

Bradfield Village Hall Proposals
for
New Community Facilities
for Bradfield



Community Engagement



Bradfield Village Hall Trustees
September 2018



PUBLIC CONSULTATION AND PARTICIPATION FOR A NEW VILLAGE HALL IN BRADFELD

The mandate to initiate the “Time for Change” project was given to the Bradfield Village Hall Trustees in the Parish Plan which was published in 2008. Before its publication, every household in Bradfield was consulted by means of a questionnaire. Of the 75% who chose to respond. 63% stated that they wanted a new Village Hall.

Since then, the utmost care has been taken to engage with as many as possible of the current users of the Hall. Efforts have also been made to consult those in the wider community to ensure that the design and facilities will meet the current and future requirements for the Village Hall.

Throughout the process considerable effort has also been made to keep hall users and the wider community briefed on the progress of the project, ensuring all have opportunity to contribute to the development of the proposals.

We have been encouraged by the consistent support shown by current hall users and locals for the proposals to provide Bradfield with a new Village Hall, fit for purpose in the 21st Century along with improved outside facilities.

Communication with the public has included:

- **Four well-publicised Public Meetings** 6th October 2014 - 20th May 2015 - 21st November 2016 – 26th March 2018
- **Drop-In Session** at the Bradfield Market on 10th October 2015 to view proposals and the marked out footprint of the new Hall on the field.
- **Questionnaire** delivered to every household asking for their views in December 2014
- **Leaflet** illustrating the proposals delivered to every household in August 2015
- **Articles** frequently in Newslink magazine delivered to every household since August 2009.
- **Reports** to the Annual Parish Assembly updating the community of progress each year since April 2010
- **Website** giving details of proposals since May 2015
- **Facebook** presence since April 2015
- **Two formal meetings with the Parish Councillors** to explain the reasons behind decisions made regarding the plans
- **Static Displays** of the Proposals in the Village Hall and in the Parish Council Notice Board outside the Hall
- **Displays** of the Proposals at all Bradfield Markets [held monthly on Saturday mornings] in the Village Hall since October 2014
- **Displays** of the Proposals at the May Fayre in 2015 and 2016
- **Briefings** to key users of the Village Hall site



DETAILS OF THE KEY STAGES AND PROCESSES

Project Development History

November 2008

Responses from questionnaire (returned by 75% of all households) undertaken during the preparation of the Bradfield Parish Plan, indicated strong local support (63%) for a new Village Hall.

June 2009

A working party (Project Team) set up from members of the parish plan group and Chairman Bradfield Village Hall. Met a couple of times in the next few months.

April 2010

Paper presented to Parish Assembly by member of the Project Team, giving an update on the Village Hall project. It was agreed that sufficient funds be raised to finance an initial design and feasibility study.

September 2010

Village Hall Trustees agreed that the provision of a new hall would be preferable to repairing the existing hall, because the increasing scale and cost of projected repairs made such an approach uneconomic.

March 2011

Evidence of leakage resulted in a quote for new roof - £45,800 including VAT.

June 2012

Brainstorming session at Village Hall Trustees meeting as to what should be required in a new hall. It was reported that Bradfield Parish Council had agreed to fund a feasibility study.

November 2012

Project Team resurrected with additional members. Architects JBKS (Oxford) commissioned to carry out the feasibility study, paid for by Parish Council.

January 2013

JBKS held discussions with existing users to establish their requirements and understand how these might be provided in a new building.

28th January 2013

Proposals outlined to Village Hall Trustees. Formally agreed that project should be progressed.

September 2013

Draft Development Brief produced by Project Team

February 2014

Six architectural practices invited to give presentations of ideas to redevelop the Village Hall, using Development Brief as basis for proposals. Present: Project Team and some Trustees. Subsequently a shortlist of two were invited to present fixed fee proposals.



June 2014

Agreement on chosen architect (JBKS), and the level of their fee for designing the Hall and enabling housing, together with required documents, for the submission of planning applications.

July 2014

Clock face logo designed to provide corporate identity for all plans and documents associated with the new village hall proposals.

July 2014

Greenham Common Trust approved a match-funded award for the project.

July 2014

Submission of Pre-Applications to West Berkshire Council.
Response from Planning Sept 2014, Highways Jan 2015.

July 28th 2014

Development Group and Trustees' Briefing with Parish Council to show latest plans and explain reasoning behind proposals.

October 6th 2014

Public Meeting Advertised by posters in prominent locations locally and in Newslink.
Presentation of proposals by Architect followed by Question & Answer session.
Sixty seven attendees. Vote by show of hand showed vast majority in favour.

November 26th 2014

Briefing Meeting with User Groups to show latest plans and explain reasoning behind proposals.

January – May 2015

Development of proposals by JBKS in liaison with Project Team, leading to presentation at public meeting.

April 2015

Chair of Trustees gave report at Annual Parish Assembly to update on progress of proposals.

May 20th 2015

Public Meeting - Posters and Article in Newslink to invite local people to attend as well as personal invitations sent to all those residents directly affected and shop committee.
Question and Answer session - 68 attended. Majority in favour of proposals.

July 2015

Trustees formally agreed that the proposals should be submitted for planning consent.

July 27th 2015

Development Team and Trustees briefing with Parish Council to point out changes made to previous plans in the light of consultation and feedback.

July – December 2015

Preparation of supporting documentation for planning applications, including lighting and energy requirements, BREEAM assessment, and review of local recreation facilities.



February 2016

Submission of plans, in conjunction with Bradfield Parish Council, to West Berkshire Council.

June 2016

Plans withdrawn from planning to discuss issues brought up by WBC Planning Department.

August 2016

Meeting with planning officer on site.

September 2016 to February 2017

Receipt of Pre-Planning Advice from WBC. Revision of housing plans and recreational facilities in consultation with user groups, locals and JBKS, including a public meeting.

November 21st 2016

Public Meeting including presentation of Trustees' proposals, as well as allowing an alternative refurbishment proposal to be presented, with 143 attendees. Q and A session. Response forms showed 64% in favour of Trustees' proposals.

January 2017

Trustees' resolution to resubmit revised plans to WBC.

February 2017

Trustees withdraw plans at the request of Bradfield Parish Council in order to remove their name from the submission. Resubmitted plans immediately in sole name of Bradfield Village Hall.

September 2017

WBC refused permission for both applications

Autumn 2018

Further consultation with hall users and locals as to the way forward.

March 26th 2018

Public Meeting including presentation of Trustees' revised proposals without the housing proposals, with 55 attendees. Response forms at meeting demonstrated 66% in favour of proposals. Extended time of three weeks to allow consideration of presentation on the website by those unable to attend. All responses received following the meeting, from those present and others, showed 64% in favour.

July 2018

Trustees' resolution to submit revised plans for the site, excluding the housing element.



Written Briefings

- To Bradfield Southend Village Stores Committee
 - September 2014 and November 2015
Briefing Note giving details of potential storage areas, external lighting to be provided and new pathway from post box to link in to path across the field towards the school.
- To May Fayre Committee
 - June 2015
Briefing Note prepared following various correspondence with some members of the May Fayre Committee on the impact of the proposals and opportunities for Bradfield May Fayre.
(May Fayre is held once a year on May Bank Holiday Monday on the whole site and is the major fund raising activity for local community groups.)

Publicity

- **Newslink**

Parish magazine published 10 times a year. Delivered to all Households in Bradfield and Stanford Dingley Parishes and sent to some former residents (totalling some 950 copies).

- August 2014 to date
Regular articles regarding progress on the new Hall.
- December 2014
Questionnaire inserted in magazine as a flier to gauge local people's views on the proposal. 65 responses, majority in favour.
- August 2015
Leaflet inserted in magazine as a flyer outlining the proposals
- April 2016
Flyer inserted in magazine informing submission of planning application
- June 2016
Flyer explaining reasons the withdrawal from planning.

- **Web Site www.BradfieldVillage Hall.co.uk**

- From May 2015
Plans loaded onto web site. Other background information included, to ensure as many people as possible are aware of plans.

- **Facebook**

- April 2015 to date
To inform as many people as possible about the proposals.

- **Displays of Plans**

- **May Fayre**

May 2015 and May 2016 Manned exhibition of latest plans displayed in the Village Hall where lunches and teas were being served as well as in the church tent at the far end of the field.

- **Bradfield Village Hall**

Since October 2014 New dedicated notice board inside the main Hall has displayed latest proposals.

- **Bradfield Saturday Market**

The monthly Village Market Since February 2015, regular displays of the latest Plans and Chosen Materials. In October 2015, advertised **Drop-in Session** to view plans and see the approximate position of footprint of the new Hall marked out on field.

- **Parish Council Notice Board within the Village Hall Car Park**

Since November 2015, the latest plans have been displayed.

Postscript

Considerable effort has been made to consult user groups, individuals attending events, neighbours, locals and other interested parties. In addition, many conversations have been held with those running other village hall and those with expertise relevant to the project.

All comments have been listened to. Some have been diametrically opposite views and it is impossible to assimilate everyone's ideas. It is recognised that there is more than one way of achieving the aims and objectives of the project. However, the Management Committee considers these proposals – formed as a result of extensive study and knowledge of how the Village Hall works in practice - meet the requirements of the feasibility study, are supported by the majority of those who have expressed an opinion, and will achieve a village hall of a high standard, with facilities to enhance the number and nature of activities possible in Bradfield, both now and well into the future.



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