

New Ripley Village Hall Executive Summary and Business Plan

As at September 2019

Introduction

This document has been prepared in support of the various loan, grant and other funding applications being made in order to enable the construction of a new Village Hall complex in Ripley, Surrey.

The document is structured to provide an overview of Ripley, in order to provide context, followed by an Executive Summary of the proposal supported by an analysis of market conditions, a review of alternatives in the form of a SWOT analysis and details of the Charitable Incorporated Organisation (CIO). This is supplemented in the appendices by a set of financial statements for the past three years and a business plan with forecast income and expenditure, complemented by a description of the proposed project together with supporting plans, detailed cost estimates and assumed sources of funding.

Ripley Village

The village of Ripley has existed since Norman times. Lying on the main road from London to Portsmouth (from the 1930s referred to as the A3), this charming and historic village in Surrey, close to the River Wey, was first recorded in documents of around 1200. It developed with the establishment of the Augustinian Priory at Newark although the Abbey was dissolved in 1538-39 by Henry VIII.

The growth of Portsmouth as a naval port in the time of Henry VIII brought prosperity to Ripley. The stage coach in Ripley's village sign marks its importance to the village in the mid 1700's. With the improved roads, people were able to travel easily from London to Portsmouth, stopping at The Talbot Inn (a staging post) to change horses and speed on to their destination. Admiral Nelson also stayed at The Talbot Inn. Roadside inns in Ripley were given nautical names: The Ship, The Anchor and The Jovial Sailor.

In the 1870s, cycling also became a popular activity in the South of England and Ripley was a challenging but convenient distance from London so that many cyclists would stop there for a break. Ripley Cricket Club is now 252 years old, making it one of the oldest cricket clubs in the world and papers at The British Museum have shown that Ripley features regularly in the earliest history of cricket.

The 2012 Summer Olympics road races started at The Mall in central London, passed into Surrey to the south via Hampton Court Palace, and on through Ripley. Since then the Surrey 100 cycle sportive and race have come through the village each July, with Ripley residents providing stewards and using the Village Hall as a base.

Since the 1930s a bonfire has been held on the Green to celebrate Guy Fawkes Night. It is a major local event with several thousand attending to see the bonfire, fireworks and funfair. Ripley Village Hall is the organisational hub on this night as well as for the Ride 100.

Ripley boasts the largest green in the country and is surrounded by some of the finest countryside for walking, cycling, dog walking and many outdoor pursuits, The Surrey Hills.

Ripley is a very thriving village with a great sense of community value. It has recently been voted, with Guildford, as one of the top 15 places to live in Surrey by the Sunday Times Best Places to Live Guide. With this impressive heritage and thriving future the presence of a beautiful Village Hall to be the community hub in Ripley is a project that needs to be achieved.

Executive Summary

The current Ripley Village Hall which was built as a temporary structure in the 1970s was designed to last for up to 25 years. As a result, there is a long overdue need for a replacement hall. The Trustees of Ripley Village Hall, a Charitable Incorporated Organisation (CIO) created in July 2015, have been working on plans for a new hall for nearly three years. The initial drawings were shared with the community at the Annual Ripley Parish Council Meeting in May 2017 and were widely accepted and praised. Initial plans were finalised and submitted to Guildford Borough Council (GBC). However following feedback from GBC a revised plan was submitted in November 2018, and full planning permission was granted in February 2019. The new building will incorporate the latest technological developments in terms of thermal insulation and solar heat utilisation in order to substantially reduce operating costs and will be carbon neutral.

Siting of the proposed new Village Hall will require demolition of the existing building. Options for the use of alternative premises in order to retain our customer base are being investigated but nothing suitable has been identified. In order to ensure the best and most harmonious plan for all parties the Trustees have also consulted in some detail with near residential and business neighbours of the existing Village Hall including the Toby Cottage Restaurant, who currently rent part of the site for car parking and the Send and Ripley History Society whose separate building is housed on the site.

Currently over £60,000 has been raised, of which approximately £48,000 has been expended on architect, planning and other consultant fees. This money has been raised by community funding including The Big Give Christmas Challenge, Buy-a-Brick campaign, a very successfully attended local Golf Tournament, a Valentines Ball, Barn Dance and Sing-a-Long . There is excellent community support for this project demonstrated by a recent poll which showed 80% of questionnaires replying with a 'need' and 'want' for a new Village Hall.

As can be seen the proposed project will provide a large central building containing two halls plus ancillary space as well as a separate building, providing further lettable space and two first floor flats. Although planning permission has been granted for the whole complex, the main building will be constructed first, with the second smaller building to be constructed as a separate phase of the project,

It is planned that the cost of the new Main Hall (in the region of £1.2 million) will be met from a range of sources but as the total cost cannot be met by Locality and Charitable Cost fundraising alone the Trustees have requested a grant of £500,000 from Ripley Parish Council (RPC). This request, which was carefully considered and accepted in principle following the Parish Council meeting in October 2017, has now been approved. A community questionnaire was debated at several open meetings and there was a substantial positive response to there being an increase in local council tax to pay for the RPC application. The Parish Council has now completed the process of ratification and due diligence.

Ripley is a parish of some 910 households where the primary burden of the cost of the new hall will thus be borne. The community questionnaire asked for agreement to an increase in precept to allow RPC to take out a loan to fund this grant. Whilst there was not unanimous approval for an increase in precept there was a very significant majority (89%) in agreement.

To raise the required further sums of money for both the Main Hall and subsequently the Phase 2 building, the Trustees will be applying for Charitable Trust funding. We have approached GBC as strategically the position of Ripley and specifically the Village Hall, lends itself to be a central hub to be available in the event of a major emergency on the A3 / M25 road network. Assistance in funding such local community-driven, social welfare projects is embedded in all aspects of GBC's Corporate Plan. We will therefore be seeking grants up to a total of £600,000 from GBC with a further amount of £300,000 from GBC Housing relating to the cost of providing two lettable residential flats to be provided as part of the Phase Two project.

Applications for funding will also be made to a number of other charitable organisations, including Garfield Weston, Nationwide, Reaching Communities, Henry Smith Charitable Trust, Sports England and others in order to raise further funds.

For Phase 2 the Trustees are investigating the possibility of raising up to £100,000 through a bank loan / mortgage, with a flexible repayment option to be taken out by Ripley Village Hall secured on the building and site. The loan repayments will be met primarily from the income generated by the rent from the commercial space and the two lettable residential flats to be built as Phase 2 of the project.

Robust governance of the build will be put in place, with the architect providing all of the required architectural services including cost control on the construction phase of the project, with a tendered 'Drawings and Specifications package'. The architect will monitor the project to completion working alongside the independent quantity surveyor who has been engaged to provide accurate costings based on the architect's tender documents.

The aim is to start building work in mid 2020.

The Village Hall currently comprises two lettable areas - one Main Hall, accommodating 170 people theatre style or 250 standing / dancing, and a Small Hall that can accommodate 75 seated theatre style or 100 standing. Both halls are currently let for a variety of uses from health and fitness, music and the arts, to business groups, mother and baby groups, the youth club and the over 60s. With more modern facilities and a more pleasing building, it is anticipated that the number of social functions and recreational classes will increase significantly.

These will include wedding receptions, anniversaries and children's parties, birthdays, etc., which the current hall does not attract sufficiently at present. A cornerstone of the on-going management policy will be to give priority locally to ensuring an expanded provision for the socially deprived, vulnerable, needy and aged members of society and related community-based groups, this being consistent with the Charitable Goals and Objectives of the CIO.

We also want to encourage more after school sporting activities including use of our safe outdoor facilities as well as catering for adult (including older groups) sport and fitness training. Through lack of space we are currently turning away requests to start more Yoga and Pilates classes.

It is proposed that the Main Hall project will provide a large hall and three further lettable areas, including provision for a youth club / pre-school nursery and a room for commercial use as well as combined offices for Village Hall administration and the Parish Council. The village is centrally located for the trunk road network and the two main London Airports, and is currently home to a number of successful local businesses with a growing need for more commercial space.

There is also a lack of small affordable housing in Ripley and the plans for the second phase of the project will include ground floor commercial lettable space and two small one-bedroom flats, which will be let as Rural Exception housing at a level below commercial rents to people with a link to the local area, producing a further regular income stream. In accordance with current guidelines it is planned that the rent for the flats will be set at a level equating to approximately 75% of mid-market rates and that this will be maintained during the life of the new hall.

It is the intention of the Trustees to determine whether the hall could additionally be identified and rented to GBC as an 'emergency centre' as part of the Guildford Borough Emergency Plan, as none exists locally at present.

The Charitable Incorporated Organisation

The charitable Goals and Objectives of the CIO (Charitable Incorporated Organisation) founded and registered on 24 July 2015 are to *“re-establish and run a new village hall and to promote it for the benefit of the inhabitants of the parish of Ripley and the neighbourhood thereof, including the area known as Send Marsh (“area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.”*

Trustee Board

Mrs Gillian Haig-Brown (Chair)
Mrs Suzie Powell-Cullingford (Secretary)
Ms Noeleen Adams
Mr Derek Keith Austin
Mrs Julie Brown
Mr Christopher Holyoak
Mr John Slatford
Mr Vernon Wood

Market Analysis

Location: The site is in the heart of Ripley Village, 2 minutes by car from the A3 and M25, 25 minutes from Heathrow, 30 minutes from Gatwick and 45 minutes from Central London. Ripley Village Hall sits within grounds of 3986 sq. meters. The large grounds allow for the provision of the new Hall and a separate ‘Phase Two’ building whilst allowing for better use the green space within the site for sports, recreational and safe break out space for the Youth group and Toddlers clubs.

Usage: This exceptional site is currently at 90% usage (letting of space) and has no capacity for growth. With the current growth in housing there is an anticipated diversified demand for more lettable space for all demographics of the inhabitants of Ripley and Send Marsh.

Pricing: The pricing of the hall for hirers is compared regularly to those of surrounding halls. Whilst we do not want to compete on price alone, neither do we wish to charge much higher or lower rates than other local halls offering similar facilities.

Advertising: The current and planned PR strategy is to use local magazines and websites and to harness the effectiveness of social media via Facebook, Twitter and the Ripley Grapevine.

Competitor Analysis

There are currently no other halls for hire in the village with a similar capacity also providing such excellent car parking and an available outside area. The Cricket Club and Talbot Hotel host social events and are available as venues for hire but both have smaller capacities, whilst the small church and scout halls both host occasional events but can only provide very limited car parking space.

The site owned by Ripley Village Hall is unique in the area, in its size and the ability to provide extensive car parking facilities as well as the outside space that can be used in conjunction with the Hall. This valuable situation in the centre of Ripley, located directly opposite the Church, means it is accessible to those on foot as well as in cars.

SWOT Analysis (Strengths/Weaknesses/Opportunities/Threats)

Strengths: Currently enjoys high usage and occupancy at just over 90%. Within any one week there are 42 sessions (morning, afternoon and evening) available for both halls.

The varying nature of requirements (people sometimes only require 2 hours per session) effectively permits 21 bookable sessions per week, per hall. Currently on average we are filling 19 of those sessions in each hall.

Weaknesses: The current building has increasingly high upkeep costs and is estimated to only have a maximum remaining life of approximately five years, as it is fundamentally a wooden-framed temporary structure, whose expected life span has already expired. A recently commissioned asbestos survey carried out as part of the preliminary works, has identified significant asbestos within the structure precluding any significant ongoing maintenance.

Opportunities: A more modern and cost-efficient hall is likely to attract additional income and the overall project will provide an opportunity to add two small flats, a small commercial area and a permanent base for the Parish Council Office, all with potential for significant additional revenues.

Threats: The inability to raise sufficient rebuilding funds and that the building is unsustainable in its current form.

Outcomes

The Trustees have identified five outcomes that will have significant benefit to the residents of Ripley and users of the Hall.

1. Provision of Permanent Space for the Shed Youth Club

One of the primary remits for the Trustees is to provide designated space and storage facilities for the Shed Youth Club, which currently meets one night per week in the Village Hall. The Youth Club has an unlit external storage container in the car park (which has been leaking for a number of years) and no facility to keep any equipment in the hall itself, which is very unsatisfactory. The new building will have direct safe access to the external green space for sports and recreational activities. As a rural village with severely limited public transport, the Youth Club is often the only provider of such activities for our local children. We would measure success by increasing the number of evenings that the Club is able to meet and by the ability to provide a safe and secure environment for the children to become more active on a regular basis.

2. Provision for the Elderly to participate in Physical Activity

There is an aging population within our community but limited facilities for group physical activities. There is clear demand for classes in dance and movement for the elderly but as our current halls are already fully booked by regular users, there is no free time or space to accommodate this. With the addition of extra capacity in the new building, we will be able to offer weekly classes for exercise specifically for the over 60s. We would measure our success by implementing such classes and encouraging our Over 60's Club to engage with new physical activities.

3. Provision of Stage for Amateur Dramatics Society and Music Events/Recitals

The provision of a fully integrated stage and green room area within the new main hall will be of great benefit for both an Amateur Dramatics Society and all Music Groups. There is already an annual Ripley Pantomime which is very well supported, however for a number of years it has been hoped to start a drama group within the community, but the current facilities are not appropriate. There is clear demand from a wide age group and the leader of the proposed new Am-Dram Society has been very involved with the architectural planning process in order that the new facilities will be suitable to stage plays. There are a number of Music Societies who already use our hall for their practice sessions, but it is hoped that the new hall will be a favourable recital venue. We would measure our success by the increase in usage over an annual period for drama and music bookings.

4. Provision for Table Tennis and Badminton

Currently we do provide any specifically defined areas for indoor sporting activities. It is planned that we would provide at least one table tennis table as well as the marked-out area for a Badminton court. Although there will be insufficient height for a championship badminton court (we are restricted by planning criteria for the overall height of the building as the hall is in a conservation area), the main hall will be suitable for regular amateur badminton players. A portable table tennis table will also be used by the Shed Youth Club and any person wishing to book the hall for sporting activity. We would measure our success by the bookings and usage over an annual basis for badminton and table tennis bookings.

5. Provision of Improved Facilities to Encourage Participation in Physical Activity

The current village hall is in a poor state of repair and is not a welcoming environment in which to participate in physical activity. There are many in our community who have expressed an interest in joining group activities such as ballet, yoga, Pilates and aerobics but are simply put off by the dilapidated surroundings of the existing hall. We are confident that a modern, warm, clean village hall will hugely elevate the numbers of participants in those healthy activities. We are aware of several providers of yoga and aerobics classes who do not consider our facilities to be of a sufficient standard to warrant making a regular booking. Ripley is poorly served by public transport and so our residents have very restricted access to sports facilities unless they drive. We would measure our success by the increased numbers of our community who participate in regular physical exercise classes and also by the increase in bookings from class providers.

Operation of Existing Hall

The existing complex provides two areas of lettable space comprising 116 m² in the main hall and 40 m² in the secondary space with the whole operation being managed and supported by just three staff, an administrator who runs the Hall bookings, a cleaner and a caretaker, all of whom operate on a part-time basis.

Planned operation of New Hall

Initially the new Hall complex will be staffed by the same three people thus increasing efficiency. There is capacity to increase their hours if needed, but this will be addressed once demand is clearer. In the longer term, we would be looking to employ a full-time community liaison administrator.

There will be substantial cost savings in the running of the new complex as compared to the old one as can be seen from the Business Plan Financial Projections, but conversely there will be more bookings and therefore a greater number of clients to serve.

Conclusion

As can be seen from this analysis, a replacement hall is urgently needed. Building a new Village Hall will enable it to maintain and improve its important position in the village and has been carefully considered and planned.

The additional rentable and diversified space that will be provided by the second phase of the new complex will allow incremental ongoing financial viability and will provide the capacity to support the proposed funding plan. The business case and funding plan have been subject to close scrutiny and extended assessment and are fundamentally sound.

APPENDIX (1)

FINANCIAL INFORMATION

- 1 Summary of CIO Accounts for 2016 to 2018.
- 2 Project Cost and Financing Plan.
- 3 Financial Projections for CIO and Project from 2019 to 2022.

Ripley Village Hall Receipts and Payments Account

Ripley Village Hall						
Receipts and Payments Account						
	Unrestricted	Restricted	2018	2017	2016	
Bank Balances as at 1st January						
Cash in Hand	25.00		25.00	25.00	50.00	
Current account	25,619.34		25,619.34	17,950.45	16,571.53	
Deposit Account				6,039.40	6,036.40	
Development Account	4,017.48		4,017.48	10,558.98	11,990.60	
Hirers Deposits Account		2,126.97	2,126.97	1,126.50		
	29,661.82	2,126.97	31,788.79	35,700.33	34,648.53	
Receipts						
Fundraising	23,119.36		23,119.36	10,444.50		
Hall rental	32,213.63		32,213.63	36,350.10	26,471.00	
Parking - Toby Cottage	3,189.50		3,189.50	3,440.50	2,052.00	
Deposits received		5,385.00	5,385.00	2,868.00	2,825.97	
Interest income	10.47		10.47	0.47	3.00	
Total	58,532.96	5,385.00	63,917.96	53,103.57	31,351.97	
Payments						
Deposits repaid		4,075.00	4,075.00	1,868.00		
Fundraising and one off running costs	3,487.53		3,487.53	16,986.00	1,431.62	
Operating/Development costs	12,301.49		12,301.49	16,403.82	12,529.66	
Legal, professional & consulting fees	9,617.96		9,617.96	1,564.00	2,354.31	
Hall Management and Caretaker	10,267.94		10,267.94	11,420.04	8,040.00	
Repairs and Maintenance	2,005.77		2,005.77	1,317.74	1,256.00	
Rates, water, light, heat & telephone	6,262.36		6,262.36	3,924.26	3,772.79	
Insurance				3,531.25	2,017.29	
Other costs	95.00		95.00		25.00	
Total	44,038.05	4,075.00	48,113.05	57,015.11	31,426.67	
Transfers between funds	829.17	- 829.17				
	44,985.90	2,607.80	47,593.70	31,788.79	34,573.83	
Bank Balances as at 31st December						
Cash in Hand	25.00		25.00	25.00	25.00	
Current account	29,031.68		29,031.68	25,619.34	17,950.45	
RDV Current	329.10		329.10			
Hirers Deposit Account		0.22	0.22	2,126.97	6,039.40	
Development Account	15,600.12		15,600.12	4,017.48	10,558.98	
Deposit Holding		2,607.58	2,607.58			
Total	44,985.90	2,607.80	47,593.70	31,788.79	34,573.83	

Cost Plan for Build and Assumed Sources of Funding

COSTS	Total	Phase One	Phase Two
Phase 1 New Hall	972,000	972,000	
Phase 2 Lettable Commercial Space and Lettable Residential (2 x 1 Bed Flats)	356,000		356,000
Demolitions	25,000	25,000	
Hard Landscape	80,000	59,000	21,000
Subtotal	£1,433,000	£1,056,000	£377,000
Architect's and other Professional Fees	118,000	87,000	31,000
Contingency	72,000	53,000	19,000
PROJECT COST (EX VAT)	£1,623,000	£1,196,000	£427,000
ASSUMED SOURCES OF FUNDING			
Current Funds	20,000	20,000	
Fees Paid To Date from existing funds	48,000	48,000	
Parish Council Grant	500,000	500,000	
Locality Funding			
GBC	600,000	600,000	
GBC Housing Fund	300,000		300,000
Charitable Trusts Funding (including)			
Garfield Weston			
Reaching Communities			
Henry Smith Charitable Trust			
Sports England <i>and others</i>	30,000	30,000	
Bank Loan/Mortgage	120,000		120,000
TOTAL PROJECT FUNDING	£1,618,000	£1,198,000	£420,000

N.B. Preliminary professional advice indicates that on the current plans VAT on the construction of the building will be Zero Rated and not be payable.

FINANCIAL PROJECTIONS AND SUPPORTING RATIONALE

	notes	2019 £	2020 £	2021 £	2022 £
PROJECT FUNDING & COSTS					
	all ex VAT				
Fundraising Development	1	68,000	1,130,000	420,000	
Brought forward			20,000	583,000	203,000
Building Works	2		528,000	716,000	189,000
Professional Fees (Inc. VAT)	3	48,000	39,000	31,000	
Contingency	4			53,000	19,000
		20,000	583,000	203,000	(5,000)

ONGOING OPERATIONS

Income					
Lettings Income	5	35,000	15,000	27,000	58,000
Rent - Parking	6	3,200	3,000	3,000	3,000
Commercial Space Rent	7				5,000
Rental Flat 1	8				3,500
Rental Flat 2	8				3,500
Total Income		37,200	18,000	30,000	73,000
Expenditure					
Running Costs excluding staff costs	9	18,600	6,000	9,000	15,000
Hall Management, Caretaker & Administrator	10	11,000	8,500	8,500	11,000
Repairs and Maintenance	11	2,000	1,000	1,000	1,000
Legal & Professional fees	12	2,000	2,000	2,000	2,000
Loan Repayments	13				30,000
Total Expenditure		33,600	17,500	20,500	59,000

Net Income		3,600	500	9,500	14,000
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SUPPORTING RATIONALE

1. It is assumed that the total funding of £1,618,000 for both phases of the project will be made available and received in the period starting in 2019 through to 2021/22.

Phase 1 of the building work will be funded mainly through the Parish Council Grant, GBC Locality funding, our existing redevelopment money and Charitable Trust funding. Phase 2 will initially be funded by further Locality Grants, possible Charitable Trust funding and by a loan/mortgage secured on the building that would only be drawn down in 2022 once all initial funds, supplemented by any further Housing Fund grants and Charitable Trust funding, have been used.

2. Phase 1 building work will commence in mid-2020 and will be completed in mid-2021 with Phase 2 work only commencing in mid-2021 once funding has been confirmed. The costs used in these projections have been derived from architect's plans and an in-depth analysis and verification by an independent quantity surveyor. Costs include all preliminary costs and contractor overheads and profit.
3. Professional / Consultant fees of £48,000 have already been paid out of funds raised to date. Fees will mainly be incurred in the planning and project preparation stage and will continue to be incurred during the build phase. In the event that the two phases of the project are separated this will incur some additional fees.
4. A contingency based on 5% of building costs has been included for both phases of the works and assumed to be used in full in 2021 and 2022.
5. The Main Hall will be constructed as Phase 1, commencing in mid-2020. Rental income for 2019 is assumed at the same level as in 2018 plus a modest increase to £35,000. As the project requires the demolition of the existing Village Hall there will only be rental revenue until mid-2020 with bookings expected to reduce in the last few months of operation of the hall so a slight reduction to £15,000 has been assumed. Phase 2 will commence sequentially after the Main Hall has been commissioned. Towards mid-2021 Phase 1 of the building project will be complete, and income will phase in. In 2021 the Main Hall will start to generate revenue from the letting of space to the Parish Council (approx. £10,000 per annum), and also from the letting of the community space (£8,000 per annum). There will be a modest increase in hourly hire charges to reflect the improved facilities and hopefully increased booking of the hall estimated at £3,000 per annum. The annual Main Hall income will therefore increase from the 2019 level to an estimated £58,000 per annum from mid-2021 onwards. Allowing for the hall to be in use by mid-year the income in 2021 is estimated to be £27,000.
6. Car parking spaces generate rental for the Village Hall primarily from Toby Cottage Restaurant. During the building phase, this car parking space will remain unchanged and the rental will be ongoing during the build, with minor increases per rental year.
7. The ground floor commercial space in the Phase 2 building would achieve an income of £8,000 to £10,000 per annum but it is expected that occupation of this space would not occur before mid-2022 at the earliest, hence no income is assumed for 2021 and £5,000 in 2022.
8. Two, one-bedroom flats are to be built on the first floor of the Phase 2 build. Market rent levels for one-bedroom flats in Ripley are currently between £750 and £850 per month. Based on current definitions and guidelines for 'affordable' housing and in accordance with our remit we have used 75% of the mid-point of these levels, or £600 per month, in our projections to keep this rent under market value. On this basis, the flats would each achieve an income of £7,200 annually. Again it is expected that occupation of this space would not occur before mid-2022 at the earliest and no income is projected from this source in 2021 with £3,500 per flat assumed in 2022.

9. The main building will hopefully be commissioned in mid-2021 and has been specified to be as near carbon neutral as possible. There will be under floor heating using an Air Source Heat Pump, photovoltaic cells will provide some electricity generation, and additionally we are investigating battery storage of excess generated power, augmented by off-peak storage. There will be thermal insulation of the building exceeding that specified in current building regulations, which will deliver a much more energy efficient building. The current hall has very poor thermal properties making it environmentally unfriendly and expensive to heat. The new hall will consequently have cheaper running costs, estimated at £15,000 per annum, so an average of 50% of this has been assumed for 2020 and 2021 with a full year for 2022 with an assumption that the running of the Phase 2 building will be cost neutral. Costs include building insurance and the impact of increased rateable value with effect from 2021 onwards.
10. Whilst the role of the hall manager may well increase, the overall cost of our management and caretaker functions could reduce given the higher technology burglar alarms and locking mechanisms that will be installed. There may however be an increased, but yet unquantified, cost to reflect the increased number of function rooms we will be providing. With the hall closing for approximately one year, 2020 includes the cost of just six months wages for cleaning and caretaking with the same level of costs being assumed from mid-2021. The administrator will remain in employ as they will be dealing with the building costs and fund raising.
11. The existing hall continues to attract high maintenance costs and these will continue in 2019 but all maintenance will cease in 2020 prior to the demolition phase. The new building is being designed for robustness and longevity and therefore will attract minimal maintenance in its early years. With these savings, a prudent provision is however being made within the budget for a fund of £1,000 per annum to accrue for future years.
12. A contingency cost has been included to cover any additional professional fees that may become necessary.
13. For the purposes of this business plan we are assuming a full repayment basis for the loan / mortgage from commencement of draw down. However, this loan / mortgage could initially be on an interest only basis, which would have a positive impact on the projected results. Applications for additional Charitable Trust funding for Phase 2 will continue to be made and any further secured grants would be used to reduce the amount of mortgage needed.

At this stage it is assumed that funding from this source would not be required until 2022 and hence no estimate of cost has been included in 2021.

APPENDIX (2)

PROJECT OVERVIEW

- 1 Facilities to be provided by the Project
- 2 Project Timeline
- 3 Architect's Plans

Facilities to be provided by the project

There will be two buildings in the new development.

The first building will be the Main Hall comprising, a new large hall, a small hall, a community room and a combined office for the Parish Council and Village Hall administrator.

The new large hall will be 130m² as opposed to the existing 116m², having a vaulted ceiling and gallery at one end for stage lighting or music systems. The stage will be accessible from the second smaller hall to act as a backstage during productions. This second hall at 64 m² is 24m² bigger than the existing small hall (40m²). This small Hall is going to be used for the Youth Group and children's groups as it has direct access to the open and safe green area to the West of the site. There will be a community room of 26m², which will be allocated as a periodic health centre (flu injections, immunisation a etc.) as we have no GP surgery in Ripley, a quiet area for children needing space to do homework or let to smaller groups requiring a meeting room.

The inclusion in the new Main Hall of an office for the Parish Council will give them an office / council room of 64m² as compared to the existing rented space the Parish Council currently rent (38m²). Within this area will be space for the Village Hall Administrator to have a desk and space for Trustee meetings.

Both Main and Small Halls will have their own toilets and kitchen areas. The design allows for the Small Hall to isolate their facilities if the Small Hall is being used for vulnerable groups.

The site is big enough to provide ample parking for all the lettable areas. There will also be a portion of the site let to Toby Cottage for parking. This will continue a current arrangement giving valuable off-street parking to a neighbouring business.

The second phase of the project will be to construct another building which will lie to the front of the site. This second building will be of two stories built in a way to sympathetically blend into our historic street scene. This will house a ground floor space for one or two separate lettable spaces. Above this stand alone commercial space will be two one bedroom flats, used for Rural Exception housing for young people from Ripley and area of benefit at an affordable rent.

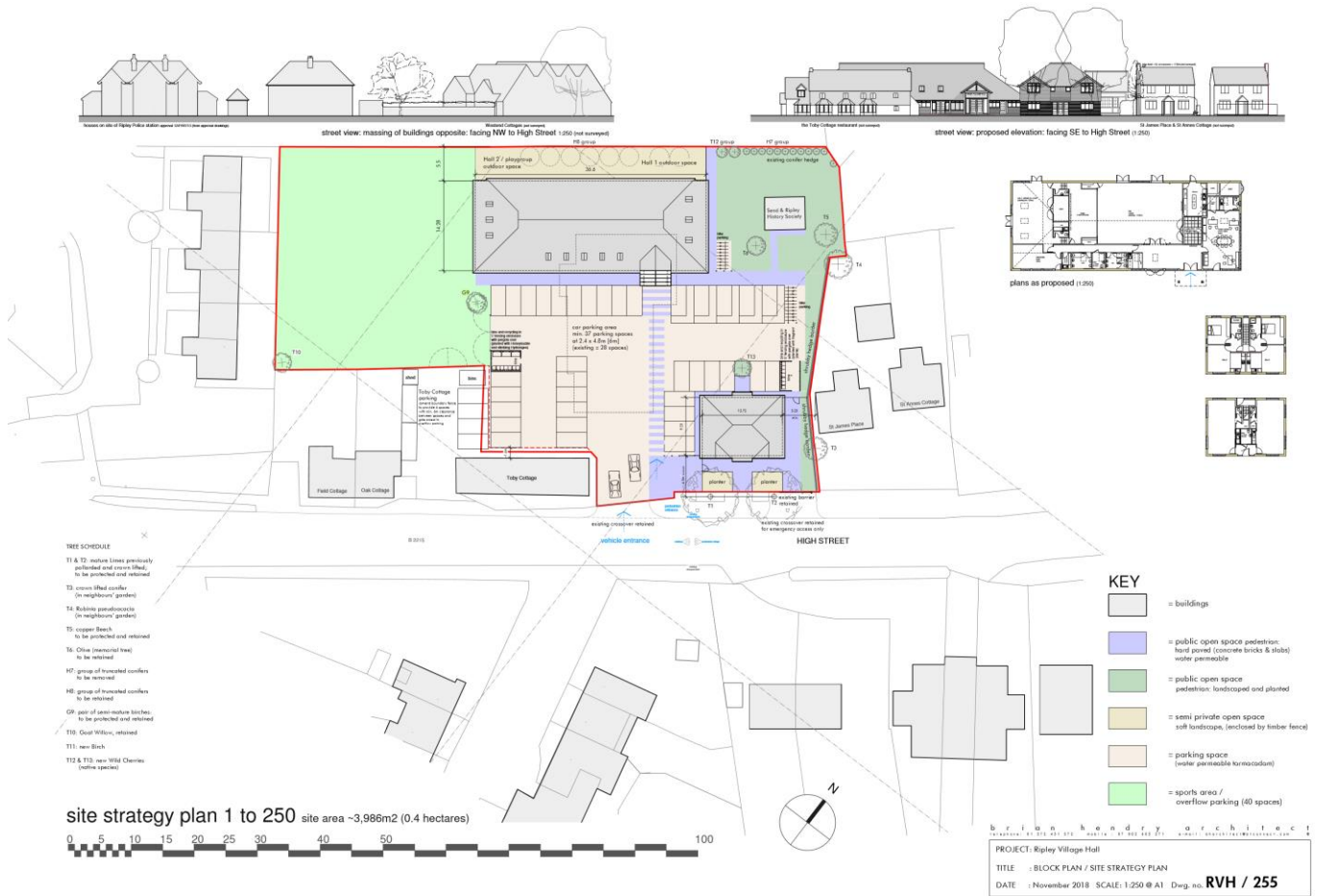
There will be a large open spaces around the Village Hall to encourage outdoor activities and space In front of the Hall providing ample parking for all lettable activities.

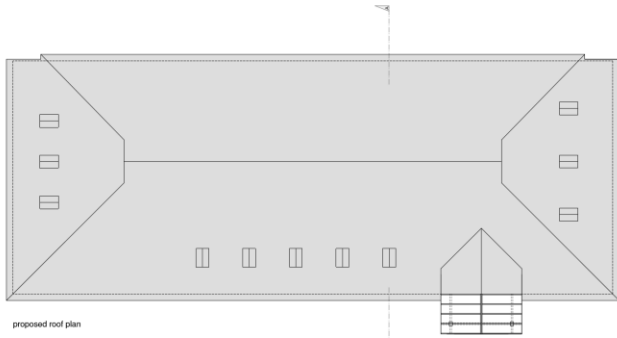
There will be a great emphasis on the sustainability of the buildings and a commitment to energy efficiency and with the aim of a minimal energy footprint. The design of the building will be empathetic with the designs it sits amongst and will provide a community building for very many years to come.

Project Timeline

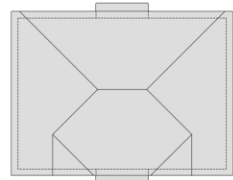


Architect Plans

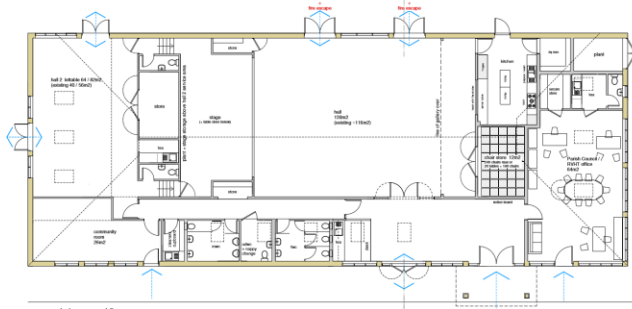




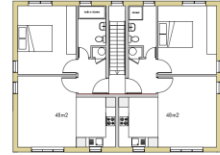
proposed roof plan



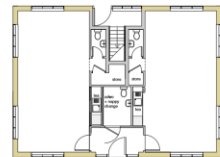
proposed roof plan



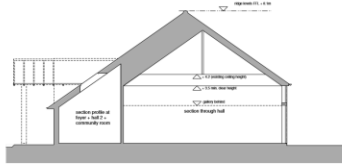
proposed plan ground floor:
GIA = 490m²



proposed plan first floor:
GIA = 96m² lettable



proposed ground floor:
GIA = 99m² (to include first floor)



section A - A



brian hendry architect
 PROJECT: Ripley Village Hall
 TITLE: PLANS as PROPOSED
 DATE: October 2018 SCALE: 1:100 @ A1 Draw. no. **RVH / 256**



elevation: NW to car parking



elevation: NW to school play / sports area



elevation / site section: SW to sports area



elevation / site section: SW to car parking
(NE to St. James place - mirror image)



elevation: NE to Ripley and Sand History Society building



elevation / site section: SE to car park



elevation: SE to High Street

MATERIALS as proposed:
 WALLS : red clay bricks: dark red to plinth and soft red above + oak framing
 (+ plain clay tile hanging to first floor on two storey building)
 WINDOWS & DOORS: stained / painted timber.
 ROOFS : red clay plain tiles with half round ridges and bonnet hips



b r i d g e a r c h i t e c t
 PROJECT: Ripley Village Hall
 TITLE : PROPOSED ELEVATIONS + SECTIONS
 DATE : October 2018 SCALE: 1:100 @ A1 Dwg. no. **RVH / 257**