

# 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.

Initial 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 completed Phase 2 building works in February 2017. This was the creation of a new toilet block which includes toilets and sinks designed for the Under Fives and also for the disabled. This block has enabled the Village Hall to expand its available facilities during weekdays, which benefits all potential users.

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## 1.3 Next Project Phases

Our medium to longer term goals are set out in the phased development plan, which can be found in Section 6. We are currently raising funds for the remaining Phases 3- 7 of the Development Plan.

## 1.4 Funding Needs

Our ambitious plans require funds totalling approximately £ 540,000, and we have allocated funds of £ 114,000 towards this, as outlined in **section 8** below.

We are therefore seeking funds in excess of £ 426,000.

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.

## Plan Layout

PROPOSED GROUND FLOOR PLAN



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## **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. It has also been used by charities, societies and commercial groups for meetings, training and other purposes.

The property is currently in regular use by:

Broughton Under Fives	Pre-school group
2 <sup>nd</sup> Broughton Scout Group	Beavers, Cubs, Scouts and Explorers
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
Craft Fair	A monthly Craft Fair
Toybox	Parents and Toddlers Group
Broughton Old Boys	Football team
Rising Sun FC	Football team
Pilates, Fitness & Yoga classes	Fitness, health & well-being
Book exchange	Book swap club
Dance classes	Dance & fitness
Various Dancers	Dance practice
Various Musicians	Music 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. 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. This has now been completed.
- (b) Stage facilities for Theatre & Drama Groups, for other Touring Arts groups and for bands;
- (c) Additional changing facilities, to enable Playing Fields or Village Hall use by female as well as male sports teams & individuals;
- (d) Additional Storage space for the User groups;
- (e) Improved facilities for the disabled;
- (f) Upgraded Multi-Use Games Area, for a variety of team sports and training.
- (g) Upgraded skateboard & BMX Facilities: "Multi-Wheeled Sports Facility".
- (h) Additional meeting room and community space

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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 (now completed):

- 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, cricket and tennis;
- A Skateboard and BMX activity park, sometimes referred to as a "Multi-Wheeled Sport Facility".

#### 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 WC facilities for the disabled, with closer access from the Main Hall (now done).
- To ensure that the disabled have good access to the Village Hall, including the provision of dedicated car parking spaces.

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### 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 other external facilities than all age groups can enjoy, such as a multi-gym equipment.
- To provide family-friendly sports facilities, such as tennis and petanque.
- 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 & fuse boxes, to provide greater capacity & safety.
- To provide an external power socket for the Playing Fields (now done).
- 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 been delivered. The second phase, a secure self-contained area within the Village Hall, has been completed. This has provided Sinks and WCs specifically designed for and usable by Under Five children and this also secures the area from outside access while the Under 5's group is using it. Other remaining needs are to maintain adequate Storage for the U5 group and to address any future additional 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 have been created, and will be kept under review. A new path to allow safe wheel-chair access from a fire escape has been completed. 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 basketball, netball, five-a-side football 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. The design for this will create an additional lobby area.

### **4.8 Improved Entrance and Car park**

The main entrance will be moved, to make it more attractive and more accessible from the car-park. The design for this, which also addresses our storage needs, will create an airy lobby area. The existing entrance area will be altered to improve access to meeting rooms during the day when the building is in dual use. We plan to extend the existing car park over an existing hard area and provided dedicated disabled spaces.

### **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. These are now in operation.
- (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, now completed.
- (d) Additional WC facilities for the disabled, now completed.
- (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) Additional car parking, by extending over an existing hard area when the new MUGA has been completed.
- (j) Dedicated car parking spaces for blue-badge holders.
- (k) An attractive entrance and lobby area, with access from the car-park.
- (l) Additional meeting rooms and community space.
- (m) a half pipe, of reasonable size, for skateboarding / BMX.
- (n) a tarmac Multi-Use Games Area, including basketball / netball / tennis / football; with hoops and posts and suitable surround fencing.
- (o) Provision of a unisex external toilet facility for use by spectators at sporting events.
- (p) Improved cooking equipment and other kitchen improvements to suit small and medium-scale catering.
- (q) Removal and safe disposal of all asbestos-containing materials.
- (r) To carry out the Development in a sustainable and environmentally friendly way.

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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.

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

## **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. COMPLETED.
Phase 2	Toilet Block for Under 5's and additional WC for the disabled. COMPLETED.
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**

Phase 2 has been successfully completed within budget, though the project overran due to issues with the building contractor. The new sinks and toilets are now in use, and we are now able to rent out the Meachem room during the mornings when the Under Fives are in the self-contained Main Hall.

### **7.3 Multi-Use Games Area**

The committee have agreed that the next stage will be the MUGA, previously Phase 6 in the original plans. The expanded nature of Phases 3 & 5 will require a longer period to raise the necessary funds and completed detailed planning, whereas it is envisaged that the funding and building of the MUGA will be a more straightforward and feasible project to be completed by Summer 2018.



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### 8.5 Next Priority: Phase 2

Phase 2, the creation of a separate WC block, has addressed items 5(a), 5(c) and 5(d) as set out on page 7. We raised the necessary funds to complete the work, as set out below, with the small outstanding balance being covered by the Broughton Village Hall.

The total project cost was £ 40,878.55.

#### Phase 2 Funding

<i>Source</i>	<i>Amount</i>	<i>Status</i>
<b>Phase 2 Costs</b>	<b>£ 40,879</b>	Project Cost
<b>Funded by:</b>		
Broughton Village Hall Initial Funding	£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	£3,817	Amount raised locally (mural, Ball), on-going, see 8.7
Councillor Chris Groome	£ 1,800	Paid
Broughton Village Hall balance	£ 1,262	Paid from 2016/17 account year

### 8.6 Funding of Future Phases

<b>Phases 3, 4 &amp; 5</b>	£ 396,000	Cost estimate
Broughton PF & VHA	£ 33,296	Designated Building & Development Fund
Redrow Section 106	£ 52,719	Allocated by Kettering Borough Council (paid to KBC)
Redrow Section 106	£ 9,958	Allocated by Kettering Borough Council (paid to KBC)
To be raised	£ 300,027	Outstanding, see section 8.7 below
<b>Phase 6: MUGA</b>	£ 80,000	Estimate
Redrow Section 106	£ 18,650	Allocated by Kettering Borough Council (paid to KBC)
To be raised	£ 61,350	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 Broughton PF & VHA funds are in a Building Society accounts.

We have a Letter of Intent from Kettering Borough Council, making clear that the Redrow 106 monies held by KBC are allocated and will be made available to Broughton PF & VHA projects, subject to the Section 106 agreement.

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.

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

The major fund raising event for the Village Hall is the annual Broughton Village Show and Fun day, which is a community event providing traditional games and entertainment for the whole Village, but also raises in excess of £ 3,500 annually for the Village Hall Development Fund.

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. This has so far raised a net £ 3,817.35
- Sponsor-a-brick for the Extension
- Fashion show
- Fund-raising Ball.
- Other fund raising events

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:**

Broughton Village Hall has increased its annual funding from £18K in 2011/12 to £35K in 2012/13 and similar in the years since, 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 4 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.
- Refurbishment of kitchen
- Upgrade of CCTV equipment
- 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.
- Phase 2 of the Development Plan, the creation of a new toilet block, with facilities for the Under Fives and disabled people, has been completed within 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 6 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 is the Chairperson of the Village Hall Committee, a role he has served for over 5 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, and we are seeking revised Planning Permission for some extensions to the original plan.

We have completed Phases 1 and 2, the construction of the Under Fives play area and new Toilet block within budget, with funding from several sources.

The Broughton Playing Fields and Village Hall Association has a Building Development Fund with excess of £ 33,000 in funds, and has a Letter of Intent from Kettering Borough Council, which makes clear that the Council is holding a further £ 81,327 of Section 106 Development funds, to be allocated to the Association's development plans.

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

**Project Sub-Committee Team**  
**Broughton PF & VHA Committee**  
August 2017