lacks a building with a stage that can act as a theatre for staging drama, music and other entertainment. There are Drama groups within the Village that are currently constrained by the lack of a building with a dedicated stage. The stage would also be available for bands, musical and other entertainment acts; it would be used by Touring Arts Groups.

### **4.5 Providing a "MUGA " = Multi-Use Games Area**

To provide a Multi-Use Games Area, that can accommodate a range of sports throughout the year including football, basketball, netball and tennis, plus general year-round training.

### **4.6 Improved Changing Room Facilities for All**

The current changing rooms are basic and are used almost exclusively by (male) football teams.

Additional changing and showering facilities will be developed, including a separate female changing room, to encourage wide use of the Village Hall facilities by the girls and women of the Village.

Additional WC and shower facilities will be built, which will be usable by people with disabilities.

### **4.7 Increased Storage**

The total amount of storage will be increased as part of the development plan.

### **4.8 Improved Entrance**

The main entrance will be moved, to make it more attractive and more accessible from the car-park.

The existing entrance area will be altered to improve access to meeting rooms during the day when the building is in dual use.

### **4.9 Timing**

As the current facilities do not match the requirements of the current User groups & target groups, the full range of facilities should ideally be provided within one project, though the project targets will be delivered in the phases of a Multi-Generational Project Plan.

Each phase of the project will be completed as quickly as possible, subject to funds, finance and other resources, but also subject to the normal day-to-day running of the Village Hall.

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### **5. Tangible outputs**

In order to meet the objectives and targets it was considered that the following would be required:

- (a) Separated facilities for the Under 5's group, to allow other Users of the Hall access to other parts of the Village Hall at the same time.
- (b) A secure, self-contained outside all-weather play area for the Under 5's, which was completed in April 2015. This is now in daily use: the Under 5's love it!
- (c) Specific toilet and wash facilities for the Under 5's group.
- (d) Additional WC facilities for the disabled.
- (e) Stage facilities for the Theatre User Groups, for other Touring Arts groups and for bands.
- (f) Additional changing facilities, to enable Playing Fields or Village Hall use by the girls and women of the Village, and to encourage female and mixed sports teams.
- (g) Additional lockable Storage space for the User groups.
- (h) Other improved disabled facilities within the Village Hall.
- (i) Dedicated car parking spaces for blue-badge holders.
- (j) An attractive entrance, with access from the car-park.
- (k) a half pipe, of reasonable size, for skateboarding / BMX.
- (l) a tarmac Multi-Use Games Area, including basketball / netball / tennis / football; with hoops and posts and suitable surround fencing.
- (m) Provision of a unisex external toilet facility for use by spectators at sporting events.
- (n) Improved cooking equipment and other kitchen improvements to suit small and medium-scale catering.
- (o) Removal and safe disposal of all asbestos-containing materials.

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## **6. Consultation plan: publicity and feedback**

We have had and will continue to have specific “Open days” displaying the plans, including a Display at the well-attended annual Village Show (held at the Village Hall) and Saturday morning/lunch-time consultation sessions. We encourage villagers to attend the consultation sessions by publicity in the Village newsletters and social media sites, posters placed at the Village Hall and other prominent Village locations and by emails to User groups.

We have obtained and will continue to obtain feedback by encouraging the completion of specifically designed questionnaires, including provision for free-form comments. The analysis of these questionnaires allows the committee to gauge the level of support for particular features of the project elements and consequently to prioritise and fine-tune the plans. The questionnaires are available at the “Open-day” consultation sessions but are also available at all times in the Village Hall foyer together with a post-box.

We have a Broughton Village Hall web-site and a Facebook page which are used to communicate events and updates to the Village. Twitter will be used as appropriate as project activity commences.

We have attended community events organised by Kettering Borough Council to showcase projects funded by KBC grants.

We make use of the village newsletters. These are delivered by hand monthly to every individual household in the village.

Articles cover:

- Open-Day sessions
- Fund-raising events
- Notification that the project is “live”; requesting input and help from the village;
- Notification of the consultation process;
- Summary of outline plans.
- Keeping the village appraised of progress and completions
- Announcement of the opening date and any opening ceremony.

It is likely that an opening ceremony following the completion of a major project phase will be covered by local media including the local press and BBC Radio Northampton. At such events, a full media briefing pack will be prepared.

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## 7. Multi-Generational Project Plan

### 7.0 MGPP

The objectives will be delivered by a Multi-Generational Project Plan. The Plan has been drawn up by considering:

- (a) Building Planning approvals
- (b) The financial resources available including grant & funding approvals
- (c) The capability and availability of managers from the Village Hall project team
- (d) Delivery lead times and sub-contractor availability.

The current MGPP has seven generations – the development of the various Phases will be undertaken as financing allows and are not necessarily sequential:

Phase 1	Outdoor Secure Play area for the Under 5's NOW COMPLETED.
Phase 2	Toilet Block for Under 5's and additional WC for the disabled: works initiated.
Phase 3	Hall extension and stage installation
Phase 4	Improved Changing Rooms
Phase 5	New Village Hall Entrance
Phase 6	Multi-Use Games Area
Phase 7	Skateboard Park.

Planning Permission was granted by Kettering Borough Council for phase 1-5 in January 2015.

### 7.1 Phase 1

Phase 1 has been successfully completed on time and within budget. The outdoor play area is in daily use by the Under Fives.

### 7.2 Phase 2

The committee have agreed that the next priority is Phase 2 in line with the original plans. Phase 2 will deliver the creation of a toilet block for the Under Fives and an additional WC for the disabled. Phase 2 is not yet fully funded, but Committee have initiated the building works with the current 7% shortfall in funds being underwritten by the Village Hall Development Fund. It is envisaged that building works will be completed by October 2016.



## Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN

### 8.5 Next Priority: Phase 2

Following the successful completion of Phase 1, the creation of the outdoor play area for the Under Fives, the committee have decided that the next priority is Phase 2, the creation of a separate WC block. We are therefore proceeding in the order originally envisaged.

Phase 2 will address items 5(a), 5(c) and 5(d) as set out on page 6.

We have raised the necessary funds to complete the work, with the outstanding amount being covered by additional Village Hall funds. After tender, a building contractor has been selected.

Work commenced in May 2016 and now due to complete by October 2016.

#### Phase 2 Funding

<i>Source</i>	<i>Amount</i>	<i>Status</i>
<b>Phase 2 Costs</b>	<b>£ 42,527</b>	Firm building costs after tender plus estimate of professional costs
<b>Funded by:</b>		
Broughton Village Hall	£10,000	Committed (Allocated from our Development Fund)
Broughton U5s Group	£10,000	Committed and paid
Kettering Borough Council	£ 5,000	Community Hall Grant awarded and paid.
Maud Elkington Trust	£ 2,500	Committed and paid
Constance Travis Charitable Trust	£ 1,000	Committed and paid
Bernard Sunley Charitable Foundation	£ 2,000	Committed and paid
Broughton Parish Council	£ 2,500	Committed and paid (from 2016/17 precept)
Market Harborough Building Society	£ 1,000	Committed and paid)
Broughton Local Fund Raising	£3,578	Amount raised locally (mural, Ball), on-going, see 8.7
Councillor Chris Groome	£ 1,800	Paid
<b>To be raised</b>	<b>£ 3,149</b>	Underwritten by the Village Hall Dev Fund

### 8.6 Funding of Future Phases

<b>Phases 3, 4 &amp; 5</b>	£ 246,000	QS cost estimate
Broughton Village Hall	£ 22,700	Designated Building& Development Fund
Redrow Section 106	£ 52,719	Allocated by Kettering Borough Council (paid to KBC)
Redrow Section 106	£ 8,672	To be paid after 26 <sup>th</sup> home occupied.
To be raised	£ 161,899	Outstanding, see section 8.7 below
<b>Phase 6: MUGA</b>	£ 70,000	Estimate
Redrow Section 106	£ 16,242	To be paid after 26 <sup>th</sup> home occupied.
To be raised	£ 53,758	Outstanding, see section 8.7 below
<b>Phase 7: MWSF</b>	£ 60,000	Skateboard park estimate
To be raised	£ 60,000	Outstanding, see section 8.7 below

The above cost figures all include VAT. Broughton Village Hall is not VAT- registered. We are investigating whether we can arrange the projects in a way to mitigate some of the VAT under HMRC rules.

## **Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN**

### ***8.7 Additional Sources of Funds***

We have set ourselves the target of raising a further £ 20,000 from the local community through a set of local fund-raising activities. These include plans for:

- Sponsored mural in the Village Hall. The tree mural within the Village Hall has been painted. We are raising funds by offering sponsored leaf and apple stickers for the tree.
- Sponsor-a-brick for the Extension
- Fashion show
- Fund-raising Ball.
- Monthly Craft Fairs

We have good confidence of attracting additional funds from organizations that have supported the Village Hall in the recent past, some of which are in the above lists.

We have reasonable confidence in attracting funds from organizations that have some obligation or declared intention to support local communities

- Waste companies such as Biffa, who are obliged to support local communities.
- Redrow Development (builders), who have pledged £ 82,000 towards the local community
- Central England Co-operative Society Community Dividend

We have registered with Localgiving.com to allow for Gift-aid collection from personal donations.

We are also seeking sponsorship from local companies and other local organisations.

A fuller “prospecting list” of potential fund sources has been drawn up and is available.

# Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN

## Project Management capability

### **8.8 Responsibilities**

The Project Sub-Committee of the Village Hall Committee is responsible for driving the progress of the projects, including:

- Drawing up and updating this Broughton Village Hall Development Plan, in consultation with other stakeholders including the Parish Council, Kettering Borough Council, the Village Hall User Group and all villagers, and ensuring the approval of the Village Hall Committee.
- Drawing up a Multi-Generation Project Plan (“MGPP”), to deliver the Development Plan, with keen regard to priorities, funding and resources, as well as the uninterrupted normal operations of the Village Hall.
- Securing the necessary funding to allow Project Phases to proceed, including seeking new contacts and developing new funding sources
- Creating a detailed Project Plan to deliver each MGPP Phase, with higher-level milestones and gateways as appropriate and with detailed activities, dependencies, due dates and responsibilities for actions.
- Creating a detailed and precise Specification for each work activity, and using this to obtain firm quotes from sub-contractors to deliver the work to specification.
- Monitoring the progress of the project for activity completion against planned Due Dates.
- Assessing the completion of the project against the Specification and Plans.
- Assessing the impact of the Project completion on the maintenance and operations of the Village Hall, and putting in place the necessary management processes and controls to ensure successful continued operations.

### **8.9 A summary of our recent track record of delivering projects:**

Since 2004 the following has been completed at the Village Hall:

- Installation of Security grills and shutters
- Installation of CCTV equipment
- Refurbishment of kitchen
- Refurbishment of bar area.

More recently, Broughton Village Hall has increased its annual funding from £18K in 2011/12 to £35K in 2012/13 and similar in 2013/14 and 2014/15, through the work of its Committee members.

The increased funding has been spent on a variety of projects to develop and improve the Village Hall. Over the last 3 years:

- Lighting and heating in the Main Hall has been fully replaced with more effective and energy efficient equipment.
- New insulation has been installed in all roof space.
- Main Toilets have been refurbished.
- Lighting and flooring replaced in Corridor.
- The Changing Room has been refurbished including replacement of showers and flooring.
- The Car Park has been extended.
- Hall flooring has been part replaced.
- Meeting room Lighting, Heating and electrics replaced, carpets and chairs replaced.
- New internal storage facilities built.
- Redecoration throughout the premises.

Phase 1 of the Development Plan, the creation of a secure outdoor play area for the Under Fives, has been completed on time and under budget.

## **Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN**

### **8.10 Project Sub-Committee Members**

The Project Sub-Committee is made up of several experienced Managers, all of whom are resident in the Village and have been elected annually to the Village Hall main Committee. They are:

#### Bryony Gates

Bryony is a retired local government senior manager, with over 30 years' experience in social services, most recently in adult social care at the interface with local health services, managing teams of social care professionals and high profile public sector budgets. She has over 20 years' active experience of voluntary community services. Bryony is the Chair of the Broughton Village Hall Committee.

#### Tim Durdin

Tim is a Company Director, with over 30 years' experience of management, planning & projects. He was Managing Director for over 10 years of a successful local engineering/manufacturing business employing 130 people. He has worked for several years as a Product Manager responsible for the P&L of a \$400M business and as a Purchasing Project Manager delivering annual cost savings of \$ 9M. Tim has been the Village Hall Treasurer for 4 years.

#### Rebecca Hawkes

Rebecca was the Chair of the Broughton Under Fives until 2015 and is enthusiastic to develop the Hall for all users. She has 10 years' experience in local event management and fund-raising, which makes her well-placed to support the Development Plan. Rebecca's professional background is in commercial account management: she has 20 years' experience building bespoke development packages for corporate clients.

#### Ed Phillips

Ed is an IT Consultant of 10 years' specialising in the Retail Industry; delivering IT transformation projects across the UK for household name retail chains. He has been a resident of Broughton for the past 5 years.

#### Les Manning

Les is a retired professional Civil Engineer. He spent 40 years in the construction industry, managing major complex projects to tight timescales. He was the Managing Director of a multi-million pound Construction company.

#### Clive Gresham

Clive is a Management Consultant and ex senior banker with over 30 years' experience in Management, Projects and Finance and over 15 years' experience in voluntary community service. Clive was the Chair of the Village Hall Committee for 3 years.

## **Broughton Playing Fields & Village Hall Association DEVELOPMENT PLAN**

### **9. Final statements**

We believe that we have a comprehensive and well-considered Development Plan to improve the Village Hall, which will benefit the men, women and children of Broughton.

We have put the plans to professional advisers, including architects and quantity surveyors, to draw up designs and quantify costs.

We have received Planning Permission from Kettering Borough Council for the proposed changes to the Village Hall.

We have completed Phase 1, the construction of the Under Fives outdoor play area, on time and under budget, with funding from the Broughton Under Fives group, Broughton Village Hall and Kettering Borough Council.

We have raised sufficient funds and have initiated Phase 2, which is in progress and due to be completed by the end of October 2016.

We are now seeking the necessary support and funding to proceed with the next Phases of the Plan.

**Project Sub-Committee Team**

**Broughton PF & VHA Committee**

10<sup>th</sup> September 2016