

# **Oldhamstocks Village Hall Redevelopment Group**

## **Report on Work Undertaken**

**November 2019**

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## **1.0 Introduction**

Oldhamstocks Village Hall Redevelopment Group (the “Group” or “OVHRG”) was established by the Oldhamstocks Community/Parish (the “Community”) on 10 October 2018. Its **purpose** is to review and develop options for a new village hall to be put before the Community so that a decision could be made by the Community as to which proposal is put forward for planning.

The **objective** of the Group is to bring together the views of the Community’s residents and ensure that its requirements are identified and met. The Group’s initial task was to draw up Terms of Reference (TOR) – see **Appendix 1** – which details the Group’s remit. The Group recognises the significant work undertaken by the previous OCA in developing the current hall proposal and does not wish to duplicate this. So we have reviewed all this activity, including previous community consultations, to help inform the development of potential options including the Simpson and Brown proposal already shared with the community.

## **2.0 Membership**

The initial membership of the Group consisted of four members of the then Oldhamstocks Community Association (OCA) (Alex Ainslie, David Legge, Nikki Edge and John Hanvidge) and four other members of the Community (Angus MacDonald, Paula Oliver, Paul Scott and Will Kirkham).

John Hanvidge and Angus MacDonald resigned from the Group following the OCA AGM in November 2018. David Legge and Paul Scott subsequently resigned from the Group for personal reasons in May 2019.

In addition, the Group is supported by Colin Bloomfield from Stenton Village Hall Committee.

## **3.0 Future of the Group**

With only four remaining members, the Group is of the opinion that it has reached as far as it can and that the purpose, membership and remit of any future village hall working group will need reviewed in order to make further progress, towards developing options for the new hall. The Group has therefore produced a summary report of work done to date and plans to share this with the current OCA with a view to a) sharing this report with the whole community and b) informing a discussion with the OCA on options for any future group and next steps towards a new hall.

#### **4.0 Project Brief**

The Group set out to understand community requirements for the hall, bringing information together from across a range of sources to develop and communicate a brief for the hall design. The Group identified further areas for investigation/clarification including:

- Community statistics
- Current hall usage and views of current hall users
- Future hall usage
- Existing hall attributes and attributes of Simpson and Brown design

#### **4.1 Community Statistics**

The Group referred to East Lothian Council's statistics for the Community (Oldhamstocks and Dunglass) from the last Census (2011) as follows:

<b>Description</b>	<b>2011 Census</b>
Households in the Community	83
Adults in the Community	160
Children in the Community	40
Total population	200

As far as the Group is aware there are no plans for any new housing development within the Community and it has assumed that the number of households and residents will remain broadly in line with the last census. From this information, the Group has estimated that there are 100 households and 200 residents in the Community.

These population figures and the scale and nature of current and potential hall usage will inform hall design including maximum capacity for differing usage and events.

#### **4.2 Current Hall Usage**

The Group reviewed current use of the hall and estimated/queried usage where specific numbers not known and developed the following table:

### 4.3 Current Hall Usage

Description	Frequency of use	No. of users	Comments
<b>Scheduled Current Usage</b>			
Scottish Country Dancing	1x 20 weeks (2hrs) per annum	c. 8	Monday 7-9pm Sept-Dec and Jan-Mar
Keep Fit	1x45 to 50 weeks (1hr) per annum	c. 15	Tuesday 6-7pm
SWI ( Rural)	1x8 months (2hrs) per annum	14-16	7.30-9.30pm third Tuesday of the month Sept-Nov & Jan-May
Flower Show Meetings	5 per annum (2hrs)	16	Usually on a Tuesday 7.30-9.30pm Aug, Nov, Jan, May, July
Flower Show Children's Christmas Party	1 per annum (3hrs)	c. 40 children, parents, helpers	Usually on 3rd Sunday afternoon in December
Flower Show weekend	1 x per annum	6 - 8 Panners Fri/Sat night c. 80 Teas	Panners sleep overnight Friday and Saturday.  Hall used for committee and judges lunches and teas on Sat afternoon.
SWI (Rural) Coffee morning	1 x per annum	40 including SWI members	
Councillor's surgery	8 per annum (30 mins)	Varies	
Polling station	c. 1 per annum	60-100	Locals on electoral register
New Year's day party	1 per annum	c. 40-50	
<b>Recent hall usage</b>			
Charity coffee mornings	2 x per annum	c. 40-50	
Afternoon tea	1 per annum	42	Maximum seated (at tables) capacity
Themed food nights	2 per annum	42	Maximum seated (at tables) capacity
Refreshments after village bike rides	2 per annum	15-20	

Refreshments after live music events in the church	2 per annum	60	Standing
Local weddings	Ad hoc	42	Maximum seated (at tables) capacity
Local funerals	Ad hoc		Maximum seated/standing
Local adults' parties	Ad hoc	Up to 50	
Local children's parties	Ad hoc	15-20	

#### 4.4 Future Hall Usage

It has been confirmed with current scheduled hall users that they would continue to similarly use a new hall. Recent ad-hoc usage indicates ongoing demand for use of the hall for a variety of events. Community consultation events and surveys during 2015 and 2016 confirmed the importance of a wide range of uses for the hall that are inclusive of all ages and abilities. Potential desirable new use included as a base for local sporting events, community café, film nights and children's clubs. It is clear from community and user group feedback that a warmer and more functional building would encourage greater usage.

#### 4.5 Hall Attributes

The key attributes of the current hall are compared with the S&B design in the following table:

Description	Existing Hall	S&B Hall	Comments
Overall Building	108.59m <sup>2</sup>	202.7m <sup>2</sup>	
Size of main hall	69.4m <sup>2</sup>	91m <sup>2</sup>	
Size of additional room	0	21.1m <sup>2</sup>	
Size of storage	3.8m <sup>2</sup>	11.1m <sup>2</sup>	
Size of kitchen	10.8m <sup>2</sup>	12.7m <sup>2</sup>	+ 10.6m <sup>2</sup> serving corridor
Toilet - Female	7.2m <sup>2</sup>	14.8m <sup>2</sup>	
Toilet – Male	6.15m <sup>2</sup>	10.1m <sup>2</sup>	
Toilet - Disabled	0	7.9m <sup>2</sup>	
Lobby	4.8m <sup>2</sup>	3.8m <sup>2</sup>	
Foyer	6.44m <sup>2</sup>	19.6m <sup>2</sup>	
Other facilities			
Capacity seated	69 / 42	91 / 57	Existing Hall usage calculated at 1.0m <sup>2</sup> per person Simpson & Brown designed at 1.6m <sup>2</sup> per person
		112 / 70	Incl Additional Room (Total 112m <sup>2</sup> )
Capacity standing	138 / 60	182 / 80	Existing Hall usage estimated at 0.5m <sup>2</sup> per person Simpson & Brown designed at 1.15 m <sup>2</sup> per person
		224 / 97	Incl Additional Room (Total 112m <sup>2</sup> )
Capacity dancing	99 / 50	130 / 65	Existing hall usage equates to 0.7m <sup>2</sup> per person Estimated pro rata 1.4m <sup>2</sup>
		160 / 80	Incl Additional Room (Total 112m <sup>2</sup> )

Heating	5 Heaters		
Insulation - warmth	Poor		
Insulation - noise	Poor		

#### **4.5.1 Rational for Capacity Calculations**

The figures in black are the basis for current hall usage and the assumptions used in the design of the Simpson and Brown hall. Further confirmation on size requirements is needed and the Group have taken the view that they are somewhere between the two.

#### **4.5.2 Size of the New Hall (Simpson & Brown Design)**

Per the OVH Website, some events, over the past two years, have been oversubscribed e.g. "Curryoke" evenings, the S&B design therefore incorporates a main hall that is 13m x 7m seating capacity **57** (compared to the current 12.5m x 5.5m seating capacity 42). The size and design introduces the flexibility of being able to open or close a partition between the main hall and a smaller room (4.7m x 4.5m) seating capacity 70.

The Group recommends that the main hall is slightly larger to accommodate larger community and fundraising events and to allow for safe access and comfortable circulation at any event with stalls (such as a coffee morning) but suggest further options are considered, which sit in between the existing hall size and the S&B design.



## 5.0 Hall Design Requirements

The table below summarises hall design requirements identified through consultation surveys and events carried out by both the previous OCA and the 2019 user group surveys (appendix 2) undertaken by the Group. Consultation on the Simpson and Brown design proposal demonstrated community support of the design, however, public concerns lead to the creation of the Group. Feedback from a number of the current hall user groups is, that there is a desire to have more options than the S&B design to consider. The Group feels it is its remit to go back to the design requirements to help inform these other additional options.

Requirement	Comments	Next Stage
Hall on same site	Current users would relocate during demolition/ construction period	Design specification
Timber or sandstone finish in keeping with village	Design options for each type of finish required. These will need to meet Planning requirements	Design specification
Car parking	Car parking requirements varied within the consultations, with no single common option. Location could materially change the green.	Clarify planning requirements and consult on location options with the Community.
Level outdoor space for outdoor classes and games	Location could materially change the green – unless it is the green	Consult on location and type with the Community.
Access to hall across the green	Assume similar arrangement to currently	Design specification
Disabled access to and throughout hall	Any hard access across the green would materially change it	Further discussion with planning on requirements and consultation with the Community on access to the hall
Level access to hall	Building standards	Design specification
Double doors for loading/unloading – opening out onto green		Design specification
Hall wider than currently, but similar length/slightly longer. Overall slightly larger	The main hall within the S&B design is about 30% bigger than existing and overall the building is 86% bigger. Building standards will drive some aspects of this, e.g. minimum corridor widths, number of toilets etc.	Design specification

Hall height similar to current one/slightly higher	Pitch would be dependent on footprint, building regulations and subject to planning approval	Design specification
Ability to section off part of the hall	Would provide means to have a smaller meeting room as and when required	Design specification
<b>Requirement</b>	<b>Comments</b>	<b>Next Stage</b>
Smaller sub-space for meetings, treatments/therapy	Being able to section off main hall instead would be a more efficient use of space	Design specification
Good kitchen (not defined)	Whilst building regulations would determine minimum requirements, community consultation on colour/style would be helpful	Design specification followed by consultation with Community on style/colour etc.
Good toilets	Building regulations would determine minimum requirements. Might consider in excess (e.g. all disabled) to provide flexibility	Design specification
Non slip, easy clean floor		Design specification
Sprung floor	Further consultation may be required if significant cost	Design specification
Shower	Further consultation on need for a shower – brings H&S and additional cleaning issues	Consult with Community on requirement for a shower
Good heating (quick to heat up)	Further work required on possible options to determine most efficient for projected use.	Obtain professional advice on options available
Excellent energy efficiency and sustainability	Further clarity on options available and the relative costs/benefits of each	Design specification Building standards would determine insulation requirements
Continuous source of hot water	May not be cost effective given usage of building	Obtain professional advice on options available
Changing facility (baby/disabled/other)	Multipurpose changing facility/disabled toilet?	Design specification
Easy to maintain		Design specification
Internal storage		Design specification
Outside lighting	To clarify whether motion sensitive or permanent during dark hours	Consultation with Community (particularly with neighbours)
Variable indoor lighting (dimmer switches)		Design specification

Affordable to buy and maintain	Both capital cost and future running costs to be calculated and matched to availability of funding	OCA identification and quantification of available funding
Hearing Loop		Design specification

## **6.0 Costs and Funding**

Both the capital cost of the new hall (including land acquisition if required) and its future running costs need to be met from the funds the Community can realistically raise. I.e. the likely level of funding needs to be identified to enable a budget for the hall to be set.

Key funding sources include local wind farms which are estimated to provide over £2m of income over the next 24 years. It may also be possible to raise a bank loan to pay for the development costs, with loan repayments and interest being met from windfarm money.

The Abbey St Bathans Community is currently in the process of developing a new village hall costing c. £350,000. The cost of the S&B design would be in the region of £700k to £800k (£674k plus purchase of land and demolition of the existing hall).

The responsibility for identifying and sourcing funding for a new hall lies with the OCA.

## **7.0 Summary**

There is a definite demand in the Community for a new hall and we suggest that from the community statistics, an upper limit of 100 people (50% of the Community), standing for larger events, or in an auditorium style seating arrangement, should be used to dictate the hall floorplan. However, the current regular user groups are relatively small (less than 20 users) indicating that there is a need for flexibility to create smaller spaces within the hall.

The surveys all indicated a desire for a slightly larger hall that could be divided into smaller spaces. The Group can see the merits of the S&B design, but recommends that options should be developed that seek to maximise capacity within a smaller overall footprint whilst reducing areas of “dead space”. As costs are based upon square meterage, this should in turn reduce costs however this would need to be explored through options development.

There has been a lot of information gathered on future village hall development through a range of consultations and surveys with the Community. This Group has attempted to bring that together and augment it with a view to sharing a set of design requirements and a number of recommendations as to how these might inform the development of any further options for hall design. Whatever the future approach decided upon to shape these options there should continue to be effective engagement with the Community and continued openness and transparency about costs and decisions made.



## Village Hall Redevelopment Group Terms of Reference (TOR)

Attendees & Responsibilities		Purpose, Objectives & Principles					
Paul Scott	Chair	<ul style="list-style-type: none"> <li>The purpose of the Group is to review and develop options to be put before the Oldhamstocks Community/Parish so that a decision can be made by the community as to which proposal is put forward for planning</li> <li>The Group is a working group established by the Oldhamstocks Community on 10 October 2018 and will be formed until the submission of a planning application. (The group may re-form if the plans need to be changed for any reason – funding/technical design etc.)</li> <li>The objective of the group is to bring together the views of Oldhamstocks Community/Parish residents, ensure that the community requirements are identified and met.</li> <li>The Principles of the Group are to engage and communicate, with each other and the Community, in an open and transparent manner to ensure the views of all involved are heard and respected.</li> </ul>					
Paula Oliver	Secretary						
Alex Ainslie	Group Member						
Nikki Edge	Group Member						
William Kirkham	Group Member						
David Legge	Group Member						
Ground Rules		Governance	In Scope				
<ol style="list-style-type: none"> <li>If minimum quorum (4) not in attendance, then meeting cancelled</li> <li>Stick to the agenda</li> <li>Listen to and respect each others input</li> <li>We may invite non-members to consult the group who have specific skills or interests that would help further the group's objectives – these people will not have voting rights on the group</li> <li>Be positive and mindful of going forward</li> <li>Speak up with your views</li> </ol>		<ol style="list-style-type: none"> <li>The group will appoint a chair</li> <li>Consensus on approach/decisions will be sought but where disagreements are present a vote will decide the way forward</li> <li>Where there is a balanced vote, the chair will have the casting vote</li> <li>The group is independent from the Oldhamstocks Community Association (OCA) and group members will not sit on the OCA post 2018 AGM to ensure governance</li> <li>Representatives from group will feedback to the OCA at relevant intervals</li> <li>Any funding requirements will be sought from the OCA</li> <li>It is expected that the group will remain for the duration, however should we have resignations from the group then we would only seek additional parties if we need an additional skill-set or the core group falls below 5 people.</li> </ol>	<table border="1"> <thead> <tr> <th>In Scope</th> <th>Out of Scope</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>All engagement with the Parish regards village hall requirements gathering</li> <li>Process of design, collecting &amp; collating input and feedback from the community</li> <li>Process from the identification of hall requirements to the submission of a planning application</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Process/Project beyond submission of planning application unless reformed</li> </ul> </td> </tr> </tbody> </table>	In Scope	Out of Scope	<ul style="list-style-type: none"> <li>All engagement with the Parish regards village hall requirements gathering</li> <li>Process of design, collecting &amp; collating input and feedback from the community</li> <li>Process from the identification of hall requirements to the submission of a planning application</li> </ul>	<ul style="list-style-type: none"> <li>Process/Project beyond submission of planning application unless reformed</li> </ul>
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		Meetings					
		Location: Oldhamstocks Village Hall Chair: Paul Scott Deputy Chair: Agreed as required Secretary: Paula Oliver Agenda: Will be agreed at preceding meeting and confirmed 1 week in advance Relevant papers (for decision making) will be circulated no less than 3 days in advance Duration: Meeting will be no more than 90 mins Output: Decision trails will be kept; action logs with assignees and due date; Anyone can see this					



## Summary of Consultation Surveys

## Appendix 2

Requirement	OCA	OHS	SWI	KFit	2 0 1 5 Survey	Comments
Hall on same site	Y	Y	Y	Y	?	Current users would relocate during demolition / construction period
Timber or sandstone finish in keeping with village					Y	
Car parking	Y	Y	Y			OCA prefer not next to hall
Level outdoor space for outdoor classes and games				Y		
Access to hall across the green			Y	Y		
Disabled access to and throughout hall	Y		Y		Y	
Level access to hall			Y			
Double doors for loading/unloading – opening out onto green			Y		Y	
Hall wider than currently, but similar length/slightly longer. Overall slightly larger	Y	Y	Y	Y	Y	
Hall height similar to current one/slightly higher	Y	Y	Y			
Ability to section off part of the hall	Y					
Smaller sub-space for meetings, treatments/ therapy					Y	
Good kitchen (not defined)		Y	Y	Y	Y	
Good toilets		Y		Y	Y	
Non slip, easy clean floor				Y		
Sprung floor				Y		
Shower	Y				Y	



Good heating (quick to heat up) – excellent energy efficiency and sustainability		Y		Y	Y	
Excellent energy efficiency and sustainability				Y	Y	
Continuous source of hot water			Y			
<b>Requirement</b>	<b>OCA</b>	<b>OHS</b>	<b>SWI</b>	<b>KFit</b>	<b>2 0 1 5 Survey</b>	<b>Comments</b>
Changing facility (baby/disabled/other)	Y	Y	Y	Y		
Easy to maintain					Y	
Internal storage		Y		Y	Y	
Outside lighting			Y	Y		
Variable indoor lighting (dimmer switches)			Y	Y		
Hearing Loop	Y					

**Key:**

OCA – Oldhamstocks Community Association

OHS – Oldhamstocks Horticultural Society

SWI – Scottish Women’s Institute (the “Rural”)

KFit – Keep Fit

The Group has not been able to consult with the Scottish Country Dancing group and suggest that this is undertaken when the new season starts.