

## OFFENHAM VILLAGE HALL

### 2017- 2018 Improvement & Enhancement Project

#### A little bit of recent history about Offenham Village Hall

In December 2016 Offenham Village Hall Management Committee completed the Offenham Village Hall Refurbishment Project when we paid the final invoice for the health and safety report.

The first funds received to start the Refurbishment project were given as a bequest from Sylvia Mary Marshall in 2009. In May 2017, a plaque was hung in the foyer of the village hall to commemorate this hugely important bequest.

Over the next 7 years funds were raised from many grants, donations, fund raising events and from general funds to carry out this important major refurbishment project.

One major grant of £24,586 was received from the Worcestershire Local Action Group through the Leader approach for the Rural Development Programme For England (RDPE). All these events have helped us achieve our refurbishment goals and has changed Offenham Village Hall for ever.

Without these events coming together the refurbishment would never have happened.

The refurbishment project brief was to:

- Refurbish the Main Hall and replace the high stage with a low stage
- Redesign and Refurbish The Foyer
- Redesign the layout and refurbish the Ladies, Men's, Disabled Toilets and baby changing facility
- Insulate the walls, ceilings and plaster the existing painted brick walls
- Create an improved loft area for storage of village hall property
- Upgrade the Electrics, relocate all lighting switches to a position by the exit, install energy saving and dimmable lighting where possible. Install PIR lighting in the toilets.
- To hide all cabling including projector cables into the roof area and walls.
- Install A New Heating System, radiators and Boiler (Hiding all pipes into the ceiling and walls)
- Build a media cupboard for sound system equipment
- Hang New Curtains
- Refurbish the kitchen
- Re slate and insulate the main roof
- Build a media cupboard for the sound system equipment

Other work added to the project and carried out was:

- Build Shelving in the storeroom
- Install a new super projector
- Install Super-Fast Broadband

The first phase of the refurbishment project was started by installing the heating system and boiler in 2011 followed by the main refurbishment work between January and April 2013. Work started in January 2013 **without** all the funds for the project in place. To help solve the problem and let Refurbishment go ahead a low interest loan of £10,586 from ACRE was taken out payable over 8 years.

Without this loan we would have lost over £40,000 of grant money.

The Kitchen and Roof refurbishment was carried out in August 2015.

Broadband and a new projector was installed in 2016.

The village hall management committee had previously installed a fully equipped bar and we have now taken control of the alcohol licence and are now responsible for any alcohol sold at the hall.

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Grants and Funds were received from the following

Grants From Offenham Parish Council

Donation from Offenham Floral Art

Grants From Wychavon District Council

Worcestershire County Council (Leader) (Rural Development For England (RDPE)

Worcestershire County Council (Councillors Fund)

2 Grants From Awards For All

2 Grants From Severn Waste Environmental Fund

Garfield Weston Foundation

Bernard Sunley Charitable Fund

Offenham Floral Art Soceity

Our own Fund Raising

Plus Many Private donations from Local businesses and individuals

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#### The Next Phase

After the successful Refurbishment Project we now want to continue improving and enhancing the hall to make it an even better community venue. The 2017-2018 project will improve the hall to help attract a larger range of groups and users to the hall.

Our brief is to equip the hall for the future, for all groups of people with or without with disabilities and to make the hall is more wheel chair friendly. We want the hall to be able cater for more wedding receptions, parties, large village events and to make the hall the centre venue of our village. The Church of St Mary and St Milburgh is situated directly across the road from the village hall and the hall is situated next to the recreation ground, football and cricket field making this an idea project to help with the halls future. The new project will help us with our continued aim to cater for a wider range of people and for the ever-changing needs of our expanding village.

Having the facilities to cater for more parties and wedding receptions will create another source of income for the hall. Using the hall as a training venue could be another source which we will be exploring in 2017.

Part of the new project is relatively minor whilst parts are major. All parts will help the hall become more functional to help secure its long-term future.

All work will be carried out by local tradesmen where ever possible.

The 2017 Improvement & Enhancement Project will consist of:

- Building a Wheelchair / Pushchair Side Access and Terraced /Patio Area
- Install a new wider side door
- Install a New Front Door and Porch (To protect the hall against the weather)
- Completely dig up and replace the sewers and to accommodate the future changing rooms
- Improve the outside walls by rendering with a coloured render
- Improve the outside lighting by installing more energy inefficient bulk heads.
- Install Stage lighting (This was pre- wired in the refurbishment project)
- Improve the facilities in the back room for the youth club
- Install a new coat hanger system
- Improve and protect the main floor by skimming and varnishing
- Upgrade the Fire alarm system and Install a magnetic lock system for children groups safety
- Installing CCTV to protect the hall and surrounding area and users.
- Upgrade the sound system
- Upgrade the bar facilities
- Change the Chairs and Tables and provide a table mover
- Install a Canopy / Awning over the Terraced Area
- Install acoustic panels to help with the sound of the hall
- Mark car park spaces and install disabled spaces
- Repaint throughout
- Cover health and safety consultant costs
- Cover any building regulations cost and planning permission costs.
- Cover architect costs
- And Finally install solar panels.

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#### Breakdown, Description And Explanation Of Project

##### A Wheelchair, Pushchair Side Access, Terraced And Patio

To encourage more village hall users and help any current users of wheelchairs of the hall, a multipurpose paved Terrace is to be built. This will consist of a wheelchair, pushchair side access, terraced and patio area and will be essential to the continued success of the hall. This will also create a much-improved entrance for parents and grandparents to bring pushchairs into the hall. This construction will be built to the side of the hall and will also add extra floor space for village hall users.

This outside area will also be idea for all our users and groups to use at events to socialise on to a fenced off all weather paved area instead of directly on to the existing grass area. This area will be brought up to the same level of the current side door to make it easier to enter / exit the hall. It would also have steps leading down to the Recreation Ground and Village play areas.

The size of this multipurpose paved terrace will be approx. 14ft wide, which takes it to the village halls boundary, and the length of the village hall. When this work is carried out the front of the hall will also be improved.

This area would also be extended to join the front of the hall with fencing and gates to give protection to the users from the car park. This area will also be made level with the village halls entrance floor for a better and safer access to the hall by removing the current shallow step.

The area will be extended when the new showers, changing rooms and meeting/ training room extension is added on the hall. This will be mainly used by the cricket and football clubs.

New homes bonus has already been secured for this to very exciting project.

The village hall is currently equipped with a modern disabled toilet and baby changing facility, by building the new multipurpose construction it would make the hall a better venue for all our users.

##### Install a new side door

As part of the multipurpose paved terrace project a new wider side door would have to be installed to accommodate wheelchairs and push chairs entering and exiting the hall.

##### Install New Front Doors

New commercial front doors are to replace the current wooden doors. The wooden doors have been replaced over the years but because it is a main entrance they have a lot of use and abuse. Commercial type doors would be a better solution to the type we have at present.

##### Canopy / Awning

To cover and protect the multipurpose terrace a canopy or awning would be installed. This would help protect the users from the many types of weather we have in this country.

##### Replace the Sewers

As part of the multipurpose terrace project the sewers at the front of the hall will also be improved.

The sewer system will be dug up and completely re-routed. Due to the extra usage of the hall the sewers are not able to cope and now have to be cleaned every month. The current pipes are possibly too small, maybe damaged and only have a shallow fall to the main sewer system. Water from the basins will be redirected so they go in to the main waste pipe to help keep the sewer pipes clear.

The area will then be paved and fenced off using the same materials as the multipurpose terrace.

##### Improve the outside walls

After the main refurbishment only the front of the hall was painted. To make the hall look more attractive the outside walls will be improved with a coloured render. The coloured render will save the hall from having to be repainted and maintained in the future.

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#### Build a Porch

Building a porch to the front of the hall would protect the front of the hall from the weather. The wind blows up the carpark causing a problem when the front doors are opened in bad weather.

It would also help keep the foyer of the hall warm in winter by protecting it from the wind. The doors will be matched with side doors.

#### Improve new outside lighting

To enhance the new terraced area new energy saving outside lighting system will replace the existing lighting. It would also enhance the new terraced area when it is being used.

#### Install Stage lighting

Stage lighting was pre-wired into the hall during the refurbishment but switches and lights were never installed. This will now be completed and create a much better experience when live music is being performed on stage.

#### Improve the facilities in the back room.

The back room is currently used as a storeroom. All the chairs and tables are stored here to keep the main hall free of clutter. Offenham Youth Club store their equipment in this room. Electric meters and fire alarm controls are installed here.

- The room needs the dividing doors system removed.
- New storage cupboards installed.
- Walls insulated and plastered
- Meters boxed in.
- Install coat hangers

#### Improve the main floor

Improve the main floor and remove the slight step between the main hall and interior extension area. This will take out the risk of users tripping over especially when there is low light.

#### Upgrade the Fire alarm system

During the main refurbishment, the wiring was installed for a magnetic lock system. The magnetic lock system will help protect the children groups from anyone entering the hall uninvited. It will also protect the children groups from children trying to leave the hall without permission.

The magnetic lock will be wired up to the fire alarm and in case of a fire will release the doors when the alarm is activated.

The magnetic lock can also be disconnected when other groups not needing the safety and security of the magnetic lock use the hall.

#### Install CCTV

Install a CCTV system to protect the hall, hall carpark and surrounding area and users.

It is envisaged that the system will cover the hall and surrounding area including covering the football pitch and new play area. Subject to Parish Council and data protection rules.

#### Upgrade the sound system

The sound system is used by many groups.

The system needs to be upgraded to give a better sound on our planned film nights.

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#### Upgrade the bar facilities

The bar has been installed for several years and has raised thousands of pounds for the hall.

We can sell draught and bottled beers though draught beers can be very wasteful.

Bottled beers are more profitable because there is no waste but unfortunately bottled beer need to be served chilled. The shelves need to be able to store a range of drinks and glasses more efficiently with room for a tall chiller able to serve up to 100 guests in a limited space.

Also improve the chiller system and pipe work. This work will be done by the suppliers and help us cater for the future.

#### Change the Chairs and Tables

The tables and chairs were replaced in 2002 and although in reasonable condition the chairs do not stack very well. There is a new chair available which has metal bars preventing chairs from being stacked dangerously and protects the cushions. The present tables even though they covered at parties are a little worse for wear and they are also quite heavy and need to be replaced with lighter tables. With several older users having difficulty in carrying them and erecting them, a table mover would also be helpful in moving the tables.

#### Install Acoustic Panels

Since the main refurbishment, the hall has an echoey sound and to correct this acoustic panels could be fitted to help absorb this. Advice to be sought by a specialised company.

#### Repaint The Hall throughout

To finish the project and really enhance the hall it will be repainted.

This would include protecting vulnerable wall edges, walls and doors with edging strips and plastic sheeting.

#### Cover health and safety consultant costs, Building regulations costs and architect costs.

In the refurbishment, these costs were not budgeted for and had to come out of general funds.

We need to budget any of these costs into project.

#### Install Solar Panels

The Final Phase of the project will be to install solar panels to reduce the hall's energy bills whilst raising funds for the hall. The hall has a large south facing roof and is ideal for solar panels

#### What needs to happen and the future

The 2017- 2018 Improvement & Enhancement Project is an ambitious but very achievable project.

It will take hundreds of hours of hard, dedicated and time consuming work to raise the funds for this fantastic project.

Some of the funds will come from grants and donations and some from activities at the hall.

The village hall committee has for a while consisted of only 4 members of which only 2 members see to the finances, bookings and daily running of the hall. This has recently changed with another 3 new members joining us to take up vacant roles on the committee.

For the village hall committee to move forward in 2017 there are a few requirements the committee will need to do so we can concentrate on continued fund raising and applying for grants.

We need to increase the committee and volunteer base

Invite new committee members to join us from other Village organisations

New Bar Manager

Entertainment / Fundraising Committee

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In the next year, we might be needing a new treasurer

All these positions are voluntary.

The village hall will write to all village organisations requesting that they elect a person to represent them on the village hall committee as per the constitution.

The village hall is in a great position to hold events and we now need a team of people who will help carry the village hall into the future. Also to protect and improve what we have already achieved.

Ideas to raise funds

Apply for Grants

Donation letters to Businesses, Donation letter to organisations, Donation letters to individuals

Sell Village Hall Wristbands

Big Screen Film nights

Beer / wine tasting nights

Quizzes, Dances

Family Festival

Karaoke nights, Silent Disco

Donation Tiles to be installed in areas of the hall ie toilets main hall back room

Car boot and table top sales

Gift Aid

£3,000 has been put aside from our own funds

Crowd Funding?

The aim is to also make the hall a better venue for more types of activities for all groups of people.

Our Goal is to have every evening and every week end booked to keep the hall successful and to continue to make the hall a better venue for more types of activities for all groups of people.