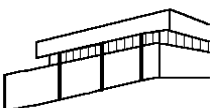


Business and Community Plan

New Annex:

July 2016



St. MARGARET'S HALL USERS GROUP

Reg. Charity No. 1071545

Chairman: Mr. R.L. Whyborn
Secretary: Mrs. V Downing

Treasurer: Mr M. Chapman
Booking Secretary: Mr C.L. Taylor

Introduction

We are St. Margaret's Hall in Hatherley, Cheltenham, and run by a self-help group of community hall users in the area, known as St Margaret's Hall Users Group. Over the years since 1998 we have re-invested our proceeds in improving the fabric of the hall with disabled toilets, new kitchen, flooring and ceiling and many other improvements which were necessary; the hall was in a very run-down condition in 1998. Our stated aims are to manage and maintain the Hall for the benefit of local residents of Hatherley (Cheltenham) and district, without distinction of sex, race, or political, religious or other opinions, including use for meetings, classes and other forms of recreational and leisure-time occupation with the aim of improving their quality of life. Although the hall operates rent-free from the Borough Council, it is on a full repairing lease and receives no other subsidies in its operations, which are for the benefit of the community.

Brief history

St Margaret's Hall was built as a Mission Centre for the Roman Catholic Church in 1977, which later 'morphed' into a community hall as religious activities declined. Following closure in 1997, Cheltenham Borough Council (CBC) purchased the Hall and it was re-opened by a consortium of users who are still known today as St Margaret's Hall Users' Group, with no other capital than the personal loan of £500 from two tireless workers. In the re-opening of the hall and the events that followed the Users Group was established on a sound footing and did much to improve the fabric of the hall. The current lease with CBC, with a matching grant, runs out in 2026. To assist with the annex project, CBC has agreed to replace it with a similar new lease with a 35 year term.

Community plans

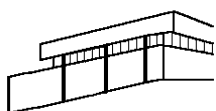
This section describes how St Margaret's Hall fits within the Borough Council's corporate aim of "Strengthening our Communities", and describes our wider picture within the community. The hall is located within an area of social housing and housing previously owned by the local authority, and shows on the maps of the area as having higher than average level of social deprivation. Appendix 2 is a list of regular hall users.

Healthy Lifestyles

The "Heart to Heart" group is a specialist fitness and self-help class for people with heart conditions. There is a Mother and Toddlers group each week, run by GCC at Gardners' Lane, where the health visitor is in attendance, to weigh babies and to give advice to mothers. St. Margaret's Hall is also host 6 times per year to the National blood service, when normal activities stop for blood doning sessions. St. Margaret's Hall is host to Kick-boxing classes and also fitness classes for young and old, from under five to over 80 years old. Zumba and yoga groups are also part of the rich tapestry of different users to contribute to healthy lifestyles.

Housing Needs/Community Security and Safety

Cheltenham Borough Homes is a regular hirer of the hall for tenants and residents neighbourhood meetings, sometime attended by the Police as well. On past occasions, and potentially in the future, the hall may be used for Police/INA meetings, and other activities aimed at the safer communities agenda. These organisations always receive a discount when hiring.



Community Engagement

The committee endeavours to involve the community in all the events that the committee stage, and by and large they are well supported by the local community. The hall is also used as a Polling Station. It is also regularly hired out to local residents as avenue for parties, meetings etc. Cheltenham Borough Homes is a regular hirer (see above). Given the nature and various needs of this area within Hatherley, the hall is very valuable community resource.

The hall has on occasions been hired by faith groups, and for wedding receptions. On one occasion we hosted an engagement party for a Sikh community for over 100 people.

The hall performed a vital role as a day and overnight shelter during 2010 when a civil emergency required the evacuation of some 200 homes within the Hatherley area.

Arts & Culture

We have also hosted both language and dance classes, the latter including Line-dancing and Tea Dances. As a space for the arts, it regularly hosts cabaret evenings, concerts and fashion shows.

Children and Young people

There is a Mother and Toddlers group each week, see under "Healthy Lifestyle". This is sponsored by the local authority, and is a very valuable activity in the immediate area which is a mixture of social housing and owner-occupied housing at the bottom end of the market (with some private rented also). Whilst we have no specific youth club, there are various activities aimed at youngsters, such as Martial Arts groups and Various Dance classes. Pre-school activities are also catered for by **Tumble Tots** – best described as acrobatics for children and others.

Voluntary Sector

We offer reduced rates to charities and non-profit making and community organisations, though of course we must do that within the context of needing to cover our costs.

Sustainable Transport

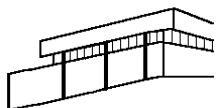
The Hall is very close to a bus route, and has also recently installed a cycle rack. For those who travel by car, there is car park, hence avoiding on-street congestion of vehicles. The hall is potentially available to allow parking in its car park on working days, when the Hall's own parking needs are relatively light, to ease pressure on local roads for employee parking.

Scope

Whilst all these activities go on, the committee can only promote the activities, it is for the users to decide who comes to use the hall. We aim to provide for the whole community, but it would be for others to – for example – start a senior citizens group, who could then decide to hire the hall, and send a representative to the hall committee. The Hall's activities and ethos is well known and established in the community, and the committee's experience is that there is an ongoing demand for activities which are both local and community-based within the Hatherley area.

Outlook

Casual bookings are buoyant, and evidence from neighbouring halls is the same, with most time slots filled. The committee believes that demand will continue, as the emphasis in society is further transferred from the public sector to the voluntary sector, of which St Margaret's Hall is an integral part. Demand is currently outstripping supply, throughout much of the week, and we are experiencing increased demand for smaller rooms. Our enquiries show that other halls are also very busy with demand for both larger halls (100+ capacity) and smaller halls (under 100).



Financial and Business management

Current business position:

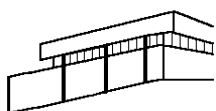
Accounts including back-accounts are available under separate cover, as is a copy of the constitution of the organisation. Careful stewardship over our revenue budget over recent years has allowed us to plough surpluses back into the business, which together with grants from various funders has enabled a number of improvements to take place:

- New toilet blocks and entrance which are fully compliant for the disabled
- Complete floor and ceiling replacements
- Completion of new kitchen refurbishment
- Stage area and side rooms re-organised for more effective use and better storage
- Replacement of external cladding
- New boiler and radiators
- New security alarm and CCTV system
- Evaporative cooling system
- Solar PV panels

The overall fabric of the building is considered to be good, and investment over the last decade has in our view increased the asset value. St Margaret's Hall User Group considers that both the financial and community aspects of St Margaret's Hall's position are strong, and that the hall is set fair to go forward for the next decade, and that the management is sound and stable.

Moving forward

Having reached the position described in the foregoing paragraphs, it is the committee's view that the current facility is fulfilling its potential, and near to filling its saleable hall capacity- but that there is significant unmet demand in the community. Users are being turned away, not only from St Margarets Hall but also from smaller halls in the area which are fully booked. Hence our proposal to build a new annex, which we describe overleaf.



Proposal for New annex

We have now reached the stage where our diary is full, and we are receiving requests for hall capacity, particularly for a smaller hall and/or rooms. Our research indicates that other hall providers in the areas of Hatherley, Warden Hill and The Reddings are also at or near to capacity. Other halls in the area provide either a main hall of 130-220 capacity, or a minor hall of up to say 50-60 capacity, or both.

The choice of 75 person capacity for the new annex is deliberate. No local halls in the Warden Hill and Up Hatherley area offer capacity in the 60 - 110 seater range, our site does not easily lend itself to a 100 seater annex except at significantly higher capital cost and/or significant loss of car park capacity. Our proposed annex is for 75 person capacity, with the possibility to be divided in to two rooms. Our view is that the new facility should be capable of being hired independently of the main hall, with its own toilets, including disabled and ability to make drinks etc. Given its size it would be relatively simple, though we may elect to carpet, or partially carpet the floor. It is also recognised that some users may wish to hire the whole site on occasions.

This will tap into an area of the market, such as meetings, classes, rehearsals and lectures, as well as some of the 'gentler' fitness etc. classes which sometimes book into larger halls (including St Margarets on occasions); it is expected that provision of a 75 seat facility will provide much needed hall capacity, not least by freeing off capacity in larger halls. Further opportunities are provided with the option to subdivide the new hall into two (30 + 40 seater) rooms.

The immediate area around the hall is in an estate of above average deprivation by Cheltenham standards, and the committee is conscious of the need to supply good facilities to the community such as parent and toddler facilities, community meetings, and numerous community and charitable uses.

Provision of a larger e.g. 100 seater meeting room is constrained by not only cost, but the presence of a large culvert crossing the site and the desire to avoid reducing car parking capacity, (currently very adequate), and to avoid compromising access and egress from the main hall.

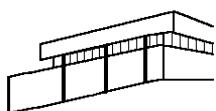
At the time of writing, the proposed annex has Planning approval, granted September 2015, and Building regulations approval is currently being evaluated by the local authority.

Appendix 2 details some of the research on hall demand around the area in which we were grateful for support by Cheltenham Borough Council's community engagement officer.

Description of New annex

Residential Location:

The User's Group are conscious of the location of the Hall and its presence surrounded by residential development. The Group have worked hard with the local residents and the public to ensure that users of the hall have minimum impact on the enjoyment of the local residents. Prior to the submission of the Planning application, the Users Group carried out a Public Consultation with the surrounding residents to explain the Group's intentions in expanding the community facilities at the Hall. This also revealed additional demand for more parent and toddler type facilities.



Design Factors:

The design of the building, with central tall hall surrounded by single storey flat roofed structures is replicated in the design features of the proposed Annex. Facing brick will match the existing brickwork.

The Users Group considered the lighting of the new Annex and concluded that high level windows be included within the design, and that these best matched the style of the existing hall.

Access:

The new Annex will be fully accessible for Disabled Persons, with the entrance to the Annex via a flush threshold. A unisex-disabled toilet facility is included within the design.

The Annex is close to the current Disabled parking spaces.

It is proposed to create a new access door between the Annex and the Main Hall though this will not be a primary access to the new facility.

Parking:

The car parking area has facilities for 46 cars in marked spaces. The building of the new annex will not reduce this capacity and it proposed to provision a further three spaces by creation of further 'overflow' parking. Car parking however is generally more than adequate with overcapacity during the working day, albeit the User Group wishes to avoid shortage of capacity.

Many users live in the local community, they walk to the centre or use the bus service (D) through the Estate (15 minute frequency during the day and 30 minute evening).

Financial and project management:

Preliminary costings (appendix 3) indicate a capital cost of some £170,000 to be raised, with anticipated additional income building to £12,000 per year less the relevant running costs.

Having completed the design to a Building regs standard, the committee has sought to take a pragmatic view to offset risk of cost escalation though a fixed price "manage and build" project to be tendered as a fixed price contract, as opposed to the lower costs of managing the project through the more traditional means of employing the QS, contractor and others separately.

St Margarets Hall Users Group expects to contribute some £30,000, additional to design costs over the course of the building project, the balance to come though fund raising, of which CBC is the largest component, which will lever in other funds through grants. Initial investigations show that it would be feasible to borrow some £50,000 from CBC, to be repaid over 15 years in supplementary rent at £4,200 per annum. As CBC will be the owner of the annex, it is expected (not yet confirmed) that CBC are the commissioner of the purchase order(s); in which case the construction would be free of VAT, a facility otherwise not available to the Users' group.

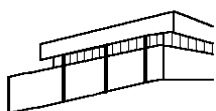
In Conclusion

The committee is of the view that the current facility is now working to near its saleable capacity, and that the provision of a 75 seat annex is not only a useful contribution to community needs, but is viable and sustainable. Support from grant-funding organisations is therefore sought.

The Committee

St Margarets Hall Users Group

30/06/16



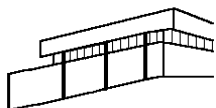
APPENDIX 1 – List of Principal USERS

Charitable or other local groups who are not-for-profit

- The Fitness league
- Heart to Heart
- GCC parent and toddlers group (Gardners Lane)
- Lifelong fitness
- Guide Dogs for the blind (Dog training)
- Blood Donors (National Blood Service)
- Cheltenham Network Church
- Model Railway exhibition (in support of Winston's Wish – childhood bereavement charity)
- Tea Dances
- Cheltenham Borough Homes and Cheltenham Borough Council
- Occasional social evenings run by the hall committee including known artists

Commercial Users (who also contribute to the wellbeing of the community through the activities mentioned)

- Slimming World
- Several Zumba, and fitness groups
- Two Yoga groups
- Tumble Tots (children's acrobatics)
- Dynamx (kick boxing)



APPENDIX 2 – Community Usage considerations

Other Halls within South Cheltenham:

The Church in Warden Hill complex in Salisbury Avenue, Warden Hill (URC and C of E)
Reddings Community Centre
Hillview Community Centre
Up Hatherley Parish Church - Social Centre
The Brizen Young Peoples Centre
Up Hatherley Village Hall

In November 2014, Helen Down from Cheltenham Borough Council contacted other local Hall secretaries to determine available Capacity:

See E-mail responses below:

From: "Down, Helen" **Date:** 22 November 2014 19:42:21 GMT
To: Councillor Roger Whyborn
Subject: Fwd: Up Hatherley Village Hall
Hi Roger,
Last response below,
Best wishes,
Helen

Sent from my iPad

Begin forwarded message:

From: Kathryn Oakey
Date: 21 November 2014 16:30:03 GMT
To: Helen down
Subject: Re: Village Hall and church hall
Helen

We are fully booked monday to thursday in the day and evenings. Fridays we have a regular booking every other week, and occasional evening bookings. Weekends tend to be ad hoc parties rather than regular bookings.
Josh

HILLVIEW

Barry Turner We have reasonably full Calendar

REDDINGS COMMUNITY CENTRE

Laura Thomas We are pretty booked up with the large hall but we have some spaces in our small hall.

BRIZEN

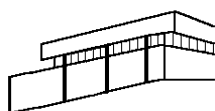
Allan Knight The Brizen calendar is quite full, there are slots available mainly on Tuesdays & Thursdays. Weekends we rely mainly on a couple of church groups and kids parties etc. You can get a clearer picture if you click on the following calendar link. Hope this helps.

ST PHILIP & ST JAMES CHURCH CENTRE

We are currently reviewing our list of current bookings. Although we do have some slots available (mainly afternoons) we do have to weigh up the usage in conjunction with use by the church as it is a shared resource. More details to follow.
Malcolm West

UP HATHERLEY VILLAGE HALL

No response yet (Stuart has asked Josh Oakey to respond).



WALLACE HOUSE
Paula Watson @ CBH – no response yet.

ST CHRISTOPHER'S & WARDEN HILL UNITED REFORMED CHURCH
Rev Jacqui Hyde – full except during school holidays and the small room at the URC has some spaces.

Hope this helps and is enough detail – let me know if you want more information.
Thanks!
Helen

From: malcolm west [<mailto:malcbwest@yahoo.co.uk>]
Sent: 23 November 2014 20:00
To: Down, Helen
Cc: Church office; Fr Richard
Subject: Re: Fw: Church hall. SS Philip and James Church Up Hatherley

Hi Helen

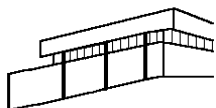
I have now had a look at our bookings in the Church Centre. We are pretty much up to capacity but do have some time available Wednesday pm, and on Thursdays. As I mentioned previously we would need to consider other church activities when looking at any further regular bookings.

.....(other matters).....

I have attached a copy of our latest bookings and contacts which you may find useful. We are keen to work with the local community to ensure the work of the Church and Centre are widely known so if you need any further information or wish to discuss please let me know.

Regards

Malcolm West

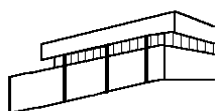


APPENDIX 3 – PROPOSED ANNEX – SIMPLIFIED REVENUE BUDGET ESTIMATES

More detailed spreadsheet information showing year on year projected revenue cash flows and balances 2013-2020 is available as a further appendix to this report.

Receipt and Payments in typical year, say second year of operation.

	Actual 2014-15	Budget Main hall	Annex add-on budget	Total
RECEIPTS				
Charitable Trading -Main Hall Hire	£21,697.66	£21,000.00	£0	£21,000
Charitable Trading -Annex	£0.00	£0.00	£12,000	£12,000
Fund Raising Events *	£0.00	£0.00	£0	£0
Grants & Loans *	£0.00	£0.00	£0	£0
Interest	£1.92	£5.00	£0	£5
TOTAL RECEIPTS	£21,699.58	£21,005.00	£12,000	£33,005
PAYMENTS				
Caretaker	£3,700.00	£4,000.00	£1,200	£5,200
Cleaning (supplies) & Gardening	£1,262.78	£1,500.00	£400	£1,900
Maintenance etc.	£1,680.20	£3,000.00	£1,100	£4,100
Security & BT	£704.96	£800.00	£300	£1,100
Gas & Electricity	£1,940.26	£2,200.00	£900	£3,100
Electricity FiTs and loans	-£686.90	-£650.00		-£650
Rates & Insurance & Water	£2,156.76	£2,500.00	£900	£3,400
Management & Publicity	£413.42 #	£700.00	£100	£800
Stationery & PC	£205.75	£250.00	£50	£300
Miscellaneous	£202.84 #	£205.00	£50	£255
TOTAL OPERATING PAYMENTS	£11,580.07	£14,505.00	£5,000	£19,505
Events - Special *	£0.00	£0.00	£0	£0
Special Projects *	£0.00	£0.00	£0	£0
<i>of which Restricted *</i>	<i>£0.00</i>		<i>£0</i>	<i>£0</i>
<i>RENT/Repayment of loan</i>			<i>£4200</i>	<i>£4200</i>
TOTAL PAYMENTS	£11,580.07	£14,505.00	£9,200	£23,705
* (with Restricted funds, Special projects, grants loans, and fundraising stripped out)				
RECEIPTS LESS PAYMENTS *	£10,119.51	£6,500.00	£3,800.00	£9,300.00
=Contribution to reserves for long term maintenance and improvements.				



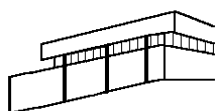
CAPITAL BUDGET ESTIMATE FOR ANNEX.

Based on	DOVE CONSTRUCTION Budget price estimates. M Tyre e-mail of 13/04/16	MARNEL quote	NEW & TILLEY Quote
131,000	Extension less flooring	146,000	124,224
included-	New drainage (40m foul, 30m surface) Internal alterations, insulation, 2 new roof lights to existing area and wall demolitions, making good and decoration, etc		
included-	Flooring to new area - included at £2500		2,500
included-	Fire resisting doors, but no fire equipment or furniture, or fittings etc.		
included	HW & CW, Heating system based on Gas heaters, but not alteration to existing services		
included	66M2 assumed of external paving slabs		
-10,500	Deduct £10,500 allowed for Electrical costs , then add back basic DB-F quote (Dove construction)}		
5,100	Dove: DB-F Quote Electrical £4100. Contingency/management £1000 on above }		included-
1,500	Fire equipment to building regs, some interfacing costs to existing utilities. Locks New & Tilley: design and professional fees (£2000). Dropped kerbs to overflow parking (£1000)		included-
			3,000
<u>127,100</u>	Sub total [Discount TB Neg Marnel, 5% assumed]	<u>135,050</u>	<u>129,724</u>
4000	SMH Estimate for other unpriced items e.g. heating upgrade	4,000	4,000
N/A	Building Control (SMH Estimate - spent already)		
N/A	Planning (Scale) - spent already c £1000		
Revenue	{Architectural Drawings (SMH Estimate - most drawings already done, £1000 to go)	Revenue	Revenue
Revenue	{Other Fees (SMH Estimate £3000, QS + Minimal Structural eng) say£4000	Revenue	Revenue
<u>131,100</u>		<u>139,050</u>	<u>133,724</u>
13,110	Contingency 10%	13,905	13,372
<u>144,210</u>		<u>152,955</u>	<u>147,096</u>
28,842	VAT at 20%	30,591	29,419
<u>173,052</u>	TOTAL	<u>183,546</u>	<u>176,516</u>
	<u>Following items to be postponed till later if funding position so requires.</u>		
10,000	Acoustic sliding partition # (scheme 2 £6900 estimate) & improved flooring # (+£3100)	10,000	10,000
2,625	Fire and security alarm system/fire equipment (£2625, based on New & Tilley)	2,625	2,625
<u>185,677</u>		<u>196,171</u>	<u>189,141</u>

Phasing through stage payments to be agreed, within overall build time of 20 weeks estimated.

Comprising up to:

£30,188	To be provided from St Margarets Hall own resources. <u>Loans</u>
£50,000	Expecting £50,000 from Cheltenham Borough Council <u>Grants obtained.</u>
£10,812	Gloucestershire County Council <u>Grants applied for or to be applied for.</u>
£14,000	£14,000 Summerfield Trust
£10,000	£10,000 Gloucestershire Community foundation
£50,000	£50,000 Gloucestershire Environmental Trust
£5,000	Cheltenham Borough Council - aim Comm. Pride 2016/17 <u>Fund-raising</u>
£8,000	Sums to be raised by other fund raising: £8000 through own local fund raising events, draw tickets etc.
<u>£178,000</u>	<u>TOTAL</u>
£10,000	£10,000 Lottery – Awards for all - only for items marked #



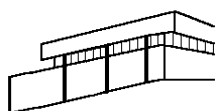
APPENDIX 4

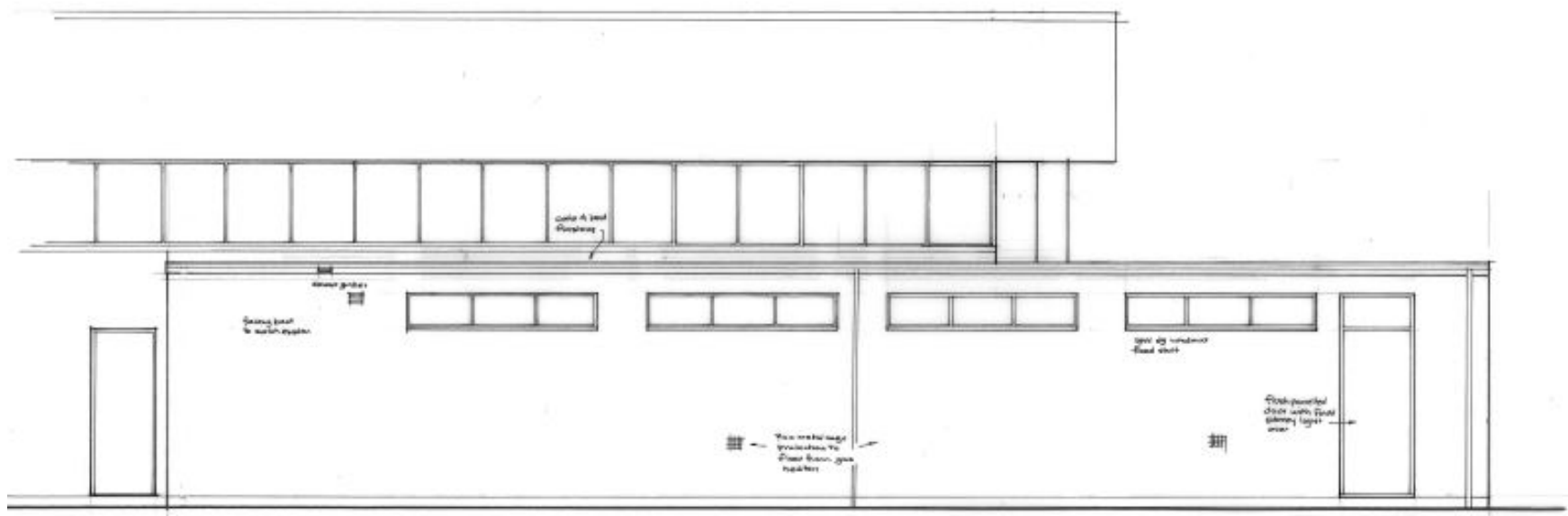
ST. MARGARET'S HALL

RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

UNRESTRICTED (GENERAL) FUNDS

RECEIPTS	2016	2015	2014
	Unauditted	Examined	Examined
Hall Hire	22876	21698	23572
Other Fund Raising			1789
Grants, Gifts & Loans			
Investment Income -			
Other Gifts			
Bank & National Savings Interest		2	14
Less Restricted monies			
TOTAL	22876	21700	25374
 PAYMENTS			
Charitable Activities -			
Caretaker	3930	3700	3922
Cleaning & Gardening	1656	1263	1120
Maintenance & Security	3453	2385	3116
	Incl. new CCTV		
	Net of	702	1253
	FiTs		981
Gas & Electricity	2284	2157	2355
Insurance & Rates	3922		195
Special projects & Replacements	0		0
Rent			
		0	(CBC Planning)
 Support Costs -			
Fundraising events		0	1814
Publicity & Management	701	413	374
Stationery & Sundry	362	409	396
TOTAL	17,010	11,580	14,273
NET RECEIPTS/(PAYMENTS)	5,867	10,120	11,101
Less NET (PAYMENTS to) /RECEIPTS from	To Annex (30,000)	(3776)	(7006)
RESTRICTED FUNDS			
FUNDS LAST YEAR END	31,732	25,389	21,294
FUNDS THIS YEAR END - UNRESTRICTED FUNDS	7,599	31,732	25,389



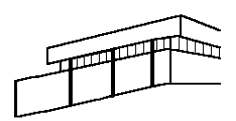


ST MARGARET'S HALL
CONISTON ROAD
HATHERLEY
CHELTENHAM
GL51 5NX



PROPOSED EXTENSION
SIDE ELEVATION

DRAWING NO 2015/1058/202
SCALE 1:50 @ A3
DECEMBER 2015





- (H) heat detector
- (M) CO detector
- PL panic latch on panic door
- IT vertical through floor or wall
- PC illuminated push button sign
- PE exit with opening alarm or emergency
- (E) Emergency light
- (B) Breakdown emergency light
- ▽ Emergency light by - water light or air pressure

GRAHAM HALLETT
 ARCHITECTURAL SERVICES
 BRISTOL ROAD
 CHELTENHAM
 GL51 5NX
 TEL: 01242 861234
 FAX: 01242 861235

ST MARGARET'S HALL
CONISTON ROAD
HATHERLEY
CHELTENHAM
GL51 5NX
PROPOSED EXTENSION
GROUND FLOOR PLAN
 DRAWING NO 2015/1068/201 P
 SCALE 1:50 @ A3
 DECEMBER 2015

