



Bradfield Village Hall Business Plan



JBKSArchitects

NEW FACILITIES FOR THE COMMUNITY IN BRADFIELD, BERKSHIRE

Southend Road
Bradfield Southend
Berkshire RG7 6EY

www.BradfieldVillageHall.co.uk

Updated
March 2021

Bradfield Village Hall Development Project

A new Village Hall, Playground,
MUGA and Site Improvements

Replacing this



With this!



JBKSArchitects

Looking to the Future

CONTENTS

	Introduction – Reasons for the Update		4
	Project Summary	Vision, Proposals, Costs	5
1	Hall Background	1.1 History and Context	6
		1a Arial View of Village Hall Site and Play Field	6
2	General Condition and Usage of Site	2.1 The Village Hall	7
		2.2 External Space	7
		2.3 Importance to the Community	7
		2a The Hall Site and Its Surroundings	8
		2b The car park surrounding the Hall	8
3	Project Proposal	3.1 The Design Process	9
		3.2 New Proposals	9
		3.3 The Hall	9
		3a Elevations of the Proposed Building	10
		3b The New Hall Ground Floor plan	11
		3.4 External Space	12
		3c Approved Site Plan	12
		3.5 Phasing the Development	13
4	Finance	4.1 Current Income and Expenditure	14
		4.2 Sources of Income	15
		4.3 Projected Income	15
		4.4 Projected Expenditure	17
5	Costs of the project	5.1 Project Costs to Date	18
		5.2 Moving the Project Forward	18
		5.3 Project Costs Forecast	19
		5.4 Where is the Money Coming From?	19
		5.5 Funds and Pledges Raised	20
6	Management and Organisation	6.1 The Management Committee	21
		6.2 Role of Trustees	21
7	Marketing the New Hall	7.1 Hiring the Hall and MUGA	22
		7.2 Target Audience and Opportunities	22
		7.3 Planned Marketing Activities	23
8	Environmental Impact	8.1 The Current Situation	24
		8.2 New Proposals	24
9	Conclusion		25
	Appendix 1	Current issues of the Village Hall Site	26
	Appendix 2	Planning Consent Notice	27
	Appendix 3	Potential demand and Detailed Design Principles	28
	Appendix 4	Rates, Charges and Opening Hours	31

INTRODUCTION - Reasons for Update

This Business Plan has been revised to take account of various factors which have arisen since the previous version was published in November 2020.

At the same time opportunities were taken to revamp the content to make it easier to read, with much of the detailed explanation in various sections included as appendices.

Finance Some of the tables have been updated and/or simplified (see Sections 4 and 5) and the Village Hall Income and expenditure figures 2020 have been added to Table 4A.

Trustees are attempting to reduce the total costs of the project, see Section 5, 5.3

Covid The effects of the Coronavirus pandemic have not been as drastic on Bradfield Village Hall usage as feared. During the initial lockdown, the hall was used for additional storage and packing space for the neighbouring community shop. Without this facility, the village operation to support those in isolation with groceries and other necessities would have been much more difficult.

When the primary school was able to open fully, the Sunshine [Before and After School] Club operated from our building as usual and two support groups have been able to continue meeting since September. Whilst all other regular groups have been unable to meet, with the help of government/council support with rate relief and grants, we have managed to keep our head above water and ended the financial year with a small surplus.

We are looking forward to being able to fully open again in the very near future.

Moving Forward Architects have been commissioned to proceed to the next stage of the development. That is to prepare documents/drawings/technical design, in association with work from relevant consultants, up to the point of being able to go out to tender (RIBA Stage 4).

The cost of doing this is estimated at around £120,000. Funding has been awarded by West Berkshire Council to pay for 50% of this work. The remainder will be paid from donations in the Development Fund.

Fund Raising The formal fund-raising activity for this project started in earnest during 2020. Trustees were aware that the wisdom of fundraising towards such a major capital project in these unsettled times was questionable. However, having expended considerable amounts of effort, time and money thus far, the Trustees decided that it would be imprudent not to continue, particularly considering the deterioration of the current building.

Whilst the planned fundraising events and appeals have had to be postponed for the present, some events have taken place and significant monies have been raised or pledged. As of 1st March 2021, this was some £457,832, as detailed in Section 5, 5.4.

Another fundraising campaign 'Money Match March' is currently underway on social media, targeted at the local community.

TimeLine Under the terms of the Planning Permission, development of the hall needs to commence by November 2022. Any delays will require an application to West Berkshire Council to renew the consent.

Projected dates for undertaking the project are shown in Section 5 although this is dependent on a significant amount of the costs being raised or pledged before building commences.

PROJECT SUMMARY

Vision and Objectives

A Community space for ALL, young and old, to meet for recreation, social events, education, and entertainment, catering for the needs of today and for a larger community in the decades ahead:

Key Principles

- A village hall Bradfield can be proud of, with facilities appropriate for the 21st Century with an economical, low maintenance and eco-friendly building
- Flexible spaces designed for good circulation and choice of rooms for simultaneous events
- Suitable space for casual sport, e.g. badminton, table tennis
- Modern kitchen and catering facilities
- Facilities for those with disabilities and young children
- Adequate storage
- New children's playground in a safer location and new multi-use games area [MUGA]
- Improved and enlarged car park and safe pedestrian access
- To keep the existing hall open for as long as possible during construction

Recognising

- The need to replace a totally inadequate building built in 1951, which requires costly repairs and maintenance, is expensive to heat and whose long-term future is in doubt
- The high expectations of potential hirers
- The huge benefits to the local community as reported by other newly refurbished or rebuilt village halls

How the Proposals came about

The Need

- There are no facilities for those with disabilities and people with very young children.
- The Hall plumbing, electrics, and heating all need replacing. Poor noise attenuation.
- The playground is deteriorating and the tennis court needs replacing.
- The car park is insufficient for its various uses and dangerous for pedestrians.

The Evolution of the Plans

- The Parish Plan 2008 revealed support for a new Village Hall and a subsequent feasibility study showed it would be more cost effective to build a new hall rather than renovate and extend the existing, so Architects specialising in community projects were appointed to draw up plans.
- Community Consultations were held on numerous occasions which consistently showed significant support from local people.
- Throughout the design process, plans were adjusted in response to comments and suggestions from the local community.
- Other village hall projects were visited to learn from their experience.

The Proposals

- A new Village Hall with a footprint of some 434 metres comprising large hall, smaller hall and committee room, all with dedicated catering, suitable toilets and adequate storage facilities.
- A generous foyer for socialising/waiting out of the weather and safe circulating space.
- Indoor storage for the After-School Club, Bridge Club, table tennis tables and other equipment belonging to the hall.
- Outside secure storage for the Village Shop, the Pigeon, Dog and Rabbit Clubs, offsetting the loss of the current inadequate shed and dilapidated garages. External disabled toilet.
- Play equipment suitable for all ages on the field.
- Replace the tennis court with a flexible Multi-Use Games Area catering for football, netball and tennis. A safe space for youngsters to learn to ride their bikes.
- A much improved and safer car park.
- A safe and dedicated pedestrian access from the Southend Road to the Hall, field and outside facilities, as well as to the Primary School, without crossing the car park or the entrance gate.
- A garden for relaxation to be situated in the current playground area to keep the rural aspect of the street scene.

Costs and Timescale

- The total cost of the scheme was initially estimated at £2,200,000. Efforts are being taken to reduce this. It will be completed on the basis of 5 phases with a hope that construction will commence during 2022 and end mid 2023.

1 HALL BACKGROUND

1.1 History and Context

In 1941 some 4.18 acres (1.69 ha) of land at Bradfield Southend (historically known as Bookers Piece) was conveyed to the Parish of Bradfield by Henry Benyon, for the purposes of building a village hall. It finally opened in 1951, with small extensions added at a later date. A children's playground and tennis court were also eventually provided, leaving a large, grassed play space – Village Hall Field.

A Charity known as BRADFIELD VILLAGE HALL TRUST (registered number 300129) set up in 1941 was regulated by the Trust Deed. The Trust became a Charitable Incorporated Organisation (registered number 1180330) in 2018, whilst maintaining the intentions of the original Trust which were to provide a space: -

'..... for the purposes of physical and mental training, and recreation and social, moral and intellectual development for the benefit of the inhabitants of the Parish of Bradfield and its immediate vicinity.'

The Trust is administered by Bradfield Village Hall Management Committee who are volunteers from the local community.

Set in an Area of Outstanding Natural Beauty, and equidistant between Reading and Newbury in Berkshire, Bradfield is a thriving parish with a population which has almost doubled since 1951 and car ownership increasing by 3,000%.

There has been some limited development in the parish in recent years and there is also planning permission for another 11 houses which have not yet been built. The parish is poorly served by public transport.

1a) Aerial View of Existing Village Hall Site and Field, (with Location of New Proposals marked in Red and Green)



2 GENERAL CONDITION AND USAGE OF THE SITE

2.1 The Village Hall

The hall was of a fairly basic standard construction, typical of the 1950s, with limited insulation, an asbestos roof and concrete guttering, providing a floor area of some 240 sq. metres.

But now, being 70 years old, it is in very poor condition. It needs constant running repairs to keep it going but at the same time has serious limitations because of its poor facilities, including no facilities for those with disabilities and people with very young children. It is expensive to heat and there is poor noise attenuation between the hall and committee room, so no concurrent events can be held.

The hall is or has been used by a large number of social, educational and recreational groups over the years, some weekly, some monthly and some not quite so regularly. Examples are Sunshine Club (Before and After School Club), Ballet, Bridge, Club, Monkey Music, Tai-chi, Gardening Club, Bradfield Parish Council, WI, Pilates, Dog Training classes, Dog Shows, Pigeon Clubs, Jazz Dance, Ballroom Dance Practice, Quiz nights etc. In addition, many parties (both children's and adults), wedding receptions and celebrations have taken place as well as outreach theatre performances and pantomimes.

Until about 5 years ago, the hall ran up to 85% utilisation during the week in term time and about 65% at weekends. However, with the decline in the building itself as well as the expectations of what facilities are expected by hirers increased, bookings have declined, particularly at weekends. Even so, it has been estimated that, in normal circumstances when the hall is fully open, more than 400 people still use the hall each month.

2.2 External Space

Externally, the 1.30 ha Village Hall Field is attractive, well-kept and used extensively. It is where the annual Village Mayfayre is held. It is also used by numerous dog club meetings, the annual fairground visit, a caravan/motor caravan meet site, and for many informal get-togethers. It is used for informal play as it is not flat enough for formal organised games.

The tennis court and children's play area, whilst used a good deal over time, have now seen their use seriously compromised because of their poor condition. The court is now only fit for 'kick around', informal play and not team games and the court lighting is no longer functional.

A tarmacked footpath has recently been constructed which provides a link from the car park and village shop across the field to the primary school and is extensively used.

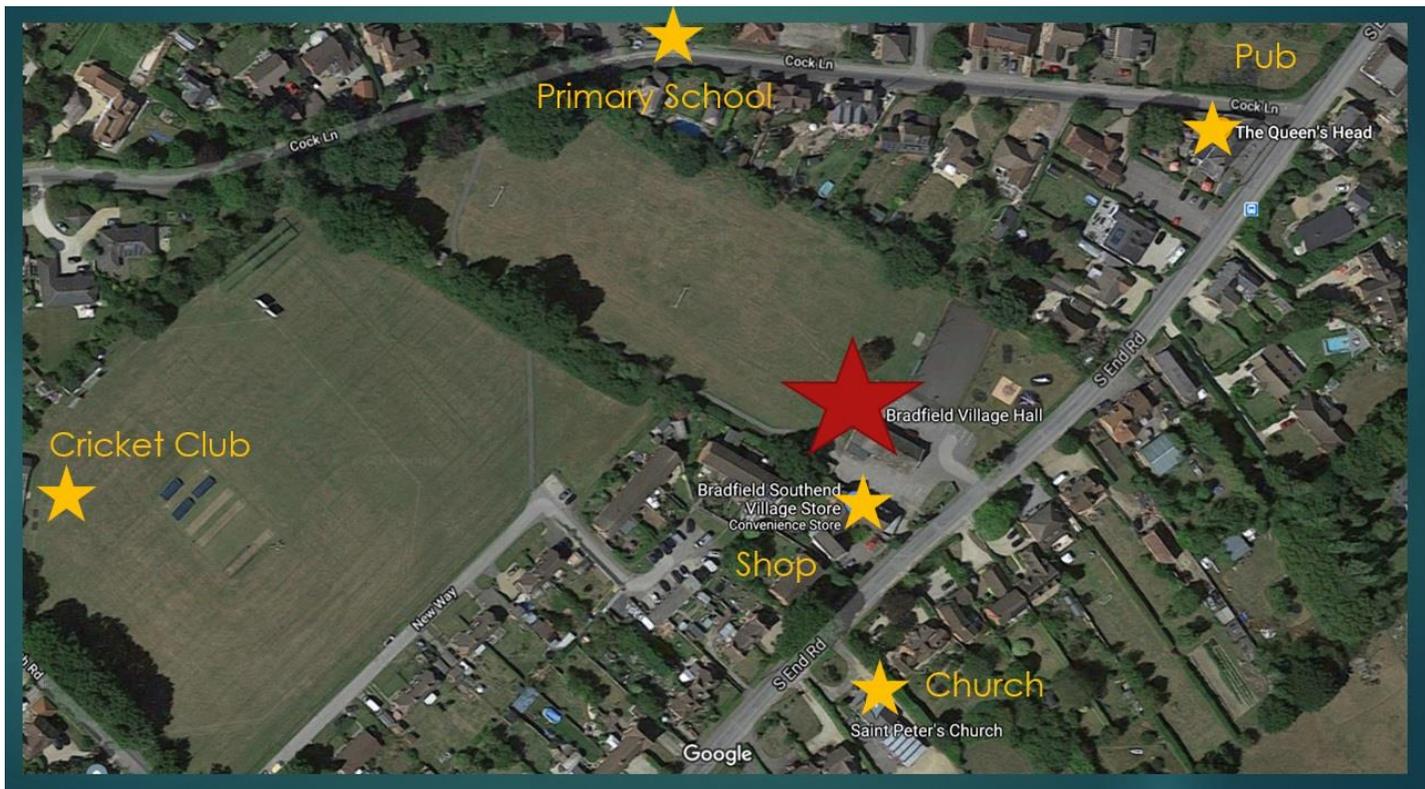
The car park is inadequate for the demands made of it and is in a poor state. It is also not a safe space for pedestrians. Besides users of the hall and play areas, it is used by those parking for the local community shop* next door (including customers and delivery vehicles); parking for the mobile library; turning space for the local bus service; parking for the school run to the local primary school nearby; It is also a popular parking place for walkers, dog walkers and cyclists; weekly fish and chip van.

2.3 Importance to the Community

Crucially, the village hall site as a whole plays a very important and central role in the social fabric of the local community, as Photo 2a below indicates, and could do even more if the facilities were replaced. The condition of the current hall and the external facilities is now giving serious concerns as to their continued integrity hence the need for their replacement is becoming critical.

*For the last 15 years, the Village Shop - a community enterprise - has been located in premises immediately adjacent to the western boundary of the Hall site. It has a lease to use 8 parking spaces (including one disabled space) in the Hall car park for customer and staff use.

2a) The Hall Site and its Surroundings.



A more detailed account of the serious problems of the hall and external areas is attached as **Appendix 1**

2b) The Car Park Surrounding the Hall (as seen from the Children's Playground, with the Village Shop in the Background)



3 PROJECT PROPOSAL

3.1 The Design Process

The Parish Plan, adopted in 2008, showed support for a new village hall. A subsequent feasibility study consulted both users and the community and considered the question of whether to renovate and extend the existing facilities, or whether a new hall would be more cost effective. In January 2013, Trustees formally resolved to build a new hall, ideally in a position where the existing hall can be kept open until the new one is built.

Trustees wanted to create something truly inspirational by providing a beautiful new social centre and community hub which will ensure benefits for users, not just now but well into the future.

Considerable research went in to establishing what facilities were required which would be capable of meeting the needs of current user groups, as well as needs which might arise in the future from within our growing community. Flexibility of accommodation was also an important element, as was the need for to have the ability for 'lock-down' (for child protection) for the Sunshine Club.

Extensive consultation with user groups and the local community, fed into the detailed plans, as well as discussing our requirements with Architects (JBKS of Aston Rowant, Oxfordshire) who had expertise in designing public buildings. They were commissioned to draw up plans for a new, energy efficient building, more suited to current and future needs. Community inputs have continued to be promoted, through consultation, publicity and public meetings, leading to the final design of the building and external areas.

3.2 The New Proposals

A planning application (18/02472/FUL) was submitted to West Berkshire Council for the: -

Demolition of the existing village hall and garages and construction of a new village hall and associated parking and access, removal of existing recreational facilities, creation of a new multi-games area, relocation of children's play area, new boundary treatment, landscaping and ancillary works.

Planning Consent was awarded in November 2019 and is shown as **Appendix 2**.

3.3 The Hall

The new Hall, with a footprint of some 434 sq metres, will comprise 3 separate and self-contained 'rooms', each capable of being hired out separately. Their floorspace is shown below, along with the size of the other important elements in the hall layout.

- | | |
|---|----------|
| • A large hall, large enough to facilitate social badminton and other indoor games | 160 sq m |
| • Smaller hall, linked by a small lobby with toilets and storage thus being capable of being used with large hall or separately | 64 sq m |
| • A small committee room | 21 sq m |
| • A generous foyer for socialising/waiting out of the weather and providing safe circulating space | 74 sq m |
| • A well-appointed kitchen suitable for catering for large events | 23 sq m |
| • First floor storage area and audio-visual room | 63 sq m |
| • Plant room and toilets | 92 sq m |

The separate 'rooms' will have access to dedicated catering, suitable toilets and additional storage facilities. This will include indoor storage for the Sunshine Club, Bridge Club, table tennis tables and tennis tables and other equipment belonging to the hall and outside secure storage for the Village Shop, the Pigeon, Dog and Rabbit Clubs, offsetting the loss of the current inadequate shed and dilapidated garages. There will also be an external disabled toilet, aimed primarily at children using the play areas and other equipment belonging to the hall and outside secure storage for the Village Shop, the Pigeon, Dog and Rabbit Clubs, offsetting the loss of the current inadequate shed and dilapidated garages. There will also be an external disabled toilet, aimed primarily at children using the play areas.

The following plans show the elevations, ground floor plan and approved site layout

3a) Elevations



Front View from Southend Road

JBKSArchitects



Rear View from the Field

JBKSArchitects



JBKSArchitects

Side View from the Shop



JBKSArchitects

Side View from MUGA

3.4 External Space

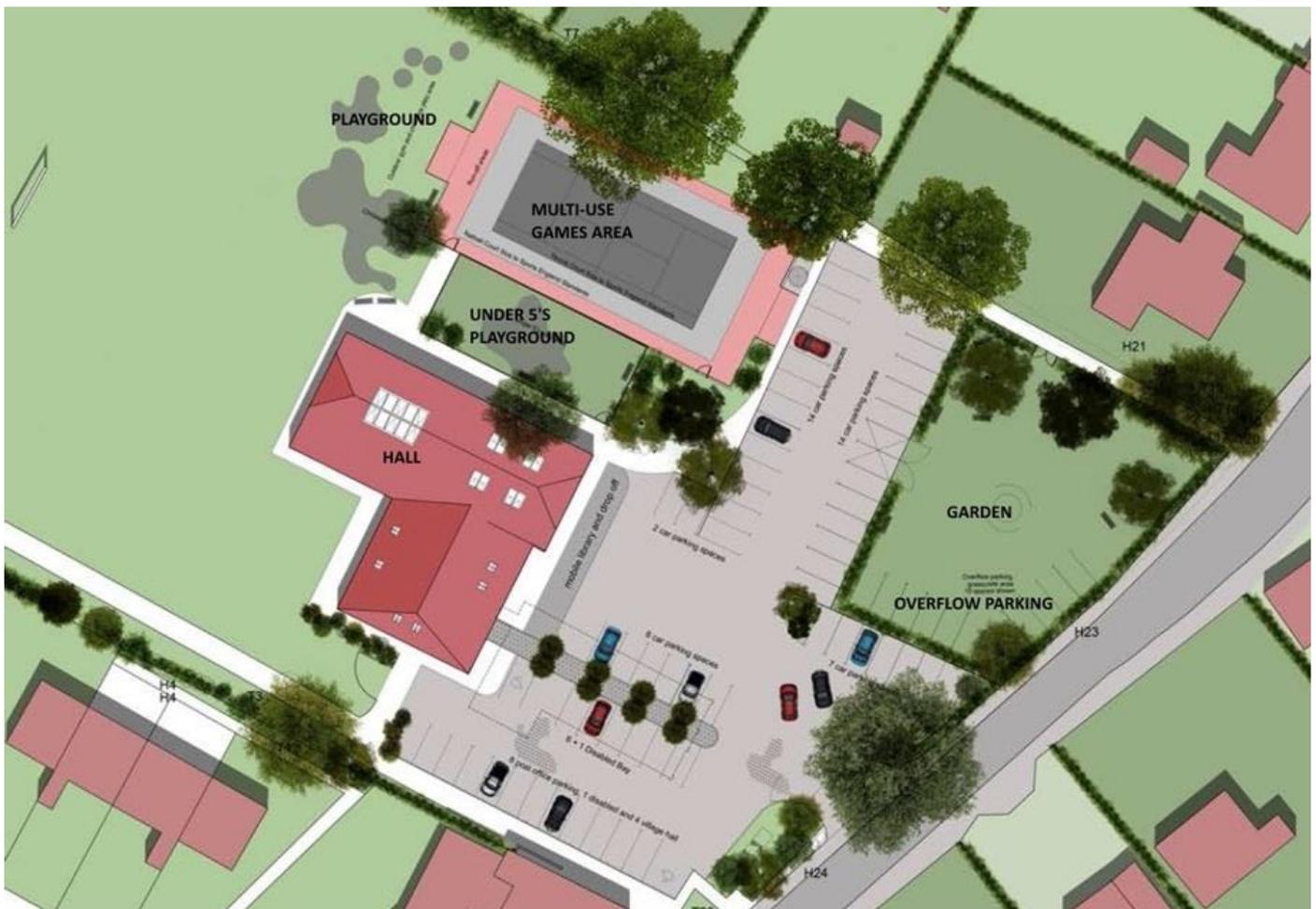
There will be two children's play spaces, one for small children and one for older children, with age-appropriate equipment. The play space will be relocated from the current position adjacent to the busy Bradfield Southend road. The tennis court will be replaced by a flexible Multi-Use Games Area (MUGA) catering for football, netball and tennis. It will also be a safe space for youngsters to learn to ride their bikes.

Because the new hall is to be set back further into the site, it has provided an opportunity to enlarge and redesign the car park and allows for a safe and dedicated pedestrian access from the Southend Road to the Hall, field and outside facilities, as well as to the Primary School, without needing to cross the car park or the entrance gate. This improved safer access and car park will benefit all users on the village hall site as mentioned in 2.2 above.

Finally, in the space vacated by the children's play area, a garden for relaxation will be created which will also help keep the rural aspect of the street scene and well as increasing the biodiversity of the area. It will be available for overflow parking should demand occur from time to time.

Appendix 3 shows the potential demand and detailed design proposals for each element of the New Village Hall Complex

3c) Approved Site Plan



3.5 Phasing the Development

As a means of continuing to get income from hiring the existing Hall and to allow existing hirers to continue their activities, a major aim of the Trustees is that it should remain open if possible during the construction phase.

Construction of the total development can be considered as being in 5 phases:

1. Erection of Hall, demolition of existing and improved car parking
2. MUGA
3. Children's play areas
4. Remaining Car park additions with Landscaping
5. Garden and restoration of the front hedge

There will be a requirement during construction to have safe on-site spaces for the contractor's site accommodation, storage space for materials and off-road delivery of those materials as well as parking spaces for contractors' vehicles. Plans will be put into place to provide these spaces to the east of the site so the hall can be kept open for as long as possible. As all the construction land will be enclosed by hoarding, it will be possible to use the existing access for users of the old hall, shop etc. as it will be protected from the building works.

4 FINANCES

4.1 Current Income and Expenditure

From the outset of this project careful consideration has been given to the need to ensure that once the new Hall has been constructed, it can cover the costs of insurance, heating, lighting, cleaning and maintenance both within the building and the external areas, with some monies held in reserve for a 'rainy day fund' (The current fund has about £15,000 in a deposit account)

Assumptions have been made based on recent past and current situations in predicting future income and operating costs.

Details of income and expenditure incurred over the last six years are detailed below [Table 4A]. Expenditure has been atypical throughout those years, since the formal accounts include project costs – architects, advisors and planning applications - as well as the costs of converting from a Trust into a Charitable Incorporated Organisation.

Table 4A - Income and Expenditure from 2015 to 2019							Not a typical year, due to Covid
		2015	2016	2017	2018	2019	2020
INCOME	Lettings and Rentals	21,328	18,097	17,390	18,711	19,541	7,774
	Committee Fundraising	3,506	2,333	2,648	2,048	1,854	38,299*
	Grants and Donations	10,527	7,266	4,339	6,055	5,819	13,500*
	Bank Interest	25	16	8	4	27	30
	TOTAL INCOME	35,386	27,712	24,385	26,818	27,241	59,603
EXPENDITURE	Rates, Utilities and Insurance	5,111	4,605	5,943	5,509	4,347	3,762
	Maintenance and Repairs	7,660	8,527	8,249	9,019	10,124	5,862
	Licenses and Memberships	586	638	822	663	1,223	756
	Administration Costs*	640	1,746	3,268	9,011	6,798	4,460
	Total Expenditure Excluding Building Project Fees	13,997	15,516	18,282	24,202	22,492	14,840
	Architect and Planning Fees	24,072	16,558	10,930	9,548	6,350	671
	TOTAL EXPENDITURE	38,069	32,074	29,212	33,750	28,842	15,511

- includes cost of CIO conversion in 2018/19
- 2020 Committee Fundraising = Project funding & grants; Grants & Donations = WBC covid & PC grants [non project]

Removing from the figures the cost of the Building Project and grants received towards it, as well as the one-off costs of the CIO conversion, Table 4B demonstrates that the hall is able to cover its normal operating costs with some surplus. However, in 2020, due to the pandemic, without the covid grant from WBC of £10,000, there would have been a loss of £4,207.

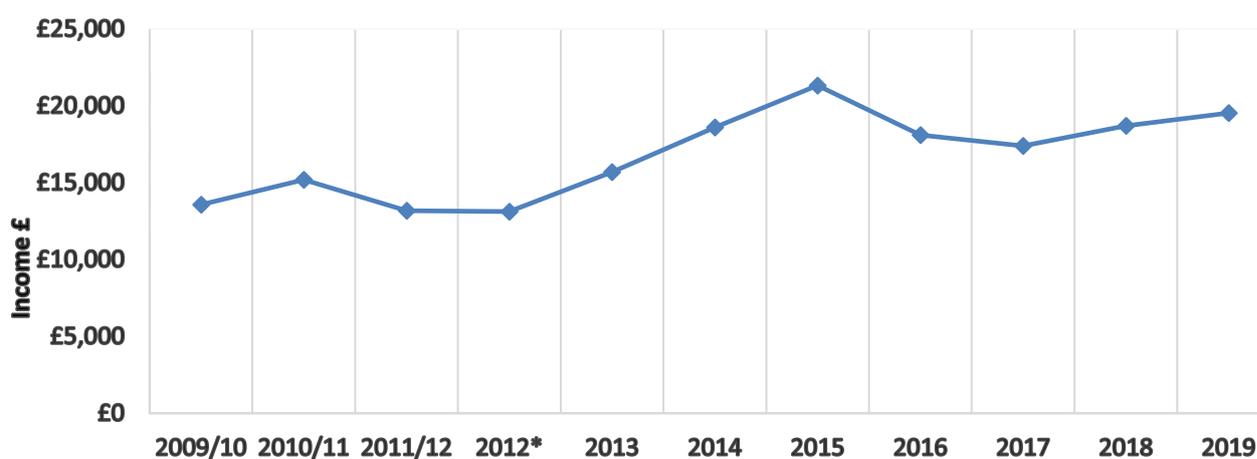
Table 4B – Surplus Income over Expenditure 2015 – 2020							
		2015	2016	2017	2018	2019	2020
SURPLUS INCOME	Excluding One-off Costs of Building Project and CIO Conversion	15,062	9,130	5,564	5,301	5,830	5,793

4.2 Sources of Income

Lettings

Table 4A confirms that the major source of income by far is through letting out the hall and field. Table 4C shows the Lettings Income for the last 10 years. As can be seen, up to 2015 this increased year on year but since then this income has declined to a degree, which Trustees have ascribed to the poor facilities. In addition, the proportion of bookings resulting from enquiries has noticeably declined, with the standard of the facilities being the most common reason for those making enquiries deciding not to go ahead.

Table 4C - Annual Lettings Income 2009 to 2019



* 9 months due to change of accounting period.

Additional Sources of Income

The Management Committee has also traditionally attracted income from other sources and grants every year averaging around £4,000, thus increasing the annual income. The regular funders are as follows:

May Fayre	Neither grant nor amount guaranteed
Parish Council	Variable, through Regular Support towards upkeep of the field
Shop	Ground Rent for use of the car park
Pigeon & Rabbit Clubs	Rent for use of the garages for storage

In exceptional circumstances, such as major repairs to the tarmac in the car park in 2012, additional grants have been received from both the Parish Council and the Village Shop.

The trustees of the Village Hall regularly organise fundraising events – a monthly Saturday market, annual theatre productions and occasional music events. There have also been fund raising activities arranged by user groups, a small grant from Awards for All for audio equipment and several more significant grants from Greenham Common Trust and Englefield Trust towards the costs of obtaining planning consent for the new building.

4.3 Projected Income

More Events Can Be Held

As the new building will provide modern, attractive facilities, including toilets accessible to those with disabilities and facilities for nappy changing, it will undoubtedly appeal to a wider audience, comprising both existing and new users. By having two halls with effective noise attenuation, concurrent events will be possible. The provision of a committee room will also enable small meetings - such as the monthly Parish Council meeting, those for small businesses or ad hoc coffee mornings - to be held. There is an awareness that with the projected growth in the elderly population, the need for suitable types of social events for this age group will also rise.

More Sport Can be Played

Besides demand from social and business activities, it is expected that an increase in physical/recreational activities will play a very important part in the future of the hall. The new hall will be a more suitable and attractive space for physical activity such as a social badminton group, table tennis club, more dance/exercise classes. Five-a-side football and football training will also be possible on the MUGA. There will be showers available for those playing sport.

More Income

Consequently, projections show (see Table 4D) that potential lettings income could grow sufficiently to cover any increase in annual expenditure due to having a larger building. Using the 2019 lettings figure as a base level (£19,541), a conservative estimate of the level of this uplift in income is of the order of 10% per year for the five years.

In respect of this, it was encouraging to learn from the experiences of trustees of other local village halls that have rebuilt their premises and reported almost full diaries within a very short time of opening. Trustees have already received enquiries from a badminton group and a pet show who are keen to make regular bookings.

It is anticipated that the additional income paid to the Village Hall by the Parish Council and the Village Shop will remain the same or indeed rise a little (due to rent reviews etc).

4.4 Projected Expenditure

It is considered that with the benefit of the improved insulation and green energy, energy costs of having the bigger building will not increase, over and above an allowance for inflation, as the output will be much more efficient. One of the key factors in the design of the building has been to focus on energy efficiency to reduce running costs. The intention is to include a ground source heat pump and photovoltaic tiles.

However, with the greater floor space, it is certain that insurance costs and rates will rise - possibly by 50% or more - and caretaking will require paying someone for more hours, which in turn does provide some part-time employment. In respect of other costs, such as grass cutting, litter picking, licences, memberships etc - these will rise to a smaller degree (allowing for inflation). To balance this, the on-going need for making expensive repairs as at present will diminish significantly, thus off-setting some of the increased costs.

An overall expenditure increase of 20% has been allowed for in the 1st year of operation, from a base figure of £19,792 in 2019 (see Table 4A). This figure excludes a one-off payment of £2,700 for converting to a CIO and allows for a 3% rise in each subsequent year.

Table 4D - Projected Income and Expenditure Year 1 to Year 5

	Year 1 increase 10%*	Year 2 increase 10%*	Year 3 increase 10%*	Year 4 increase 10%*	Year 5 increase 10%*
Income					
Lettings*	21495	23645	26009	28610	31471
Grants and Fundraising	6000	6000	6500	6500	6500
Total	27495	29645	32509	35110	37971

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Rates, Utilities and Insurance	5216	5373	5534	5700	5871
Maintenance and Repairs**	12149	12513	12889	13275	13674
Licenses and Memberships	1468	1512	1557	1604	1652
Administration Costs	4918	5065	5217	5374	5535
Total	23750	24463	25197	25953	26731

Potential Surplus	3745	5182	7312	9157	11240
--------------------------	-------------	-------------	-------------	-------------	--------------

* The 2019 Lettings Figure (£19,541) is used as the base figure for projected income

** The repair costs will initially be much lower in the new building, however it is anticipated that the need to hire a caretaker will increase this expense.

3% Percentage used to calculate annual expenditure increase

It is considered that the projected operating costs and the projected increased income which it is likely to be generated through increased bookings, clearly demonstrate that the new Hall will be viable.

5 COSTS OF THE PROJECT

5.1 Project Costs to date

For various reasons there has been a delay of some years to get to the point of obtaining planning consent for the project and during this time building costs have risen. More worrying, the condition of the existing hall has continued to decline significantly. Thus, the need to replace it is becoming urgent to avoid a situation where the hall is beyond repair and would have to be closed and demolished. That would mean that the parish will be left with no village hall.

Project Costs to date are outlined in Table 5A. Of the £76,352 spent, almost 20% was incurred on planning fees. They were paid for out of the Hall reserves, augmented significantly by grants from Greenham Common Trust and Englefield Trust, as well as the proceeds from fundraising events and donations.

INCOME	Fundraising organised by BVH - Watermill	10,643.00
	Fundraising organised by BVH - Markets	3,757.00
	Fundraising events by Supporters	11,530.00
	Donations	3,675.00
	Gift Aid	324.00
	Grant - Greenham Common	15,000.00
	Grant - Englefield Trust	4,000.00
	BVH Reserves saved from general income	27,423.00
	TOTAL INCOME	76,352.00
EXPENDITURE	Architects and other Professional Fees	61,514.00
	Planning Fees to West Berkshire Council	14,838.00
	TOTAL EXPENDITURE	76,352.00

5.2 Moving the Project Forward

Trustees have resolved to start the next phase of the development which is to commission the Architects to start the RIBA Stage 4 process to prepare documents/drawings/technical design, in association with relevant consultants, up to the point of being able to go out to tender. Indicative costings for this work are around £120,000. A grant of approximately £60,000 has been awarded by West Berkshire Council with the remaining costs being provided as matched funding by Trustees, to complete this work. It is anticipated that this should be completed by the end of 2021, if not before.

During this process opportunities will be taken, in discussions with the Architect and Consultants, to investigate opportunities for some cost saving changes to the overall design through value engineering, that is changing some building methods, processes or materials to cheaper alternatives, whilst achieving the same outcome. In addition, once a developer has been chosen, further cost saving measures will be discussed with them. The last phase of the development, the creation of the garden, will be made using volunteer labour as far as possible.

It is hoped that as long as a substantial part of the costs have been raised that construction of the hall could begin during 2022 with completion of the external spaces by mid-2023.

5.3 Project Costs Forecast

Current figures provided by the architect (JBKS) for the hall and external works are as follows:

Cost Heading	Estimated Costs	Potential Cost Savings
New Hall	£1,430,000	Cost saving changes involving value engineering will be investigated
Additional costs – Furniture/blinds etc	£120,000	This is considered to be a significant overestimate as the hall already has much of the equipment which will be needed
External Works, including landscaping, paving, fencing and car park	£200,000	The creation of the garden will be completed by volunteer labour, as much as possible
Children's Play Area, lighting, Multi Use Games Area, fencing	£140,000	
Architects, Planning and Consultants Fees, Pre-construction design, on-costs	£215,000	
Client Contingency	£100,000	
TOTAL	£2,205,000	

5.4 Where is the Money coming from?

The Trustees are aware of the enormity of the challenge they face in raising the money. A variety of funding streams are actively being pursued:

- Major grant funders
- Donations from
 - local individuals
 - local businesses
 - Individuals who use the Hall
 - Organisations and groups using the Hall
- Fund raising events
 - Organised by Trustees
 - Organised by Hall user groups

5.5 Funds and Pledges Raised

Up to 1st March 2021 the following has been raised:

Details	Raised or Pledged	Comments
West Berkshire Lottery, Easyfundraising, Amazon	£224	Very small returns but keep the project in mind, allows those with limited resources to be part of the fundraising
Village market: Usually once a month but only held twice in 2020	£109	Good opportunity for networking with potential donors and publicity
Sponsored 500 mile walk by Trustees virtually between the 3 English Bradfield Village Halls	£2,492	Superb publicity on Facebook and noticeboards. Created interest
Part of Greenham Trust's Double Match Day. Walked 1,112 laps round footprint of new hall & MUGA on 11th Dec. £10k grant from Greenham Trust	£7,457	Fantastic response & excellent PR on field. Spread the word. Some problems with utilising social media to fullest and internet giving.
Scarecrow Event on a Film Theme:	£120	Joint event with primary school in half term. Well supported, engendered good community spirit
Supporter walking length of Kennet and Avon canal from Reading to Bath		Due to be completed at the first opportunity under government guidelines
User groups: Donations from group funds or collections	£7,686	Evidence of support from regular users
Ad hoc gifts from the Community	£7,234	
Pledge From a local resident. Available when construction starts	£350,000	
HMRC Gift Aid	£2,510	On eligible donations
Greenham Trust	£10,000	Grant, as part of Double match day
Englefield Trust	£5,000	Grant
Peter Baker Foundation	£5,000	Grant
West Berkshire Council Grant, via Community Infrastructure Levy	£60,000	To be used towards the cost of drawing up plans ready for going out to tender
Total as at 1st March 2021	£457,832	

6 MANAGEMENT AND ORGANISATION

6.1 The Management Committee

Bradfield Village Hall CIO [Charity No: 1180330] currently has six Trustees (as defined by the Charity Commissioners) who are voting members of the Management Committee, and run the charity.

•	Christine Evans	Chairman, Committee Member -18 years
•	Eva Roggenstein	Treasurer, Committee Member -19years
•	Jane Gaut	Committee Member - 14 years
•	Sam Grey	Committee Member - 10 years
•	Antony Powell	Committee Member – 5 years, Representative Bradfield Gardening Club
•	Paul Henwood	Committee Member - 3 years, Representative of Bradfield Parish Council
Also	Sarah Westcar	Secretary [Not a trustee]
	Julie Noakes	Development Team Member
	Emma Rolfe	Administrator

6.2 Role of Trustees

Trustees oversee the day-to-day running of the hall and external areas through regular meetings and written reports. Their areas of responsibility include:

- Building - maintenance and repairs, access and security, supervising paid cleaner, access for external contractors
- Bookings – supervising paid employee who carries out this function, application of terms and conditions of hire, website coordination
- Operations - working with the paid Hall administrator
- Communications - Parish magazine, website, direct marketing
- Finance - receipts and payments, balance sheet, banking
- Governance - regulatory returns, Trustee meetings, reports, training sessions with CCB

Currently, Trustees are working on the newly introduced Village Hall Accreditation Hallmark Programme with Connecting Communities in Berkshire (CCB). This quality standard scheme recognises good standards in the management of village halls *and* demonstrates that Trustees are meeting their legal obligations, following the adopted constitution and serving their local community well. Bradfield Trustees have been accredited with Level 1 (out of 3) of the Hallmark. Assessment to enable further accreditations have been stalled by lockdown restrictions and are anticipated to resume later in the year.

Details on Rates and Charges and Opening Hours are shown **as Appendix 4**

7 MARKETING THE NEW HALL

7.1 Hiring the Hall and MUGA

Currently, Hall bookings are both taken and organised by an administrator who also oversees the cleaning and carries out some minor repairs. She liaises with the Trustees. Opportunities to hire the current Hall are advertised as an ongoing advertisement in the monthly Newslink magazine, which is delivered to every household in the parish. On-going activities held in the Hall are also included in the Village Diary in the magazine. The Hall also has its own web site which provides a calendar showing existing bookings, information on how to book and Terms and Conditions. This situation will be continued in the new hall.

7.2 Target Audience and Opportunities

The target audience for the new facilities comprises three groups: existing users, previous users that have gone elsewhere and new users. Specific opportunities are represented by the following;

- Babies and Toddlers
The commercial under 5's category is a competitive market with numerous activities offered for babies and toddlers. Currently, this potential is not being fulfilled as there are no baby changing facilities.
- Primary school aged groups
The Sunshine Club, which provides care for children attending the local primary school in the existing hall from 8am - 9.00am and from 3.00 – 6pm is a well- used facility and the numbers of children registered is increasing. Furthermore, children from other local primary schools are brought to the site by minibus each weekday evening. With the additional space more children can be accommodated.
- Teenage groups
It is hoped that a youth club could be set up in the new premises, once more games such as badminton and table tennis can be accommodated and storage for other equipment is available.
- The Working Age population
This group is likely to spend a greater part of the day and week out of the village. So their usage of the hall would be more for social or leisure purposes at evenings and weekends. Already significant numbers attend the yearly outreach theatre performances and musical evenings which will continue. The proposed sport facilities will also be a draw.
- Retired groups
These are more likely to be in the village for most of the day and therefore would be a key group to target.

The hall is in the centre of the main settlement of the parish and within walking distance for a significant proportion of the catchment population, an advantage when access to public transport is so limited. Furthermore, there would be opportunities for exercise groups, adult education classes and hobby-based groups, increasing opportunities for social interaction and integration. The ability to hold activities in varying sized 'rooms' thus increasing the flexibility of usage will be an important element.

It is clear from local experience that there is a significant number of residents who work from home and so having a self-contained committee room / office with high-speed internet and catering facilities will allow business users to hold meetings, interviews etc. The community shop and Parish Council already make use of the current committee room to do this.

There are already a number of activities carried out in the hall. The following list indicates these together with the new potential activities which are identified in **Bold**

Table 7a Existing and Potential Users

Existing	Potential
Pre/ after-school club childcare	Parents and child activities, Baby Sensory, Monkey Music, Baby Ballet
Bridge, Dog/Rabbit shows, Pigeon Club Pilates, Tai-chi Gardening Club, Women's Institute	Informal football group, Youth Club, Ballet/Dance Activity Clubs, Table Tennis, Short Mat Bowls, Zumba
Community Events, Annual May Fayre, Outreach Theatre Group	Flower arranging club, film nights Charity Groups and Events, Afternoon teas
Birthday parties, wedding receptions, christening parties, funeral wakes	Exhibitions of art plus local planning application documents Consultation events, Health Related consultations
Monthly Village Market Parish Council meetings Polling Station	Business events, Use as a Training Centre Community Based Organisation meetings
The hall and associated garages are also used for storage of equipment on behalf of hirers.	Storage of Parish council records Storage of Shop files

7.3 Planned Marketing Activities

The opportunities presented by the new hall (and MUGA) will be extensively publicised well before completion so hirers are signed up as soon as the facilities are completed. This will be by means of:

- A leaflet drop to all households in the parish giving information about the hall and details of an open day once the hall is completed, for local people to look around
- Regular advertisements in the Bradfield Parish magazine and information provided when new groups have set up.
- Information provided on the BVH web site: www.BradfieldVillageHall.co.uk
- Social media pages –
 - Facebook - Bradfield Village Hall, as well as the Bradfield Village page;
 - Twitter @HallBradfield
- Local Press and Media –
 - Newbury Weekly News - the District's weekly newspaper to print articles regarding the hall and opportunities for new groups etc.
 - Radio Berkshire to broadcast news as an on-going process
- Posters in the local community and on the hall noticeboard as well as on the parish council noticeboard
- Leaflets in the community shop, primary school, St Peter's Church, Bradfield College
- Direct Contact with Local businesses
- Networking with Existing groups

8 ENVIRONMENTAL IMPACT

8.1 Current Situation

The Trustees are acutely aware of how far short the Hall currently falls in nearly every environmental standard. Whilst the property has the benefit of double-glazed windows and external doors, insulation of the walls and roof (which is asbestos) is very poor and thus to heat the property to a satisfactory temperature is very expensive.

One of the major reasons that the Trustees took the decision to replace the hall, was that even with a major overhaul of the existing facility and significant sums being spent, it could not achieve the benefits of a new hall. They concluded that continual renovation does not offer value for money and would not bring the carbon savings strived for.

The main source of heating is by means of an oil-fired boiler with the heating supplemented by a wall mounted fan heater in the committee room. Both forms of heating are expensive as well as not being environmentally friendly. The current toilets and kitchen area are all out-dated and have a high demand for water usage, with turning taps and running urinals.

8.2 New Proposals

A key aim of the Trustees is to considerably reduce the environmental impact of the new Hall in the proposals. In addition, the planning consent requires the project to achieve a BREEAM standard* of "Very Good". Care has been taken to ensure all decisions reflect this. Included in the design are:

- Heat and Light - the many large windows will optimise the natural light in the building and capitalise on the use of a natural heat source, a ground source heat pump for underfloor heating. There is ample space on the field to locate the necessary cabling, thus reducing the need for fossil fuels. Proposals drawn up by a specialist Mechanical and Electrical consultancy for the heating/lighting element of the scheme accompanied the planning application.
- Solar Panels – solar panels for water heating, the approximate north south slant to the roof optimises the position and benefits of solar panels,
- Insulation - very high levels of thermal insulation, in the walls and roof spaces
- Water efficiency - The new toilets will have a dual flush, the sink taps will be push/motion activated and the urinals will be fitted with a motion sensor, all to reduce the water consumption. Hand dryers will be on a sensor and much more energy efficient.
- Noise - The building will be fitted with a noise inhibitor. The increased insulation and sound-proof doors will also act as a barrier to noise.
- Access - A very high percentage of the residents of the parish live within a mile and therefore the able-bodied can easily access the hall on foot or cycle. A cycle shed will be built within the car park, to encourage cycling.
- Electric Car Charging Unit - For those bringing their electric/hybrid vehicles to site, an electrical charging unit will be installed and some parking reserved for those using it.
- Recycling - Recycling and composting will be encouraged wherever possible for all the Hall users, by providing suitable bins and signs.
- Drainage – a sustainable drainage system [SuDS] will be provided to ensure that any rain falling is taken off the car park area and field safely and channelled appropriately.
- Ecology - The area of green land being used for the new Hall will be mitigated by the new trees which will be planted around the site, together with the creation of a new garden fronting Southend Road. These will assist in improving the look of the surrounding area.
- Tree/Hedge Replacement - one tree will need to be removed together with a hedgerow (to allow for the widening of the pavement on Southend Road). It will be replaced by a 5-year-old tree or numerous saplings to ensure that the impact of tree removal is negligible on the carbon capture as well as the beneath-ground impact of the root system. The hedge will be replaced once the site development is complete.

*BREEAM Standard = Building Research Establishment Environmental Assessment Method

9 CONCLUSION

Bradfield Village Hall which was constructed in the 1950's and its site amenities play a very important role in the social fabric of the local community. However, their current condition and quality of accommodation, together with a mounting list of urgent and expensive repairs, are increasingly giving Trustees cause for concern. They feel it is incumbent on them to provide a new Hall, improved and safer Children's Play Area and Multi Use Games Area for both existing and future users.

Considerable research has been undertaken into the nature of facilities that should be included in the new hall, capable of meeting the needs of current user groups, as well as needs which might arise in the future from within our growing local community. There has also been extensive consultation about the proposals, which has been fed into the detailed plans. Planning Consent was given by West Berkshire Council in 2019.

Whilst bookings and hence letting fees have declined over the last few years as a direct result of the poor facilities, Trustees have calculated that prior to the Pandemic, at least 400 people were using the hall every month. But the hall's continued deterioration (as well as the external areas) means they need replacing as soon as possible by a modern building, capable of meeting current and future requirements in a cost-efficient manner. It will attract increased bookings, such as for new activities or family events, as well as providing a much better environment for existing users as well as reduce the environmental impact that the current hall has on its surroundings.

Examination of the projected income and expenditure flows for the new hall has demonstrated that it would be viable and would pay its way with sufficient surplus to also maintain the external areas.

Consequently, there is now a real push to raise the remainder of the money required to bring the project to fruition. As of 1st March 2021, some £460,000 has been raised or pledged, applications to potential funders and the local community are on-going. There are sufficient funds to instruct architects to start the next phase of the development – that is to prepare the working drawings, in association with relevant consultants – to the point that the scheme will be ready to go out to tender. During this phase efforts will be made to take advantage of cost savings through value engineering.

This work should be completed by the end of 2021, if not before. If sufficient funds are raised, then it is hoped that construction of the hall could begin during 2022 with completion of all the exterior elements finished by mid-2023.

Appendix 1 CURRENT ISSUES OF THE VILLAGE HALL SITE

The main issues identified regarding the fabric of the Hall and the state of the outside facilities are:

- A very ugly building in a prominent location
- The fragility of the fabric of the building - the asbestos roof, the concrete gutters, lack of insulation in the roof, damp walls in the committee room
- The constant need for costly repairs to the boiler, heating, plumbing, drains and electrics
- The ageing, costly oil-fired boiler and heating system are temperamental meaning the hall is cold on occasions when hired out.
- The tarmac in both the car park and the court is deteriorating through extensive use.
- The very poor condition of the court fencing and lighting (which means it is no longer usable)
- The deterioration of the playground equipment
- The very poor state of the two garages currently used for storage

In addition, the accommodation offered suffers from:

- Inadequate number and quality of toilets and no toilets for those with disabilities nor baby changing facilities
- Inadequate storage for both Hall equipment and that of user groups
- Impractical kitchen, which is too small, particularly for large numbers of people, and which no longer meets current catering standards for outside caterers.
- The Committee Room has no dedicated access to toilets, as well as having poor noise attenuation with the hall, so preventing concurrent events.
- Standard of the décor and facilities not acceptable to fitness class users
- Inadequate car parking for larger events, which means the field has to be used
- Dangerous access across the car park from the footpath on the field to the Southend Road
- Dangerous access to the playground for pedestrians through the car park

All these elements mean that some potential hirers can be put off from using the premises. Furthermore, despite usage of the hall declining because of the poor quality of the facilities, the demands of the car park have increased significantly in recent years.

1b Current Limitations to Increase Income

At the moment, no one else can use the current building whilst the Sunshine Club is in session because of the requirement for lockdown (related to child protection regulations of restricting access and exit). Since they use the building every afternoon, except Thursday, between the hours of 3 pm and 6 pm, no afternoon bookings can be made. The Bridge Club must meet over the lunchtime period in order to have enough hours.

TOWN AND COUNTRY PLANNING ACT 1990



JBKS Architects
Katie Duggan
Suite 1 Parkwood Stud
London Road
Aston Rowant
Oxfordshire
OX49 5SP

Applicant:
The Trustees Of Bradfield
Village Hall

PART I - DETAILS OF APPLICATION

Date of Application Application No. 10th September 2018
18/02472/FUL

THE PROPOSAL AND LOCATION OF THE DEVELOPMENT:

Demolition of existing village hall and garages and construction of new village hall (D1/D2 mixed use) and associated parking and access, removal of existing recreational facilities, creation of new multi-games area, relocation of children's play area, new boundary treatment, landscaping and ancillary works.

Bradfield Village Hall, Southend Road, Bradfield Southend, Reading Berkshire RG7 6EY

PART II - DECISION

In pursuance of its powers under the Town and Country Planning Act 1990, West Berkshire District Council **GRANTS** planning permission for the development referred to in Part I in accordance with the submitted application form and plans, subject to the following condition(s):-

The Consent No 18/02472/FUL can be viewed in full, with Conditions and Officer's Report on the Village Hall's web site:

www.BradfieldVillageHall.co.uk

Appendix 3 POTENTIAL DEMAND AND DETAILED DESIGN PRINCIPLES

a) The Need

Trustees has been aware for some years that the building, tennis court and children's play area are inadequate for the current needs of some 2,500 local residents and other users. This has been reflected in the steady decline in the usage of the Hall, and playing tennis is not possible on the court nor any other ball sports.

Hirers' expectations, for the hall in particular, have risen considerably and many are no longer prepared to hire a building without a decent kitchen, acceptable to outside caterers and of sufficient size to cater for large numbers if required, and without facilities for babies and those with disabilities. In addition, some potential user groups require secure storage for their equipment and currently this is not possible, through lack of space.

b) Potential Demand

Essentially, it is considered that there are three distinct aims in respect of providing a new hall;

- To provide decent facilities for current users.
- To bring back previous users who have gone elsewhere because the accommodation is poor.
- Bring in a whole group of new users by providing these new facilities.

Much thought has been given to the potential of the new hall and grounds and Trustees are confident that there is significant scope to widen the activities offered both in terms of recreational sport, as encouraged by Sport England, and social activity.

c) Meeting the Demand

The design of the proposed Hall's interior has been carefully planned to be as flexible as possible. The main hall will be large enough to provide space for social badminton and meetings of up to 150 people with provision for storage. The adjacent kitchen will provide facilities from serving tea and coffee to being suitable for use by outside caterers for events.

Indoors

i) Large Hall

The improved facilities in the hall will enable a greater variety of activities. The space is ideal for:

- Physical activity of all sorts - Social Badminton, table tennis [there are currently three table tennis tables available, but they are stored in a shed outside, across the car park. Consequently, they are never used], Zumba, Pilates and other forms of keep fit classes, in addition to dance lessons and sessions.
- Large meetings - such as community consultations, seminars, lectures and theatrical productions and company away-days.
- Children and young people – over the years, there have been attempts to run activities for the younger groups in the community, but lack of storage has been a major hindrance. Young Farmers have expressed a wish to use the MUGA when available and they will be able to use the hall when wet.
- Toddler groups and baby music sessions will bring families together

ii) Small Hall

The small hall will provide space for up to 64 people and will have its own kitchenette to provide refreshments for meetings.

- This space will be ideal for smaller gatherings for groups such as WI, coffee mornings, 'knit and natter' type groups – particularly for the older residents in the afternoons, even while Sunshine Club is in session.

iii) Shared Spaces/Equipment

Both halls will have audio and visual equipment for presentations. Between the halls will be space providing dedicated storage for the Sunshine Club as well two toilets, one of which will be for disabled users with baby changing units. With 'Jack and Jill' doors, this space will be able to be used in conjunction with either hall whilst maintaining 'lock down'

iv) Committee Room

The Committee Room will also have a facility to make refreshments, and provision for audio visual presentations.

It is envisaged that this space will largely be used on an ad hoc basis.

- The Parish Council specifically requested space where a Parish Surgery could take place on occasions. This is currently impractical.
- There are many small businesses based in the local area and this provides the ideal place to meet customers or business colleagues. The adjacent community shop has no private space to interview potential staff. It would also be used by the Management Committee for meetings.
- The hall is currently used as a Polling Station, but this will no longer prevent other users being in the building as it does now.

v) Foyer

The building is designed with an inviting foyer for ease of circulation but also to provide a casual seating area with facilities for providing tea/ coffee from the kitchen. Toilets with baby changing and shower facilities will be accessed from the foyer.

vi) Hiring the Whole Premises

It will be possible to hire the whole building for:

- Celebratory events – It is envisaged that the new hall will be popular for family events, such as wedding receptions and anniversary parties. Direct access to the play area outside from the main hall will be an added attraction for children's parties.
- Dog/Rabbit/Pigeon Shows – These currently take place in the hall (or on the field), although many clubs have gone elsewhere due to the lack of facilities. It is envisaged these will return, as the adjacent field is an added bonus not available in many halls.

Outdoors

i) The Children's Playground

The new playground will be in two parts, one for small children in an enclosed area between the Hall and the MUGA and a second 'free flow' area around the end of the MUGA for the older children.

ii) The Multi Use Games Area

The MUGA will cater for a variety of organised sport in addition to the informal games currently played. It will allow the continuation of the village tradition of being an area on which the children can learn to ride a bicycle in a safe environment.

iii) Outside Toilet

The design of the building incorporates an outside toilet (which will be accessible by those with disabilities) for the benefit of those using the MUGA, playground and garden. It will only be open during the daytime and was included in the design following specific requests from users of the site, in particular parents of young children. In addition, the shop is popular with local trades people and itinerant workers, who buy their lunch and then enjoy the fresh air using the picnic benches and field.

iv) The Garden

The garden will be a space for relaxing, meeting with friends and to eat lunch. During large events in the Hall, it will also cater for overflow car parking.

v) Daily Mile Track

Since its inception in 1941, it has always been the responsibility of the Village Hall to provide the recreational facilities on the site, including the MUGA and the Playground. The intention is to extend the tarmacked footpath - currently only connecting the hall, village shop and the primary school - across the Cock Lane end and back up the eastern side of the field. This will create a circuit ideal for achieving half the distance for the "Daily Mile", accessible in all weathers and suitable for wheelchair users and those with limited mobility.

d) Increased Income

The Trustees are confident that the new Hall will be used extensively by all ages and by having three spaces to hire out, the income should certainly increase. The bar and coffee area will also provide a useful income stream.

The cost of running a well-insulated building with an efficient heating system will be dramatically less than current costs despite the new building being larger.

Possibilities of hiring out the MUGA too will bring in an income stream which is not available at the moment.

In conclusion, much thought has been given to the potential of the new hall and grounds and Trustees are confident that there is significant scope to widen the activities offered both in terms of recreational sport, as encouraged by Sport England, and social activity.

Appendix 4 RATES, CHARGES AND OPENING HOURS

6.3 Rates and Charges

The Trustees are responsible for setting the charges for hiring the hall. It is charged at tiered rates depending on the hirer - commercial, social or private - and their connection with the village. Those living in Bradfield parish or those who have regular bookings receive a discount. The kitchen, tables, chairs and use of the audio equipment are included in the hiring rates. High speed internet connection is also free. This situation will continue in the new hall.

The new integrated storage sheds accessible externally will be available for rent to the shop, and the pigeon/dogs/rabbit clubs. Space for archived material will also be offered for rent to local community groups, particularly in the upstairs room with its under eaves storage.

6.4 Opening Hours

The hall operates seven days per week as the table below shows and it is intended that the same hours will be used in the new hall.

Hall	Hours of Use	Notes
Licensed Activities	Monday – Sunday 09.00 – 23.00	As per Licence no 014155
General Bookings	Monday to Sunday 08.00 – midnight 15 minutes allowed for setting up, prior to 08.00	Site to be cleared and silent by midnight
Exceptional Bookings	Some early morning activities ie before 08.00. Overnight events	Only at Trustees discretion and with an assurance that no noise is generated.
Car Park		
Gates Unlocked	Monday to Friday 06.30 Saturday & Sunday 07.30	Opened by Shop Staff
Locked	Monday to Sunday By 22.00 Late night booking by midnight	By Caretaking Staff or Hirer
Village Hall Field		
Pelhams Fair Caravan Rallies	Overnight allowed ..	Hirer has to sign undertaking regarding restrictions on noise.
Dog Shows/ Pigeon Clubs / Rabbit Shows	08.00 – Dusk	Field has to be cleaned up after use.
Tennis Court Floodlights	Dusk – 21.30	Lights now disconnected due to safety concerns

