

Meeting 12 of the New Village Hall Working Group
Held on Wednesday 29nd September 2022 at 7.30pm at Hayesfield

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

Apologies: Karl Madden, Michael Drew, Phil Sullivan

The meeting continued to discuss the Problem Solving Template prepared by Andy Smith. Some changes were made during the meeting and the latest version is detailed below.

It was agreed that the following recommendation should be made to the next Parish Council meeting:

Architect Selection

The Working party has interviewed all of the architects who responded to our invitation to tender. Their recommendation is that Architect C – SWA Architects of Eynsham – should be selected by the Parish Council as the architect to take us forward.

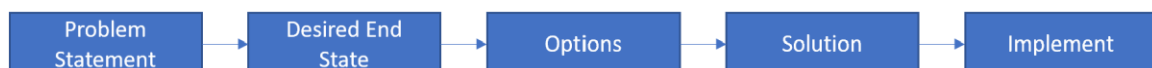
It is recommended that the Parish Council ask SWA Architects to develop a Feasibility Study to consider the three options already agreed by the Parish Council:

1. Build a new village hall & pavilion
2. Refurbishment of existing village hall & pavilion
3. Reuse and refurbishment where practicable & new build where required.

Any costs arising from the above Feasibility Study-related activity will be covered by existing budgeted funds.

It is also recommended that the Parish Council authorise an initial spend of up to £1,000 towards architects and consultancy fees to develop the above.

Problem Solving Template



- 1. PROBLEM STATEMENT – Current village hall and pavilion (“village facilities”) may not meet the future needs of all stakeholders (including users) which have not yet been fully identified or consulted on. All options for the future have not yet been fully explored, costed, or had funding identified**

1.1. Current facilities and their usage

- 1.1.1. What life do the current facilities have left in them?
- 1.1.2. Are the current facilities fit-for-purpose?
- 1.1.3. Who are the current users of the facilities?
- 1.1.4. What is the current usage of facilities?

1.2. Future facilities and their usage

- 1.2.1. What are the future usage requirements (needs input from all stakeholders)?
- 1.2.2. What facilities are required to meet the future usage requirement (split between “must-have”, “nice to have”, etc.)?
- 1.2.3. What life would future facilities have?

1.3. Future facilities’ stakeholders (including users)

- 1.3.1. Who will be the future facilities’ users?
- 1.3.2. Who are the current and future stakeholders (not necessarily just the users)?
- 1.3.3. *Include Hailey Parish, north Witney development, new/old villagers, etc.*

1.4. Notes ref external factors including North Witney development, WODC Local Plan, etc.

- 1.4.1. *Stakeholders: Hailey Parish population is estimated to grow from 1,279 in 2020 to 4,700 by 2031. This compares with 2020 populations for: Eynsham 5,087; Charlbury 2,932; Woodstock 2,793; Burford 1,310.*
- 1.4.2. *WODC’s Local Plan 2031 for North Witney (Policy WIT2) does not include any community facilities (other than ‘green infrastructure’ and allotments). We await a master plan.*
- 1.4.3. *Plans for the development of the village facilities would be needed in advance to obtain monies from North Witney development.*

1.5. Consultation

- 1.5.1. How and when will identified stakeholders be consulted to ensure buy-in, to help identify future needs, etc.?

2. DESIRED END STATE – Future needs of stakeholders (including users) must be fully understood, including through consultation. Full costings for all options must be identified, developed, and considered, as well as funding identified, to enable agreement of the way forward for delivery

3. OPTIONS – The following options have been identified and now need to be considered, developed (with costings and funding) and consulted on:

3.1. New build of village hall and pavilion facilities

- 3.1.1. This option has already been explored in some detail.
- 3.1.2. An architect’s brief has been created, agreed, and published with an invitation to tender.
- 3.1.3. Several architects responded to the tender and a recommendation of architect has been made for a new build scenario, with costings provided against the brief, potential locations discussed, etc.

3.2. Refurbishment of existing village hall and pavilion facilities

- 3.2.1. This option was explored several years ago, so some information is available.
- 3.2.2. This option will require a professional survey of existing facilities.

3.3. Refurbishment of existing village hall and pavilion facilities where possible, and new build where required

3.3.1. This option has not been explored.

3.3.2. This option is likely to develop following good progress in the above two options.

3.4. Do nothing

3.4.1. *This option has been disregarded.*

4. NEXT STEPS – Proposed, for discussion. Once agreed these need owners and timescales

4.1. Project plan

4.1.1. Develop a timeline of activities and milestones, durations, ownership (e.g. architect, Parish Council, Working Group, etc.)

4.2. Consultation

4.2.1. Identify all stakeholders (including users).

4.2.2. Develop and deliver a consultation plan (within the project plan above).

4.3. Full costings model for each option

4.3.1. Develop a costings model for each of the options under consideration that clearly sets out the full scope of requirement.

4.4. Funding model for each option

4.4.1. Develop a funding model for each of the options under consideration.

4.5. Business Case

4.5.1. Develop an outline business case that sets out the project scope, delivery plan, procurement process, etc.

4.5.2. The outline business case will ultimately become the full business case that will be required for approval and investment decision.