

Menheniot Parish Clerk

From: Chris James <jam_fam@tiscali.co.uk>
Sent: 27 August 2021 21:08
To: Menheniot Parish Clerk
Subject: RE: Re: Menheniot Parish Hall

Evening John

Many thanks for your reply. The details of the architects fees such as I have are as follows;

- * Taking instructions, visiting the site and taking dimensions
- * Preparing preliminary sketch design proposals. Planning No 05077/1 and submitting to client
- * Taking further instructions and pre preparing revised sketch design
- * Submitting approved scheme to Cornwall Council for planning permission including drawings and design and access statement

Fees based on £35 per hour

Planning stage 20 hours	700
Expenses - OS map (national charges)	25
Printing	20.70
Total	745.70

If the project goes to the next stage, Jim estimates that to provide detailed technical drawings for building regs would take a further 50+ hours work.

Hope this helps

Regards

Chris

On 24 August 2021 at 12:59 Menheniot Parish Clerk <clerk@menheniotparishcouncil.co.uk> wrote:

Hello Chris,

Thanks for sending me this – I've sent a copy round to the councillors and asked them to feedback by next week. If they approve, I'll draft a letter of support for Jerry to sign – so I'd reckon that we can get what you want within a couple of weeks. Is that quick enough?

Menheniot Parish Hall Extension – Full Application – FIRST DRAFT 4/7/2021

Introduction

This is the full application for the Reaching Communities Fund from Menheniot Parish Hall, which seeks £XX for an extension to the Parish Hall. The purpose of the application, to provide a modest extension to provide much needed storage space, and the replacement of the old false ceiling in the main hall, together with the installation of folding partitioning for the main hall, to enable the space to be used more flexibly, has not changed since the outline application was made and approved.

The outline application summarised the rationale for the project as:

Menheniot is a medium-sized village in south-east Cornwall, about 8 miles inland of Looe and about 4 miles east of the market town of Liskeard. Menheniot has a particularly strong community spirit and 'punches above its weight' in terms of the community and interest groups that meet there. The success of Menheniot as a local centre for groups to meet is largely rooted in the Parish Hall, which is an open and welcoming venue, which has very reasonable rental costs and has a useful combination of a main hall (big enough to fit a badminton court), a smaller meeting room, a kitchen, and toilets. This openness to groups which aren't made up just of people from the village is a major benefit, as the village community has access to many more clubs and activities than the population would otherwise support.

Careful thought has gone into the design of the proposal. The extension to provide extra storage capacity would mean that the Scouts (a major user) would have an adequate, rather than cramped store room for its equipment, and this would free up the shower room for use as showers again (which is currently used as the Scouts store room). Extra storage space would mean that the amateur dramatic and pantomime group would have their own dedicated storage space too; this would free up the existing meeting room that they are currently using for storage. The extra space would free up other cupboards and small storage rooms in the Hall - which would enable other clubs, eg model aircraft, to store their equipment there safely. Plans have been drawn up by a local architect for a modest single-storey extension, with a cost estimate of 54,000 plus say 6000 pounds for fees, planning etc, to give an approximate total of 60,000 pounds.

The second element to the project is the replacement of the old false ceiling in the main hall, which is beginning to sag. Replacement of the false ceiling will enable a folding partition to be installed, which would enable the main hall to be divided in two, which would allow the hall to be used more flexibly and potentially by one extra group at a time. We have estimated that this would cost about 20,000.

Overall, the proposal would mean that the Hall could progress from offering the current one meeting room plus the main hall, to two meeting rooms, the main hall split into two as needed, shower facilities for overnight camps and sports events on the large playing field behind the hall, and provide plenty of storage space for the clubs and organisations that use the hall.

Consultation

The principal body representing the village and its hinterland is the Parish Council. The Parish Council has given its full support to this proposal and acknowledges that it is a priority for the village (and that as a consequence of prioritising this proposal, it will inevitably mean that no other significant Lottery funding is likely to be available to Menheniot for several years). A letter of support from the Parish Council is attached at Annex A.

Consideration has been given to undertaking other forms of community consultation, and on balance (and after consultation with the Funding Officer) everyone is agreed that there would be no added benefit in attempting to consult more widely. In essence, the project is about making better use of the existing space and as someone wisely commented, a community consultation is unlikely to meaningful views about a project that is essentially about “more cupboards”.

However, we have consulted the main users of the Parish Hall and the key common themes about the need for adequate and secure storage space that is dedicated to them, and access to the hall at very reasonable prices, underline that this proposal is a sensible and strategic investment for the village and wider users of the hall. Letters of support from the main users A, B, C, D and E are attached at Annex B.

Financial Sustainability and other funding

The issues of other funding contributions to this project, and the financial sustainability of the Parish Hall, are closely interlinked and are addressed together.

The Parish Hall Committee undertake modest funding raising each year and succeed in providing flexible and well maintained community space for rent at very reasonable rents for community groups and activities from Menheniot and the wider area. The Parish Hall Committee maintains a sensible level of reserves (typically standing at £8k pre-Covid and (slightly ironically) increasing to about £13k now, as a result of County Council support). The received view is that this level of reserves is about right – neither too high or too low, and provides enough security to cover most eventualities and routine maintenance. The reserves cover running costs for a typical period of XXX months, which again, seems to be a prudent level.

Any “rainy day” events that needed financial input beyond the reserves would either be met in the first instance by insurance, or if not covered by insurance, the first port of call would be the Parish Council. The Parish Council itself has “reserves” which have largely come from planning gain/s.106 contributions, which are a valuable but finite resource. There must be a practical limit to the financial support that the Parish Council could give to the Parish Hall, and the strategic view that is that priority should be given to the Parish Council being a “backstop” to underpin the financial sustainability of the Parish Hall, rather than diminishing the capacity of that “backstop” by making a financial contribution to this extension project. Similarly, for the Parish Hall Committee to use some or all of its reserves to contribute to this project would be likely to put its sustainability under stress; hence the request is for 100% funding.

We would be pleased to discuss the request for 100% funding further, but we hope that the panel considering this application will agree that, as much as other funding contributions is often desirable, in this instance this would weaken the overall project.

The increase efficiency of the use of the existing space has a positive impact on the sustainability of the user groups too, as having their own secure storage space is often cited as a reason for groups to want their own space – with all the extra costs that result.

Environmental Impact

A great strength of this project is that it has very little environmental impact. We have considered the environmental impact from a number of angles.

The extension itself is modest both in terms of its overall size and proportionate increase in the size of the building. The extension is limited to an area immediately around the hall that is already paved, so there is no diminution to the large green space of the playing fields that the hall is situated in.

The refurbished false ceiling to the main hall will provide better thermal insulation, and new and replacement lights will be LED, so heat energy will be saved and light energy use will be tiny.

The project will enable more use, more often by more groups and people – within the existing space. This more efficient use of space obviates the need for new halls/meeting space to meet demand – avoiding the trap that too many towns and villages have fallen into, with too many halls than can be sustained.

The Parish Hall is currently heated “on demand” using wall mounted infra red heaters in the main hall. Expenditure on heating and lighting in the hall at £8k pa is small given its size – which again means that the environmental impact is low. The infrared heating is “space” heating, so energy is used to heat the air in the halls whilst they are in use, and energy is not wasted heating the fabric of the building over long periods. The main source of heating is often the people using the hall!

The Parish Hall Committee has begun to consider a range of options for heating the hall and longer terms “green” options such as installing photo-voltaic panels, ground-source and air-source heat pumps, digesters and bio fuel burners. It would be unrealistic to attempt to include any of these options within this project without increasing the cost and timeframe very substantially; the view is taken that to develop a “green” energy solution for the Parish Hall should be a separate project for the future. It is important to underline that the current heating system uses relatively little electricity (and probably less than running say heat pumps would do) so although a green energy solution could offer benefits and increased comfort in the future, it does not need to be an immediate priority.

Monitoring of benefits and impact on the community

We have a baseline of the number of groups and users using the hall from it’s last pre-Covid year of operation, detailed at Annex C. The Committee will monitor usage over its first full year of operation after the completion of the extension project, which will provide a direct comparison of numbers.

Beyond this data on the numbers of users, it is important that that we capture a sense of the impact of this project on the community. The Parish Hall Committee have chosen the measures of “reduced isolation” and “improved well being” as the impacts that it considers most important for the community. **[Jon’s note to committee – these are my/the funding**

officer suggestions – YOU need to decide for yourselves and feel free to pick others/different.] These impacts will be captured by seeking feedback from users of the hall, towards the end of the first year of operation after the completion of the extension project, by short face-to-face interviews with users, with particular emphasis upon new users. **[Sense check – does this sound sensible and deliverable?]** We will include the user data and qualitative information about the impact on users in our post-hoc evaluation report.

Design of the extension

Design of the new partition and replacement false ceiling for the main hall

Ownership

Planning permission

Quotes for extension works

Quotes for new partition and replacement false ceiling for the main hall

Project management of the building phase

Timetable for delivery