

Meeting 11 of the New Village Hall Working Group Held on Monday 22nd August 2022 at 7.30pm at Hailey Village Hall

Present: Andy Smith, Ann Gibson, Michael Drew, Graham Knaggs (Chair), Judith Knaggs, Caryl Lansley, Phil Sullivan, Martin Crow

Apologies: Karl Madden,

Andy Smith prepared a Problem Solving Template (black text) which was circulated to all members of the New Village Hall Working Group prior to this meeting. Additions were subsequently made by Ann Gibson (blue), Graham Knaggs (red) and Martin Crow (green). Additional changes made during the meeting appear as underlined red.

Andy Smith agreed to pull the document into a more concise and consistent document.

As a number of members are unavailable over the next couple of weeks our next meeting will occur after the September Parish Council meeting on September 12th. Graham Knaggs will offer alternative dates.

PROBLEM STATEMENT



[We need to set out what the problem is that we are addressing. Please add some bullet points here and we can consolidate this into an agreed single Problem Statement]

- The current village hall & pavilion (“current facilities”) are under-utilised by local community, non-locals, etc. (all stakeholders)
- Who are the stakeholder?
 - Create an Appendix
- We don’t know what all stakeholders want from a village hall & pavilion moving forwards (“future facilities”). We know what some want.
- We have already alienated/polarised some residents through a (perceived/real) lack of consultation
- The current facilities may be too small for some activities that may (or may not) be wanted
- The current facilities are nearing end of life (need to check if this is indeed the case)
 - Structural engineer?
 - Cost effectiveness of refurbishment?
 - Life expectancy after new investment - min 30 years?
- The (potential) needs for future facilities are changing/increasing as the parish grows
- We don’t know how much each available option costs
- We don’t know where the funding for all options will come from
- We don’t have a single overarching business case and project plan view of the wider project, the problem we’re looking to solve, our options, the proposed solution, how/when we will consult and make decisions, etc.
- Village Hall - The condition of the fabric of the building (village hall) is deteriorating
 - Crack next to the main entrance door
 - Failure in external render

Sensitive (do not share)

- Cracks in the plaster in the wall behind the stage next to the main door
- Village Hall - The current services and facilities are not “fit for purpose”
 - The main hall and committee room cannot be used simultaneously – poor sound insulation; safe-guarding issues if the hall or the committee have two separate user groups where one includes children (e.g. cubs/Parish Council mtg overlap)
 - The heating is inefficient, inadequate, noisy in use, complex to operate and costly to run
 - The acoustics are poor, making it difficult for people with good hearing to hear and for those with hearing impairment very difficult indeed. The existing hearing loop is not-user friendly
 - There is no dedicated storage space for chairs and tables – reducing the available space within the hall and/or the committee room and storage space for users equipment cannot be offered.
 - Ventilation is poor, below what is required to reduce the spread of infections such as Covid 19
 - Electrical supply has been added to in a piecemeal fashion, with insufficient sockets
 - Waste water drainage has been problematic in the past and may require investigation
 - The kitchen is old and deteriorating
 - Toilets need updating
 - There is no “reception” area
 - There is no cloakroom
 - There is no space for buggy/stroller storage
 - The car park is inadequate for number of users for large events when cars have to be parked on the grassed areas
- Pavilion – the fabric of the building is such that it needs to be demolished
 - There are serious structural cracks in the building
- Pavilion - The internal facilities are not “fit for purpose” [others can probably provide more detail on this]
- WODC’s Local Plan 2031 for North Witney (Policy WIT2) does not include any community facilities (other than ‘green infrastructure’ and allotments). The PC has articulated our aspirations for North Witney community facilities in our Neighbourhood Plan but until a master plan is issued, we will not know what is included.
- In or shortly after 2031, the population of Hailey Parish is estimated at ~4,700 compared with Eynsham - 5,087 Charlbury - 2,932, Woodstock – 3,100 and Burford - 1,573. The PC needs to anticipate the needs of this future population.
- Views in the village appear to be polarised – some want a new village hall; some want to retain the old building.
- Some who want to retain the old building don’t understand why a new build is necessary.
- Some who want a new build don’t understand why a refurb may be the better option
- The needs have not been understood and / or accepted by all stakeholders
- The existing site is constrained by adjacent houses, trees and other existing amenity uses.
- Access to the existing site is constrained– single track and near houses. This could be a limiting factor on increased use of village hall.
- It is desired to keep the village hall and use of the amenity area in operation throughout any development works to minimise disruption (to local people and the business model).

- Available funding for the development of the village hall is not known.
- Some feel that in the current economic climate money should be spent elsewhere.
- Plans for the development of the village hall are needed in advance to obtain monies from North Witney.
- Building costs have changed dramatically in the last two years making it difficult to compare options that were priced 3 to 4 years ago with current options.

DESIRED END STATE

[We need to set out what we want at the end of this project]

- The needs of all stakeholders are known, documented and met
- Future facilities are available to meet (as closely as possible) the needs of the stakeholders
- A solid financial/business plan needs to be developed for the overarching project
- A solid financial/business plan and project plan is in place for future facilities, being reviewed and delivered
- VH – All rooms must be capable of simultaneous use
- VH Refurb – any repairs to the structure of the building – including the roof – should have a minimum life-expectancy of 30 years without further significant capital investment
- VH Refurb – Services and facilities must have a 10-15 (?) life expectancy and be:
 - up to date, compliant with regulations, sustainable, easy and inexpensive to clean and maintain, easy to use for people both familiar and unfamiliar with them
 - Lower running costs
- VH – must look and feel attractive and welcoming to users – locals using it regularly and those from elsewhere who use it ad hoc
- Pavilion New – must meet Sport England specification as a minimum – note comment re possible/likely future use by female users – which the PC should encourage
- All stakeholders feel that the facts around the village hall options and decisions have been effectively communicated and understood
- Acceptance by all stakeholders that all options have been designed, costed, communicated and consulted upon in a comparable and fair way.

OPTIONS

[What are the options we should consider. From these we will select the “solution”]

- Undertake focused consultation on the needs of all stakeholders, including the local community, non-locals, organisations, etc.
- Set out criteria for and seek costings against the following options:
 - New village hall & pavilion [DONE]
 - Refurbishment of existing village hall & pavilion
 - Refurbishment wherever possible & new build where required
 - Do nothing [DONE]
- X
- **Refurbishment of the existing hall** – a list of essentials
 - Repairs to the structure of the building
 - Condition of main roof to be assessed – draft refurbishment doc 2018 proposed new roof
 - Investigation of the drainage and associated repairs/replacement
 - Investigation and updating of the electrics, including provision of additional socket outlets
 - New heating system which must be
 - energy efficient and sustainable
 - battery storage for air pump system
 - as low-cost as possible to run and maintain with readily available replacement components if required
 - quiet, easily controllable (temperature and areas being heated – e.g. low temp in hall, if not in use, while committee room is in use and vice versa) – solar support would be a bonus
 - simple to use – by regulars and non-regular users
 - New floor with underfloor heating – if required to support an air source pump heating system with solar PV system
 - thermal insulation - to retain heat and maintain cool internal temperature in hot weather
 - ventilation to achieve best possible healthy environment and extraction to reduce condensation
 - new kitchen – hard-wearing; easy to clean and maintain; adaptable for use as catering/cooking facility as well as bar – with access from committee room and main hall if possible
 - updated toilets
 - updated public address system and associated loop system
 - good acoustics in both the main hall and the committee room
 - dedicated storage space for chairs/tables, cleaning materials
 - additional storage space for regular users, if possible
 - additional 10 (?) parking spaces – 1 (?) of which to be for disabled person
- **Refurbishment of the existing pavilion** [not sure this is a realistic option because of it's very poor structural condition]

- Complete rebuild of the pavilion in it's current location as per Sport England specification – as a minimum - note comment re possible/likely future use by female users – which the PC should encourage
- **Refurbishment wherever possible & new build where required**
- All as refurbishment of existing hall plus
 - New build extension to contain:
 - Storm/wind porch entrance and lobby with reception area, cloakroom and storage space for buggies/strollers
 - New floor and floor coverings throughout
 - Further phase at some point in the future provision of a disabled toilet facility to changing places standard
- **Pavilion**
 - Demolition of existing building
 - New build extension – either alongside the porch/entrance as above, or a separate extension to provide sports shower and changing facilities – to Sport England specification for 2 team provision if possible
 - Or complete new build on existing site to Sport England specification for 2 team provision – with enhanced facilities for female use
- **Refurb option that uses existing hall differently to existing and adds new build.**

Eg use existing hall for sports changing rooms / showers / toilets / small activity room
 Develop new build with entrance lobby/ kitchen/ large hall / separate toilets for non-sport users/ storage

Timing of Process – do we have sufficient knowledge to start working with architect now?

- a) Accept existing knowledge of issues / Engage preferred architect / develop options above to feasibility plan level / consult stakeholders / firm up proposal / gain planning (outline or full?)/ seek funding
- b) consult village immediately to gain current views on issues / engage preferred architect / develop options above to develop feasibility plan level / consult stakeholders again / firm up proposal / gain planning (outline or full?)/ seek funding

SOLUTION

[Which of the “Options” listed above will we move forwards with? What do we need to do to deliver the Desired End State]

- Undertake focused consultation on the needs of all stakeholders, including the local community, non-locals, organisations, etc.
- Make changes to the existing new village hall & pavilion
 - New village hall & pavilion
 - Refurbishment of existing village hall & pavilion
 - Refurbishment wherever possible & new build where required
 - Do nothing
- X
- [To be discussed at joint meeting 23.8.22](#)
- Clear presentation of all options to the stakeholders
- Clear presentation of the needs, pros and cons