

# *STRADBROKE VILLAGE HALL*

*A FEASIBILITY REPORT ON  
THE FUTURE OF THE  
VILLAGE HALL AND  
SPORTS CLUB BY THE  
VILLAGE HALL WORKING  
GROUP*



FEBRUARY 1993

# ***CONTENTS***

	PAGE NO.
CHAIRMAN'S PREFACE	1
MEMBERS OF THE WORKING GROUP	2
INTRODUCTION	3
STRADBROKE THE VILLAGE	4
STRADBROKE HER FACILITIES	5
STRADBROKE HER NEEDS	6
STRADBROKE VILLAGE HALL - THE SITE	7
STRADBROKE VILLAGE HALL - OWNERSHIP	8
STRADBROKE VILLAGE HALL - THE BUILDING	13
STRADBROKE VILLAGE HALL - THE OPTIONS	18
BENEFITS OF A JOINT FACILITY	21
WORKING PARTY RECOMMENDATIONS	23
APPENDICES A	- COST COMMENTS
B	- DRAWING 6C
C	- SURVEY ANALYSIS
D	- MANAGEMENT OF PROPOSED COMMUNITY CENTRE
E	- FUNDING PROSPECTS
F	- A TO Z OF FUNDRAISING

## ***CHAIRMAN'S PREFACE***

Stradbroke already has more facilities than most villages of it's size, and our aim is to keep it that way.

Several generations of residents have worked hard to provide a Village Hall and everyone was delighted 10 years ago when the existing hall was opened. It was, however, always viewed as a temporary arrangement and it was hoped that during it's lifetime the money could be raised to brick round the temporary building giving it permanence. Unfortunately this has not proved to be possible and we find ourselves in a situation today where we have a building which can no longer be economically modified.

Therefore early last year it was decided that we should have a look at the feasibility of doing something different with the site. A survey was distributed to every house in the village, and this was followed by a more detailed questionnaire to all the existing users of the present buildings to ascertain the community needs. A study group was formed including the Group Architect and the Recreation Manager from Mid Suffolk District Council, and the Assistant Director of Suffolk ACRE. The remaining members of the group were drawn from the management committees of both the Village Hall and the Sports and Social Club.

It will be an essential requirement for these two organisations to work together in the future to run the new "Stradbroke Community Centre" - another jewel in the crown of Mid Suffolk's "Village of the Year".

## MEMBERS OF THE WORKING GROUP

<i>STUART GEMMILL</i>	-	<i>Chairman</i>
<i>MARGARET STREETER</i>	-	<i>Secretary</i>
<i>DAVID BATES</i>	-	<i>Representing Sports and Social Club</i>
<i>GEORGE COOPER</i>	-	<i>Representing Sports and Social Club</i>
<i>BARBARA MOORE</i>	-	<i>Representing Village Hall Committee</i>
<i>ERIC HAVERS</i>	-	<i>Representing Village Hall Committee</i>
<i>RACHAEL TALBOT</i>	-	<i>Suffolk Acre</i>
<i>BRYAN NICHOLLS</i>	-	<i>Recreation Manager - Mid Suffolk District Council</i>
<i>JON WAINWRIGHT</i>	-	<i>Consultant Architect - Mid Suffolk District Council</i>

## *INTRODUCTION*

This feasibility study is a way of looking at community buildings as they are now, and coming up with options on what could be done to improve facilities.

The study requires contributions from a variety of sources, some from selected representatives in the community, some from users, and some from professionals in the field. A working group was set up to do just that, its mission to ensure that the interests of the community today and the community of tomorrow are well looked after.

Much data has been collected during the process of the feasibility study, collected from surveys, collected from consultations, collected from archival sources. Interpreting such data has not been easy, and often the absence of data from a group on a subject can be as relevant as the presence.

Having looked at the options and the working party recommendations the community must decide for itself which way to go. If it decides to go for major works requiring funding, then this feasibility study will be a major factor in the consideration process by those agencies responsible for providing funds.

It is sometimes difficult for the outsider to understand why arrangements are as they are in small communities, and how decisions have been arrived at in the past. But this working group has been able to get to the bottom of the problems the community has had to deal with in the past, and at the end of the day, it is the community which counts.

## ***STRADBROKE THE VILLAGE***

Stradbroke is a well established village of 1000 inhabitants, whose origins can be traced back to Roman times, and features in the Domesday Book of 1086 as "Stadebroc". Once a market town with a Charter of Henry III, it had an extensive calendar of sales, markets and Petty Sessions, and even today many of its buildings reflect an important past era.

It is situated almost midway between Norwich and Ipswich on a North-South axis, and between Bury and Southwold to the West and the East. Diss is approximately 9 miles to the North West. Stradbroke is not a large settlement, but the location is central to many others, and considered by the Mid Suffolk District Council to be sufficiently "Strategic" in position to have invested heavily in the construction of a new swimming pool.

Although it lost its rail link several years ago, Stradbroke still has a bus service, and by East Anglian standards is reasonably accessible from a significant number of small towns and villages.

The four main streets of Queen's Street, Church Street, New Street and Wilby Road cross to form the centre, with the characteristics of a 16-17th Century Village. The settlement has primary and secondary education schools, pubs, churches and a small library, as well as recreational facilities. These are all within reasonable distance of the village centre, in many ways the community gives the impression of having organised itself well over the years, indeed over generations.

However, with the passing of time, requirements change and facilities wear out. Local surveys have revealed requirements that need to be met, and in a more regional context there is a greater role for the village facilities. Some of the facilities mentioned above are being upgraded or expanded. It is the purpose of the feasibility study to examine the changing requirements in respect of the village hall, a building and facility at the hub of so much in Stradbroke.

## *STRADBROKE HER FACILITIES*

The village enjoys a variety of leisure facilities which have been established over time through a combination of goodwill, hard work and foresight.

The facilities are split primarily between two sites - the High School and the Village Hall.

The High School facilities comprise:-

- Indoors
  - Sports Hall with facilities for 3 badminton courts, volleyball, basketball, and indoor football.
  - Hall/Gymnasium with stage.
  - Changing Rooms.
- Outdoors
  - Floodlit Hard Play Area accommodating football, netball and tennis.
  - Playing Field with football, hockey, cricket and tennis facilities.

The Village Hall facilities comprise:-

- Indoors
  - Village Hall with main function room, bar lounge, kitchen and toilet facilities.
  - Sports and Social Club with changing rooms, club room, bar and kitchen facilities.
  - Indoor Swimming Pool with a 20 x 8m deck level pool with changing facilities, spectator area and sunbed room.
- Outdoors
  - Playing Field with facilities for football and cricket.
  - Three hardcourt tennis courts.
  - Bowls Green.
  - Childrens Play area.

The remaining facilities in the village include three pubs the Corn Hall/Courthouse, which is used for youth club activities, and the Primary School.

# ***STRADBROKE HER NEEDS***

## **STRADBROKE VILLAGE HALL & SPORTS CLUB - THE CHANGING NEEDS**

For historical reasons the village hall has been considered to be a separate entity to its semi-detached neighbour, the sports and social club. But the reality of the situation is now that the two buildings are interdependent, and need be considered as one.

Surveys of local people's needs and local organisation needs have been carried out; other facilities in the village have been examined; the relevance of the village hall and sports club to the surrounding area has been studied. These results are contained within the Appendices.

Such consultations rarely give accurate and relevant information on their own, nor can they be taken at face value. Certain sectors of the community do not like to answer questionnaires, others, perhaps because facilities are of no use to them, are not interested in taking part in a debate - those who do take part tend to wish to preserve the status quo.

However, it is possible to draw up some clear requirements which eventually could contribute to the brief for the building:-

1. "Social" facilities required for clubs on the campus, and other individuals and groups within the community.
2. Increased flexibility of use by small to medium size groups.
3. An improvement to the quality of social provision.
4. Enhanced role within the community - eg. health care/doctor's facilities on site.

Interestingly, indoor sports facilities did not rate highly in the survey - possibly because the nearby school offers such a facility to the community in out-of-school hours. The demand emphasis is on social use.



## ***STRADBROKE VILLAGE HALL THE SITE***

Of all village hall situations in the Mid Suffolk area, the Stradbroke site is unique. A more apt description might be "campus", for so much sport and leisure activity of different types carries on within the grounds:

Football	Village Hall Activities
Cricket	Sports and Social Club Activities
Tennis	Village Fetes'
Bowls	
Indoor Swimming	
Childrens Play	

Many of these activities draw in participants from outside the village. The Swimming Pool, built by the District Council as a regional facility, indeed draws people from even outside Mid Suffolk. The sports and social club is "semi-detached" to the present village hall.

The "campus" is substantial in area. Not only is there very adequate provision for the pitches, greens and courts for the activities themselves, but the infrastructure is good. Road access, parking sewerage, electrical and water supply are on site and available. Expansion or redevelopment is more possible here than on the majority of sites.

Furthermore, the site is within a stones throw of the village centre, within reasonable walking distance for the majority of village dwellers.

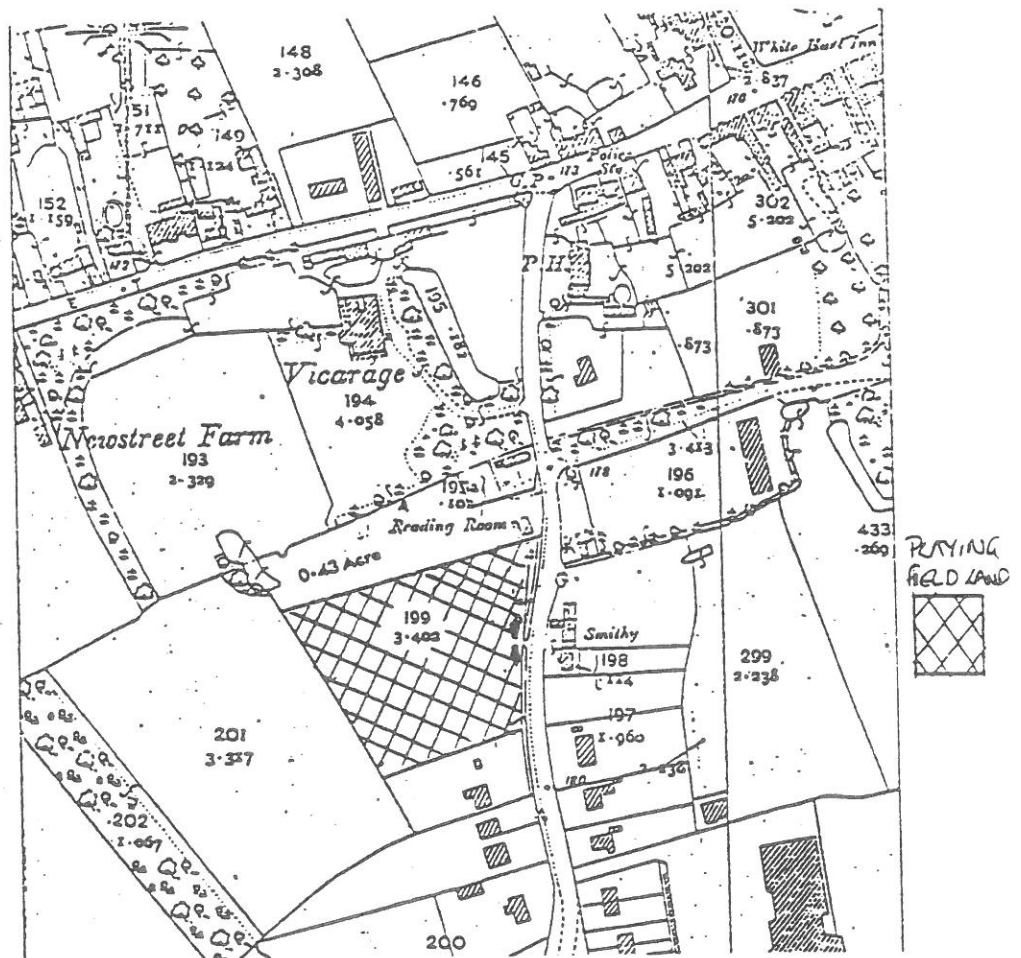
# STRADBROKE VILLAGE HALL OWNERSHIP

## HISTORY, BACKGROUND AND LANDOWNERSHIP

- 1) Plan (i) shows the piece of land originally purchased by the Parish Council as Playing Field land in a conveyance dated 7th October 1953. The land was conveyed from Mr Copping to the Parish Council.

The description of the land was "all that piece of land abutting the road leading to Wilby....containing some acres 37 perches forming part of enclosure 199 OS."

Plan (i)



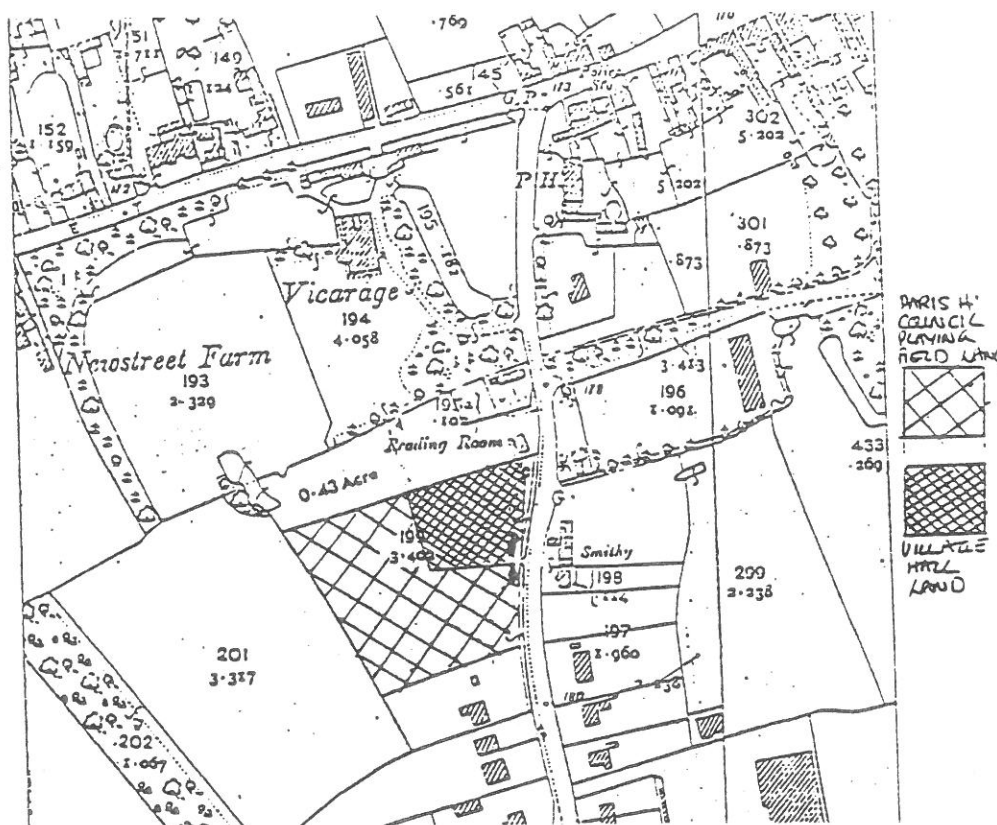
- 2) During the 1930's and up to the early 60's there was considerable discussion relating to setting up a Village Hall Trust and identifying a piece of land to build a village hall on. Eventually the Playing Field site was agreed as the most suitable.

- 3) The Parish Council conveyed a piece of the land bought in 1953 (see (i)) to the Village Hall Trust on 1st March 1965. (A memo to this effect is addended to the 1953 conveyance, stating that the site was in the north east corner of the original plot and approximately 0.28 acres in size).

The conveyance contains the Village Hall Trust and sets up a standard/model village hall constitution. One main problem with the conveyances of this time is that there are no accurate site plans attached so it is very difficult to know exactly where the village hall boundaries lie.

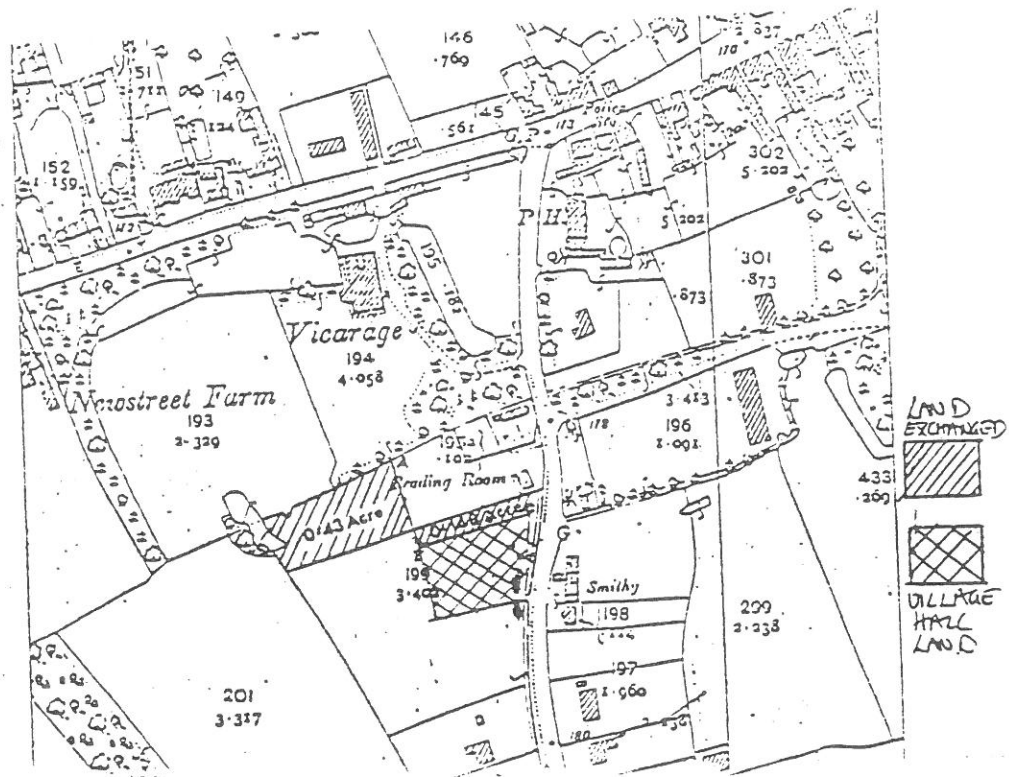
Plan (ii) shows approximately where the Village Hall land is.

Plan (ii)



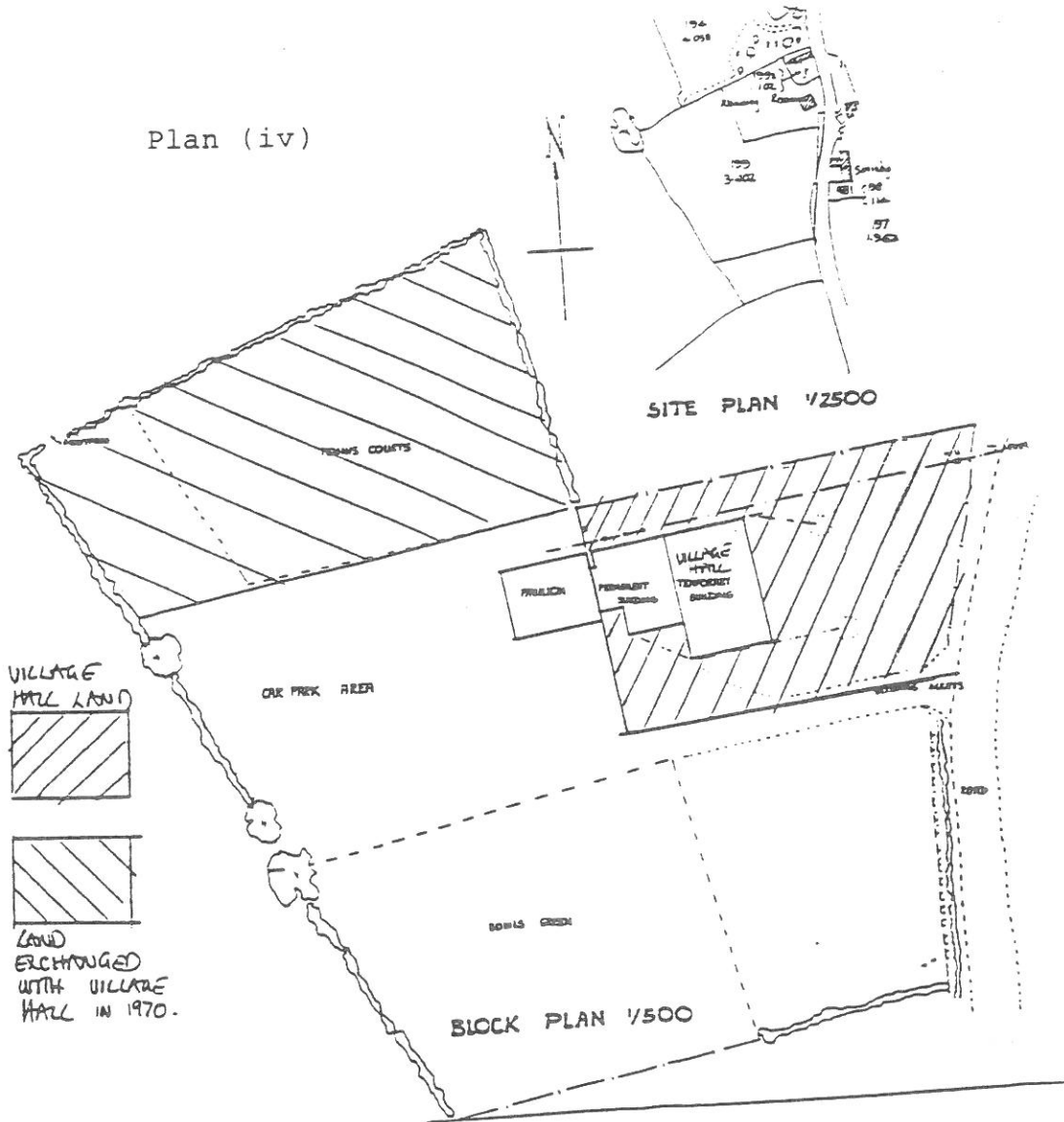
- 4) On the 24th March 1970 an exchange of land took place. The Fire Authority swapped a strip of land along the northern boundary of the village hall land for a piece of land to the rear of the site on which stands the old Reading Room - see plan (iii). The Village Hall Committee therefore gained a considerable piece of land. It is possible that this site relates to where the Tennis Club is. This matter needs to be verified because if this is the case the lease between the Parish Council and the Tennis Club drawn up in 1985 may be invalid because the land belongs to the Village Hall not the Parish Council. However, this matter is not of crucial importance to the improvements of the Village Hall building, although it would help to 'square' the boundaries in relation to the recommendation made at the end of these notes viz land ownership.

Plan (iii)



- 5) In 1979 the Sports and Social Club (known then as a Council) set about leasing some of the playing field land from the Parish Council in order to build a pavilion. The original plan was to build this as an entirely separate entity to the Village Hall at a place on the opposite side of the Playing Field land. However, in discussions with the planning department the idea of tacking this onto the end of the Village Hall building seemed the most sensible idea with some possible joint use of facilities. The Village Hall was built butting up to the boundary and the pavilion likewise. It is very difficult to determine exactly where the boundary runs but it is probably very much along the lines of plan (iv).

Plan (iv)



One main problem is that there is no evidence that the lease was ever drawn up. The intention is quite clearly agreed in the Parish Council minutes. The reality is therefore that the Sports and Social Club have no security of tenure (unless a copy of a lease can be found).

- 6) Planning Permission. The main part of the Village Hall (wooden structure) only ever had planning permission as a temporary building. That permission only has 10 year to run before it expires.

#### Recommendation

The intention for the future is that an improved Village Hall facility is provided, and that greater "dual" use of the buildings between the Sports and Social Club and the Village Hall Committee results.

Both organisations have buildings which stand on sites for which the freehold belongs to two different bodies, ie the Village Hall land is freehold land held in trust for the Village Hall and the Sports and Social Club pavilion is on land owned by the Parish Council. A theoretical land boundary therefore cuts through the two buildings and could cause problems in the future.

This is a very complicated matter and will not aid the work of trying to dovetail the activities of both organisations in "one" building.

It would be considerably easier if the Parish Council handed over the freehold title of the land on which the pavilion stands to the Village Hall to become part of the Village Hall Trust property. (Ideally it would be better to "square" the site up rather than draw a piece of freehold land to fit the size of the present Sports and Social Club building).

The Village Hall Committee would then issue a lease or licence to the Sports and Social Club for their occupation of the "Pavilion". It would also be an ideal opportunity for both organisations to agree on joint use of the building and initiatives such as giving the Sports and Social Club first refusal to take on "bars" for special and other events being held in the Village Hall end of the building. All this could form part of their formal agreement.

# **STRADBROKE VILLAGE HALL THE BUILDING**

The existing building is composed of two district units in terms of usage, both having access via a central foyer.

## **1. Sports Club**

Constructionally, the soundest part of the building, initially erected as an individual facility. Built in brick and block, with a tiled, pitched roof, it includes a long lounge of approximately 46m<sup>2</sup> floor area, 2 changing rooms each with shower area and W.C., kitchen, bar, and an outside W.C.

The changing facilities in particular require upgrading and the unit would become considerably more functional if inter-linked with the village hall.

## **2. Village Hall**

The main hall is of prefabricated construction, having a generous floor area of approximately 183m<sup>2</sup> and a high ceiling. Generally in poor condition, with low standards of sound and thermal insulation.

Linking the main hall with the Sports Club is a brick built 'ancillary' area, with a flat roof, housing a meeting room (approximately floor area 34m<sup>2</sup>), bar which is used only for functions, kitchen and toilets.

W.C. and bar facilities in particular require upgrading, and the present space and layout is considered inefficient and inflexible.

## **SURVEY REPORT**

### **SCHEDULE OF CONDITION**

**ADDRESS OF PROPERTY:** Stradbroke Village Hall, Wilby Road, Stradbroke.

**DATE OF INSPECTION:** 27th November 1991.

**DESCRIPTION OF PROPERTY:** Prefabricated main hall and traditionally built ancillary room.

### **GENERALLY**

The main hall was erected in 1981 after being previously erected in London. The exact age of the property is therefore not known.

No examination has been made of the foundations, drainage or service pipe or any other areas which are inaccessible, unexposed or covered and no guarantee can be given as to their freedom from defects.

## **EXTERNALLY**

The main hall is a single storey 'Terrapin' fabricated timber frame flat roofed structure.

The building is clad with vertical Cedar boarding from ground level to window/roof level. Generally the boarding is in a fair condition although in some areas the base of the boards are suffering from decay.

The external skin is a brick plinth built of a strip foundation with the foundation being thickened where post carried through.

Timber stud panels are infilling between posts clad internally with plywood, insulation between boards with the cedar boarding externally.

The timber windows are generally in a fair condition with some minor repairs required prior to the need for urgent redecoration.

To the right hand side of the hall is a timber lean-to structure. This forms a store accessible from the main hall. It is of a timber studwork construction clad externally with timber. The timber soleplate is bearing on brick piers to create a void beneath a plywood floor. This part of the structure can only be considered to be a temporary structure and is very poorly erected.

It appears that originally there were windows on high level all round the property but some adjacent to the brick built premises have been infilled and boarded over internally and externally.

The main hall is covered by a timber flat roof weathered by three layer roofing felt. Although no leaks are evident consideration must be given to the recovering of the roof due to the current age and the expected life of the materials used.

## **INTERNALLY**

The main hall is accessed through the main brick constructed property by a single door.

The ceiling of the hall is decorated plywood on 450mm. deep Glulam beams at 2.4m. centres.

The walls are papered and emulsioned on plywood clad timber panels between 120 x 120mm. posts at 2.4m. centres.

The floor is of hollow timber construction covered with hardwood strip boarding which is in a poor undulating condition and in need of renewal.



There is some deterioration of the boarding at the edge of the floor and it is evident that the ends of the sub-floor joists at 350mm centres are suffering from decay. The subfloor appears to be ventilated by 225\*75mm airbricks around the perimeter of the building although there is no provision for cross ventilation adjacent to the brick construction.

The main hall is heated by overhead electric infra red radiant heaters total of 6 No. with the brick building being heated by electric radiators.

Apart from the main entrance there are two additional single door fire exits fitted with panic bars. To the left hand end of the hall there is a small stage.

The ceiling height to the underside of the Glulam beams is 3.68m and the overall dimensions of the hall are approximately 10.8m x 17.0m.

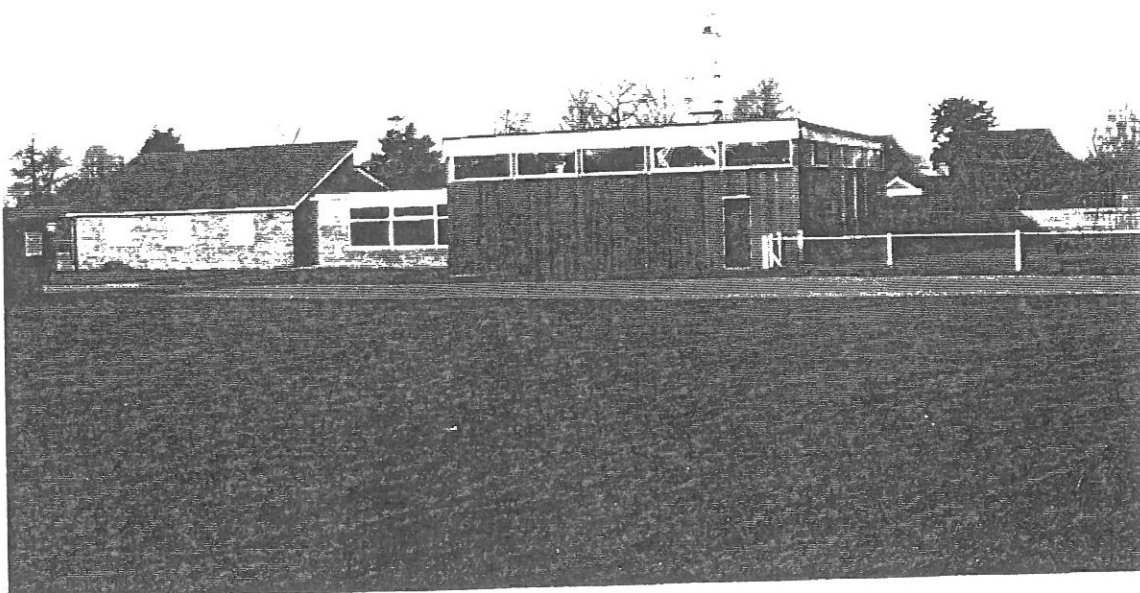
The main hall forms one part of the village hall as a whole. The remainder erected at a similar time to the main hall houses a meeting/community room, bar, kitchen and male and female toilets are housed in the adjacent brick built structure.

This structure is traditionally built with cavity brickwork with a feltcovered flat roof which internally is showing signs of leaks. Otherwise the building appears to be structurally sound but in need of decoration both internally and externally.

At the present time facilities for the disabled is very limited although access can be gained to the main hall, but however there are no disabled toilets available.

### **SUMMARY**

The main hall is of a form of construction whose principal feature was quick erection at the expense of longevity and cost in use. In a commercial situation this might be acceptable, where a "quick-fix" solution is required, but in a village hall situation where the resources of a large direct works department are not available, there are severe limitations.



## **MAINTENANCE REQUIREMENTS**

### **ROOFS**

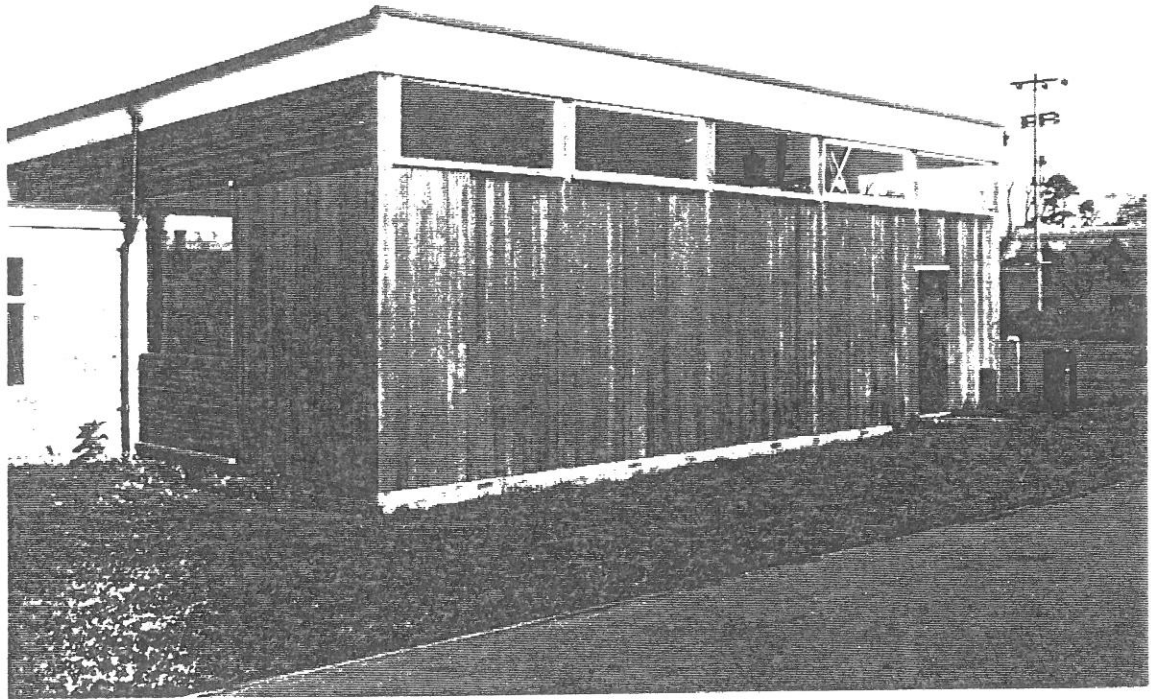
The roofs to the main hall and the ancillary areas are flat and are coming to the end of their useful life. Consideration should be given shortly to recovering all areas before any major leaks occur.

### **WINDOWS**

All windows to the south elevation (to the hall and meeting room) are now in a poor state with major repairs required. Careful consideration should be given before repairs are carried out as the possibility of replacement must be taken into account. Generally the windows to the remainder of the premises are in a fair condition with minor repairs required prior to decoration.

### **PANELLING**

The external cedar panelling requires urgent maintenance to preserve the integrity of the boards. There is some evidence of decay to the base of the boards. To the north elevation the store extension is in a very poor state of repair and is in need of demolition. The cover moulding to a structural post on the east elevation is suffering from extensive rot at low level. Without further investigation/disturbance it is not possible to determine any possible degradation of the main timber bearer. After having carried out the essential repair works the premises should be decorated every three years.



## FLOORING

The timber flooring to the main hall is in a poor condition with some areas suffering decay and generally undulating and in need of renewal. Further investigation of the sub floor timbers would be recommended but not practicable at this stage. Sports Club This area of the premises has been well maintained through the life of the building and with continued regular inspection and works. The building is however poorly designed for the use to which it is put. CONCLUSION The main brick constructed premises are generally in a fair condition with the exception of the roof and southern elevation window to the village hall building.

The main hall has now reached a state of repair where the cost of implementing the necessary repairs against the life expectancy of the building must be carefully considered. Taking this into account and also the poor design and insulation qualities the future of the hall in its present form must be uncertain. RA/JKB 16th November 1992.

# ***STRADBROKE VILLAGE HALL THE OPTIONS***

## **OPTIONS - MEETING THE NEEDS**

Options can be listed as either practical or financial options. It is difficult to select options which are both.

The least cost option is often considered the most prudent at the time of decision, but regretted later. The most practical solution is for the most controversial at the time of decision, but taken for granted as the minimum option when it functions successfully later. Decisions are not easy at local level.

### **1. "The Status Quo"**

Local opinion will often put this option high on the list of preferences. But in building terms this does not exist. The fabric of buildings is in a constant state of deterioration, the design similarly becomes outdated. At Stradbroke this is much in evidence. Building Surveyors have made site investigations on two occasions. The building is in a bad way and all the time requirements for the operation of a public building increase - fire, environmental health, provision for disabled etc. The question becomes one of how far repairs and upgradings can go. "Patch" repairs will not be adequate. Repairs to give a life of 10 years will be high. Longer term they will be much higher still. Inevitably future generations will be faced with re-building.

### **2. Abandon the Main Hall**

Faced with escalating costs of repair and maintenance for no tangible improvement, consideration could be given to cutting the community's losses and opting for demolition of the main hall, and offering the remainder to the Sports Club at current market values. Current Village hall functions could be handled by other buildings in the community, possibly the school. The Sports club, from their own funds, could improve their facilities, possibly ending up with a room which could be hired out to other users in the community.

### **3. Upgrade the Main Hall Structure**

Conversion to a more permanent form of construction has been an option used on a community centre in a nearby village. This is feasible where the timber structure is well engineered and sound. But in practical terms this situation does not prevail at Stradbroke (ref. survey), and the structural problems of building a double height wall on its own foundation and linking it in with a framed roof structure are considerable. Add to the cost remedial work to the elements that might be retained, the expense could exceed that of a new building, without the life expectancy.

#### **4. Replace the Main Hall, upgrade and remodel the remainder**

The main hall, in building structure terms, is the most expensive part of the complex on a pro-rata basis. Large-span structures require special engineering solutions. It is important, therefore, for the users to establish the size of hall they need - the existing hall's dimensions might well be in excess of requirements. The brick structure adjoining will be "open ended" after demolition of the timber hall. The flat roof is problematical also, so in structural terms a new roof and new wall is required. The sports club appears structurally to be in good condition.

Remodelling of the interior is the second part of the exercise. Kitchen, toilet and refreshment facilities need to be brought up to standard to meet statutory requirements of public buildings as well as changing user requirements. Undertaking this option properly would result in a building which would last, and serve the needs of the community as well as a new building.

#### **5. Village Hall Re-build**

The biggest draw-back of option 4 is re-modelling the 'ancillary' area of the existing village hall; the more of this area that is retained, the greater the constraints imposed on designing a building which will best satisfy the varying user requirements.

This option creates the opportunity of providing a bar which serves the Sports Club and Village Hall sides of the building, new toilet facilities to serve the building as a whole, and a single rear service entrance for bar and kitchen needs.

Changing facilities, in the existing Sports Club are improved and a player's entrance created. Scope for future expansion on the front is retained.

A doctor's surgery is located on the front of the building; this could be built in conjunction with the replacement Village Hall, or as a 'bolt-on' extra at a later date.

#### **6. Replacement of Total Building**

Whilst at first sight this is the most expensive option, it has clear practical advantages over a repair/remodelling operation. The building user has the use of the old building until the new one is ready. The new building can be designed to make best use of space, and can then be correspondingly smaller. Which leads on to the third advantage of less cost-in-use in the future. The down-side is of course a large loan legacy to be met by future generations, but in that there is the land available on site for a replacement building, there are powerful reasons for at least using this option as a yardstick by which to judge others.

## OPTIONS - THE CHOICE

Financial considerations revolve around the opportunities for grant, the ability of the community to support building operations, and financial liabilities for the future. It is clear that the present situation can not continue; surveyors' reports show a rapidly deteriorating situation as far as building fabric is concerned, whilst at the same time the responsibility of running a public building increases.

There is some logic in the Village Hall Trust pulling out altogether. The Sports Club could make use of what is structurally retainable at their own expense. But there was a strong body of opinion in the working party that a sufficiently large space suitable for weddings, public meetings, receptions, dances etc., should be available outside the school environment.

At one stage the working party were heading for an improvement option, but with the existing basic room and facility arrangement was not going to provide the most regular user, the Sports Club, with a building of any significant increase in benefit. Were the improvement to prove satisfactory from a design point of view, remodelling would to all intents and purposes be a re- building exercise.

Thus the Working party moved to Rebuild Option 5 (plan No. 6) which combined with the existing but refurbished Sports Club, can satisfy demands from a wide group of potential users on site. The scheme envisages enhanced bar and catering facilities for the Sports Club and Village Hall, with servicing and stores to the rear. A more manageable main hall, with good sound insulation would cater for major functions, whilst a doctor's surgery could be built on the front as part of the complex.

Outline plans of proposals are appended to this study.

## ***BENEFITS OF A JOINT FACILITY***

The present unsatisfactory muddle viz ownership and occupancy of land and property would be sorted out and simplified. The Sports and Social Club would benefit by gaining a proper security of tenure.

The Village Hall is a charity and not subject therefore to rates. Neither the Parish Council nor the Sports and Social Club can claim the same right. It is possible they could be required to pay rates on that part of the site in the future unless it were in the tenure of the Village Hall charity.

A more flexible building in which greater use of facilities at either end results will obviously be beneficial to both organisations.

A joint facility/project will be looked on much more favourably by grant aiding bodies, because it indicates a spirit of co-operation and a willingness to work together for the benefit of the community. An inability or unwillingness to work together indicates a narrow minded self interest which is of little appeal to grant aiders who look for schemes which are beneficial to more than one interest within a community.

If the bar facility can be improved and located in a more central position the Sports and Social Club will benefit from improved bar facility which can be made available to Village Hall events and functions. The Village Hall committee gains by having a more appealing facility available for hire and the Sports and Social Club gains from the improved facility and increased business.

A more flexible building will allow increased use for many more groups and a more "comfortable and pleasant" environment will obviously enhance the desire to want to utilise the facility. Improved heating for example will be of great importance to the mums and toddlers and the older generation alike.

The development of the site (possibly not all in one go but on a phased basis) into more of a community centre is a logical step as the surrounding site is already the location for a variety of activities (particularly sports), it has good car parking and plenty of room to extend and alter the present buildings. The provision of a doctors surgery would be of tremendous benefit to the community and certainly a great improvement on the present village surgery.

Other buildings which can be used for community use are available in the locality but any development of the Village Hall/Sports and Social Club facilities would not be to compete with those facilities but to look to providing what is not available or inadequately served at present.

The Village Hall can use its charitable status to make application to some sources of grant aid which would not be available to non-charitable organisations.

The Sports and Social Club are experiencing some problems with the over popularity of its facilities at certain times. An increase in its facilities would be beneficial and encourage growth in the club. Future provision such as a snooker club could be planned as part of the phased development of the site.

The benefit of sharing some joint facilities makes sense rather than trying to develop two separate buildings e.g. toilets and large kitchen facility. At present these are shared but what would happen if one organisation decided they did not want to co-operate with the other? Under a joint project proper agreements would be adopted which would prevent a withdrawal of co-operation happening.

If the facility was to be totally on Village Hall owned land neither the Village Hall nor the Sports and Social Club would be at the whim of the Parish Council. At present the Parish Council is one which is supportive of village organisations, but what would happen if the face of the Parish Council changed. (The next election is in 1995). It has and does happen in other villages. Relying on the goodwill of the present Parish Council members is no guarantee for the future.



# ***WORKING PARTY RECOMMENDATIONS***

## **RECOMMENDATIONS**

1. Replace the existing Village Hall with a new build option. - linking with the remodelled Sports and Social Club facilities to form a totally integral building.
2. That the Parish Council hand over the freehold title of the land the Sports and Social Club facilities stand on, to the Village Hall Trust.
3. The Village Hall Trust to subsequently issue a lease or licence to the Sports and Social Club to secure use of the area of the building they require.
4. Reform the Village Hall Committee to incorporate members of the previous Sports and Social Club committee.

# APPENDIX A

## COST COMMENTS

Main hall, Amenity area and alterations to existing Pavilion	130,685.00
Doctors Consulting Area	14,980.00
	-----
TOTAL	£145,665.00
	-----

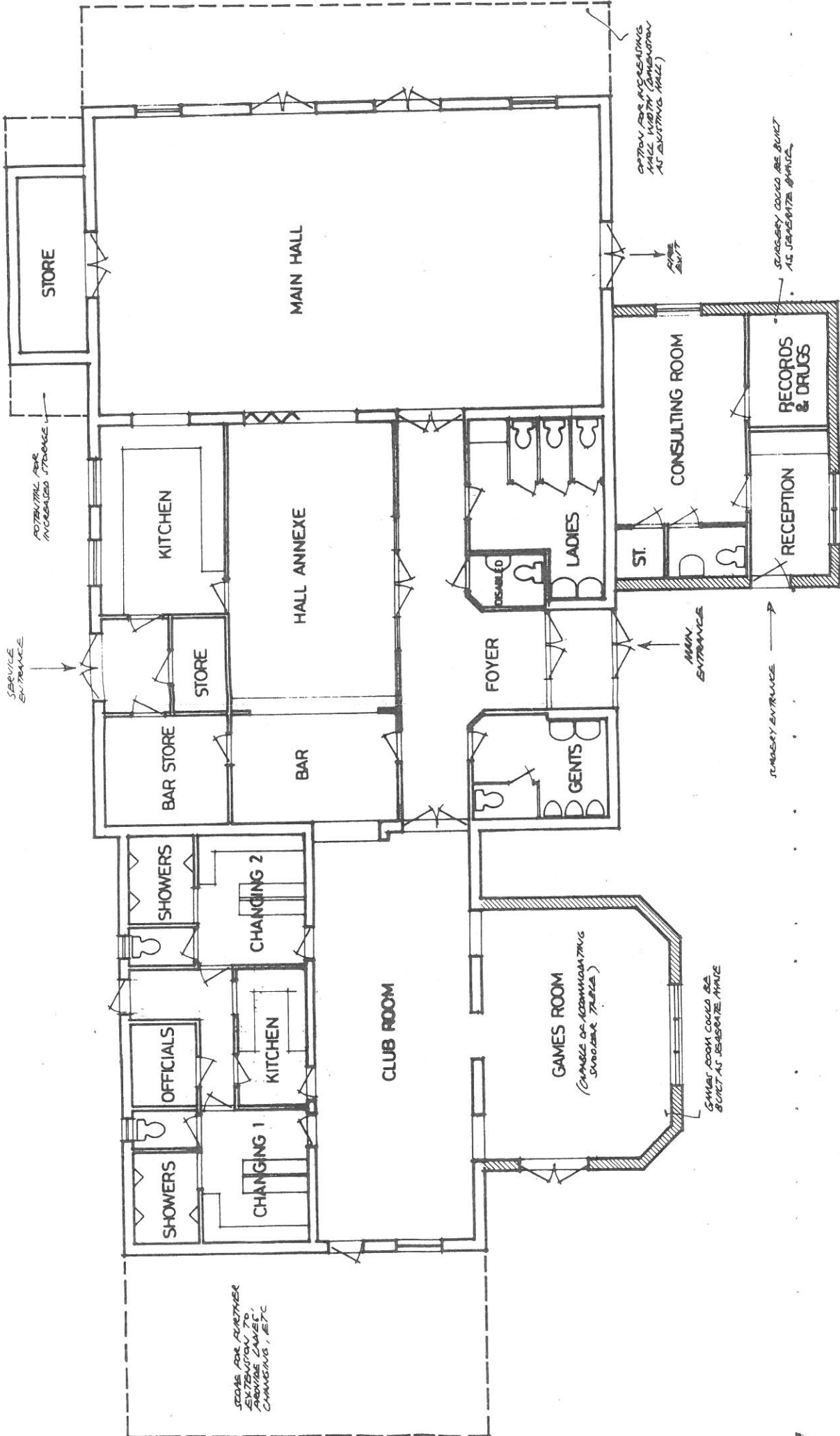
## Options

1. Games room extension	12,000.00
2. Ladies changing etc extension	16,125.00
3. Extended main hall to width of existing hall (10.75m)	18,430.00

## Notes

- 1) Estimate current at 1st quarter 1993.
- 2) All sums exclude VAT.
- 3) All sums exclude Professional and Local Authority fees.
- 4) All bar fittings excluded.
- 5) Changing room benches and fittings excluded.
- 6) The only work outside the building that is included is new drainage and drainage alterations.
- 7) The costs of the various extensions assume their construction at the same time as the other works.

APPENDIX B



STRADBROKE VILLAGE HALL FEASIBILITY STUDY

MID SUFFOLK ARCHITECTS  
 Technical Services Group  
 Mid Suffolk District Council

# APPENDIX C

## SURVEY ANALYSIS

### 1. Organisations represented:

Contact Club	Royal British Legion	Sports & Social Club
Playgroup	All Saints PCC	Workers Educ. Assoc.
Youth Club	Cricket Club	Tennis Club
Disabled	Football	Netball Club
60+ Club	Bowls Club	Parish Council

### 2. Frequency of use:

Once per week	25%
Once per month	0%
More often	6.5%
Less often	62%
Not at all	6.5%

### 3. Type of Use:

Social (weddings, dances, discos, etc)	48%
Sport (active)	4.5%
Pub Games (darts, dominoes, etc)	9%
Bar	4.5%
Refreshments Use	17%
Meetings	17%

### 4. Additional Facilities Required:

Refreshment Bar	8%
Cloakroom	8%
Disabled Toilet	38%
Resident Bar	8%
Licensed Bar in V.H.	8%
Separate Changing Rooms	8%
None	22%

### 5. What Improvements are Required:

Heating, Insulation, Ventilation	15%
Combined Building/Flexibility Programme	22%
Sound	8%
Decor	11%
Bar/Kitchen	11%
Furniture/Equipment	11%
	22%

6. **Taken from the previous survey:**

i] the most popular use was a variety of social uses

ii] the potential use was as follows:-

Arts and Crafts	16%
Talks and Lectures	17%
Courses and Classes	13%
Social Clubs	11.5%
Drama	12%
Live Music	11.5%
Birthday Parties	10%
Carpet Bowls	9%

# APPENDIX D

## MANAGEMENT OF PROPOSED COMMUNITY CENTRE

There are one or two possibilities which could be explored:-

1. The Village Hall Committee and the Sports and Social Club remain as two separate and independent organisations run by their own committees, but agree a joint committee (which acts as sub committee of both of the former) to run/manage the building. Representation on this committee would be equal. If the village hall were to obtain the freehold of the Sports and Social Club site including the necessary lease/licence agreement with them of occupancy/security of tenure over part or all of the building, an agreement over a joint representative committee to run the building could also be incorporated within the lease/licence, or it could be a separate agreement between the two organisations if they wish.

The advantage of this would be that both organisations have an equal say in how the building is used etc but also equal responsibilities so they would both be aware of the need to act reasonably and not to the disadvantage of the other organisation. Co-operation and the will to want to make a joint venture work would have to be established. Hopefully if that can be ascertained working in this way will bring both organisations closer together with a more common view on the needs of the community first and foremost.

2. To investigate a review of the Village Hall Trust with a view to establishing a more community centre/association type structure of management which could incorporate the Sports and Social Club (and possible other organisations in the village?).

It is possible that a new trust could be set up into which the Village Hall Committee and the Sports and Social Club amalgamate. If a bare is to continue at the building then a separate Social Club would have to be formed to solely run that facility. (Charitable bodies are not allowed to run more than occasional bars because the sale of alcohol is a trading activity and beyond their purposes). The normal set up is that the Social Slub runs the bar and agrees to covenants all profits over to the host charity - in this case, the Community Centre. This scenario will undoubtedly take a fair amount of setting up and agreeing not only with the main organisations involved but also the Charity Commission. It will undoubtedly be a lengthy process but we believe it is achievable.

The most important thing is to determine the needs of the community and the most beneficial changes now and most importantly for future management. The present management of the building is different in practical terms and if it continues will undoubtedly hinder the restructuring and development of the building.

## APPENDIX E

### FUNDING PROSPECTS

#### Grant Aid

1. Mid Suffolk District Council £36,666
2. Rural Development Area £20,000
3. Suffolk Family Health Practitioners £15,000 (?)
4. Carnegie Trust (only for new equipment) £2,000 (poss?)
5. Rural Development Commission  
New legislation scheme £10,000 (maximum grant for works to do with upgrading in line with legislation. Maximum 40% of total project so to get £10,000 the new fire system, kitchen etc. would have to add up to £25,000).
6. Sports and Arts Foundation £? (Have given projects £30,000-£40,000, but would need to be convincing about the sports element of the improvements. The application form actually asks you to just put your shortfall on funding which is a rather interesting concept).
7. Parish Council Has powers to grant/loan to project and act as "paymaster" in order to re-coup VAT. (VAT will be payable on any project unless it is a totally new village hall building).
8. Suffolk ACRE-Ramp and Loo Fund £200

#### Loan Fund

9. Public Works Loan Board. Cheapest rate of interest (base) but can only be borrowed through the Parish Council. Maximum 10 years. Amount ?
10. ACRE - National Village Hall Loan Scheme. Maximum £10,000 over maximum 7 years. 10.5%.
11. Private individual loans or donations scheme. Low or no interest. (One village has raised £16,000 in no interest loans from individuals).
12. Suffolk ACRE Charities Information Services. A search through the parochial database may throw up some other possible grant sources.
13. Local Business sponsorship.

## APPENDIX F

### AN A-Z OF MONEY-RAISING IDEAS

- A ACCOMMODATION for brownies and school parties  
ANTIQUA FAIRS  
ART SHOW or ART EXHIBITION of members' work or of pictures on loan  
ATHLETIC EVENTS or FIELD DAY  
AUCTION SALES  
APPEAL by press, letter or leaflet
- B BABY SITTING  
A BALL  
BALLOON RACE  
BARBECUE  
BARN DANCE  
BARREL ORGAN COLLECTION  
BEAT FESTIVAL OR CONTEST  
BED PUSHING MARATHON  
BEETLE DRIVE  
BINGO  
BRING AND BUY SALE
- C CARNIVAL  
CAROL SINGING  
CAR WASHING  
CHOPPING FIREWOOD  
COFFEE MORNING  
COINS IN A FOUNTAIN  
COMMUNITY MARKET  
COVENANTS and LOAN COVENANTS  
CONCERT
- D DANCES  
DINNER  
DOUBLE OR NOTHING – gives a sum of money to members to use and double and so make a profit  
DUTCH AUCTION
- E ELECTRIC TRAIN EXHIBITION – to attract model railway enthusiasts  
EMPTIES -collecting and returning empty bottles and so collecting the money on the bottles  
EXHIBITION  
EXPEDITIONS by barge, coach or train
- F FESTIVALS – of craft and drama  
FISHING TOURNAMENT  
FLOWER AND FEATHER SHOW  
FOOTBALL MATCH – e.g. Show Biz Eleven  
FORTUNE TELLING  
FORUMS – brains trust, twenty questions, etc.  
FRIENDS OF THE VILLAGE HALL
- G GARDENING EVENT -Brains Trust followed by auction of plants  
GARDEN PARTIES  
GARDEN VISITS – a good money-raising project if you can persuade someone with an interesting or historical garden to open it for a good cause  
GO-KARTING – this is very popular if people are allowed to have a go  
GOOD AS NEW SALE
- H HALLOWE'EN PARTY  
HAT SALE  
HITCHIN' BOX -some people have a collection box in their car and invite people to make a contribution when they are given a lift  
HOME DECORATING
- I INDIVIDUAL GIFTS – gift day, pledges, an hour's pay, donations, etc.  
INDOOR GAMES COMPETITION
- J JAM MAKING – this is a good selling line when it is possible to make jam, marmalade or pickles  
JOBS ABOUT THE HOUSE, garden or neighbourhood  
JUMBLE SALES
- K KIOSKS – at road-side, fete, carnival or fair-ground to sell hot dogs etc.
- L LAWN MOWING  
LETTER APPEAL  
LOTTERY



- M MANNEQUIN PARADE  
MARKET STALL  
MODEL MAKING
- N NEWSPAPER COLLECTIONS
- O OUTGROWN EXCHANGE – a sale of childrens clothes
- P PANTOMINE  
PENNIES – a mile of pennies, a pile of pennies, a jar of pennies, etc.  
PHOTO FLASH – pictures taken at an event  
PLANT SALE  
POSTAGE STAMPS – selling used stamps  
POTTED SPORTS  
POUND STALL  
PUPPETRY
- Q QUEEN OF CLUBS – a personality girl contest  
QUIZZES
- R RAFFLES  
RALLIES  
RECORD SWOPS
- S SAFARI SUPPER PARTY – 4 course meal, each course served at a different home  
SALE OF KEY FOBS, PENS AND PENCILS  
SALE OF WORK  
SCAVENGER HUNT  
SECONDHAND MARKET – books, etc.
- S SIDE SHOWS  
SNOWBALL TEA OR COFFEE MORNING  
SPONSORING: Walks, hymn singing, slim-in, litter collecting, swimming, work-in, bird watching  
SPORTS DAY  
STUNTS – twist marathon, bed pushing rally, long distance scooter race, etc.  
SWEET MAKING  
SWIMMING GALA  
SWOP SHOP
- T TOMBOLA  
TOY MAKING  
TREASURE HUNT  
200 CLUBS – (subject to lottery laws)
- U UNIVERSAL AUNTS – a group who are willing to go anywhere and do anything for money
- V VEGETABLE SALE OR VEGETABLE MARKET  
VISIT-A-WEEK – to homes to take up a regular voluntary collection which has been promised in advance
- W WHIST DRIVE  
WINDOW CLEANING
- X XMAS CARD SALE  
XMAS DRAW
- Y YOUR OWN IDEAS – according to the particular circumstances of the locality. Local Trusts and Funds may sometimes supply resources
- Z ZANY IDEAS – steam roller race, vintage car rally, etc.

## FUNDRAISING – references

Fundraising Grant Aid for  
Voluntary Organisations –  
A Guide to the literature

National Council for  
Voluntary Organisations  
Regents Wharf, All Saints Street  
London W1 9RL

The Fundraising Handbook

Redmund Mullin  
28 St. Margaret Street  
London W1

Fundraising for and by  
small groups of volunteers

The Volunteer Centre  
29 Lower Kings Road  
Berkhamstead  
Hertfordshire

Fundraising and Charities,  
CC 20

The Charity Commission  
St Albans House  
57-60 Haymarket  
London SW1Y.4QX

Tax Benefits for Charities

The Voluntary Services Unit  
The Home Office  
50 Queen Anne Gate  
London SW1H 9AT

Personal Charitable Giving  
(and other related leaflets)

Charities Aid Foundation  
48 Pembury Road  
Tonbridge  
Kent TN9 2JD

Fundraising Projects:  
101 Tried and Proven Projects

W Foulsham  
Yeovil Road  
Slough SL1 4JH

Payroll Deductions

Give as you Earn  
Foundation House  
Coach and Horses Passage  
The Pantiles  
Tunbridge Wells  
Kent TNQ 5TZ

A Profit is not without  
honour:

Rev Robert Miller  
40 Bourne Mews  
Netherfield  
Nottingham NG4 2GY

All in a Good Cause  
Pamela Westwood £4.95

Columbus Books  
(at good bookshops  
ISBN 0-86287-267-7)

Women's Own Book of Fundraising  
£4.95

Collins Books  
(at good bookshops  
ISBN 0-00-412110-4)

The Community Organisations  
Survival Kit £1.50

The National Federation of  
Community Organisations  
8/9 Upper St.,  
Islington,  
London N1

The Directory of Grant - Making  
Trusts £49.50

The Charities Aid Foundation  
(Available in reference libraries)