

MANATON PARISH HALL

LONG TERM PROJECT PLAN



As is



As could be

Document outline:

This document is in two parts.

Part A: The project in a nut shell

Part B: Project outline: For grant application purposes

This document is to record and define our plans as a management tool and a source of information for grant applications. This document will be updated and expanded as time goes by.

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Part A: The project in a nut shell

Project history:

The Manaton Parish Hall was built in 1965 is well used by villagers and other local groups. Various generations and committees have kept the building in good repair. Other than an extra store room and creation of a toilet for the disabled no substantial changes were made to this single brick structure.

We noted a slow but gradual dwindling in bookings of the hall and the committee consulted the community through a questionnaire.

Various aspects came to light, bad acoustics was named, dated facilities and dull exterior, but most of all: poor insulation. The hall is situated adjacent to the village green virtually opposite the parish church near the village parking area; in short in an ideal location. The questionnaire made it clear that the villagers would want to extend their use if the hall for more parties (and weddings & funerals) if the hall were to be 'updated'. There was a distinct drive from the villagers to do all this 'eco-friendly' and environmentally sustainable.

The committee commissioned a 'baseline' report by the 'eco-consultancy' "Envision SW" and consulted with various other professionals and experts. Two local builders helped us with a costing estimate. Based upon the requests from the villagers, the results of our investigations and talks with these professionals this 'Long term project plan' was developed.

A 'Village Fete' was organised in which all hall users presented their organisation and activities and it was announced the committee would present these combined plans (aided by a slide show of 'photo simulations' showing how the hall could look). The day was an overwhelming success and very well attended. As a result a new body 'Friends of the Village Hall' sprang into life. The 30 volunteers are now organised in several teams (such as 'the Maintenance team', 'the Garden Team' etc.)

We have successfully applied for some small local grants, came through the first selection round of 'the Big National Lottery' grant application but could not compete with the London Olympics. We have a dedicated 'Grant application' team who will search and apply for further and other funding.

Project aspects (listed in no particular sequence):

- New chairs and light weight tables. (completed)
- Make over of electrical system (currently in hand)
- New porch and wheel chair friendly access & front door
- Extra wheel chair friendly fire exit.
- New kitchen
- Insulating the hall (walls, floor, ceiling – with eco friendly insulation)
- Improving the poor acoustics within the hall
- Different heating system (e.g. Geo-thermal, Air sourced heat pumps)
- Extending the meeting room (which then could double as an extra dressing room)
- Creation of a 'patio' area in view of our hugely successful community activity : "the Cream teas"
- Grey water system

Part B:

Project outline (for grant application purposes)

Project Summary

Refurbishment of Manaton Parish Hall, situated in Manaton, an isolated community at 1,000 feet on Dartmoor. The hall was built in the 1960s, and is the only fully inclusive meeting venue available to the community. We have no school, nor shop and only one bus per week! The nearest town is a ten mile round trip.

The hall is the focal point of village activities and is already well used and well maintained by all age groups. However, we are experiencing a gradual decline in bookings for it is too cold to use in the winter and its facilities are outdated.

Environmentally the building wastes a significant amount of energy.

We plan to achieve maximum sustainability by updating the building and making it more energy efficient by for example installing insulation, solar panels, geo-thermal heating etc.

Project aim:

It is expected these improvements will have the knock-on effect of containing costs and ensuring that the hall is viable, as well used in the winter as it is in the summer. We will be able provide more activities for all age groups, emphasising the most isolated groups, like teenagers and the elderly. We will expand the activities of the Manaton and East Devon community theatre and use the premises as a learning centre - for example siting the village computer in the hall; providing computer classes for older users; music festivals, film nights etc.

The outcome will be to reverse the decline in bookings ensuring the hall's long-term future, consolidating the hall's position as the focal point of community activities.

At present these are - yoga, art classes, W.I. meetings, social events, educational talks, local interest/pressure group meetings, parish/church council meetings, polling station, badminton, table tennis, a playgroup, the MED community theatre group, teas for tourists, a doctor's surgery, and a part-time post office.

Project need

In the environmental sense the need for the project is manifest. The hall is a very wasteful building. It is essential that we upgrade the building to promote energy efficiency, stem waste and cut costs. We have made a start by installing a water meter, secondary glazing and using low energy light bulbs where possible, but the level of wasted energy remains high due to the age of the building (which is single skinned and not insulated.) Until we can upgrade our antiquated heating (hopefully using an under-floor system served by e.g. solar panels or geothermal heating) and completely insulate the building to modern standards, the level of waste will remain unacceptable.

As well as finding it necessary to upgrade the building to make it environmentally sound, we also wish to consolidate its role as the centre of community activity. The spin-off of the waste elimination project will be a modern venue, attracting more users and activities as it will be in use throughout the whole year, ensuring long term viability. Studies carried out by the Community Council of Devon have proved that in most cases upgrading a building of this kind results in increased income for the facility.

The hall is a vital meeting place for residents in a scattered and isolated parish; it is the only venue accessible to all. It provides sport, stimulation and recreation for all age groups.

The fact that it is at present a thriving centre despite its out of date facilities, indicates that it is already filling a local need, particularly with regard to teenagers and the elderly. Without this hub there is nowhere else for the current users to go. As there is no viable bus service and the nearest small town is 5 miles away, many residents are completely cut off from the recreational facilities provided elsewhere.

If we can upgrade the hall these activities will be increased and we can fulfil our longer term plan of turning the hall into a learning centre, expanding the MED theatre and staging musical events.

How did we define this need?

By talking to users and liaising with professional outside bodies. We are working closely with the Community Council of Devon in keeping with their 2005-2010 initiative "Helping Communities Help Themselves". We are also liaising with Dartmoor National Park, our planning authority. We are consulting with "Envision SW", and have sought advice from The Carbon Trust and communitymatters.org regarding an energy audits and have been advised by several local builders regarding the viability and sustainability of the building.

We have conducted a survey (via a questionnaire) of all users, using these results to formulate our future plans. In addition we have solicited the views of the younger generation by means of a similar questionnaire and request form which was circulated on the school bus. Their feedback gave us valuable insight allowing us to tailor our programme to their needs. We have also visited halls elsewhere in the region to ascertain which of their initiatives has proved successful.

Low winter usage makes it clear we are not operating at full potential during a large part of the year. Some users, who go elsewhere in the winter, have told us they will return when the venue is improved.

The hall is soundly built and has been very well maintained, but its poor environmental credentials due to its age, are plain to see. Its level of waste and high heating costs is unacceptable. Commissioning an environmental audit from "Envision" has made sure that our action plan encompasses best practice regarding the elimination of waste. Our project is to make the hall a prime example of how to recycle a useful building, making it a model of sustainability.

Project beneficiaries:

The people of Manaton, who inhabit a widely scattered rural community set on Dartmoor. There are approximately 200 households containing a good mix of farm workers, elderly people and young families. The village post office/shop has gone and we are 'served' by one bus per week. It is a ten mile round trip to the nearest shops. Due to our isolation the hall is a successful focal point for village activities and is well used. It is worth noting that the demographics of the area are very slowly changing; the County structure plan will encourage the building of affordable housing and, as farms are sold off and the elderly die, more young families are moving into the area, creating a need for more youth oriented activities.

The groups who so far will benefit from improved facilities are:

- Art classes
- Badminton
- British Legion
- Charity fundraisers (various groups not all local)
- Cream tea organisers
- Doctor's surgery (mobile)
- Film club
- Parish Church council and events organised by the church
- Parish Council
- Playgroup
- Polling station.
- Post office (mobile)
- Pressure groups
- Show and Fair committee
- Table Tennis
- The Manaton and East Devon Community Theatre
- W.I.
- Yoga group

Potential new users:

- Business use – courses, conferences
- Weddings & Funerals
- Music / concert evenings
- Computer classes
- Possibly site the community computer in the hall

In addition the community will reap a further benefit from projected activities such as the planned expansion of MED theatre, computer classes, a film society and musical events. In short the whole Parish would benefit.

Partners in this project:

The main partners and stakeholders are all the groups that currently use the hall which have been listed above. Through our own, locally produced, quarterly magazine which is delivered free to all parishioners, everyone's views are encouraged and plans are publicised.

Conducting a survey of all users before we embarked on this application means that all the community have had a say in this future plan for the hall.

A survey of various users who hold winter meetings in their homes or are using alternative venues has resulted in a pledge to revert to using the hall once it is upgraded.

The Community Council for Devon gives us guidance regarding government guidelines and targets and the Dartmoor National Park Authority is helpful regarding planning and structure plan issues.

The Envision preliminary energy audit has indicated the areas where we should be making significant changes to insulation levels, and given us a clear focus as to our planned sustainability profile.

Project management:

In terms of maximising environmental sustainability, we are already commissioning help from "Envision SW" and will use their expertise to make sure we achieve the best result. Where they recommend specialist help for some parts of the project, we will be guided by them.

We have engaged an architect and plan to use local builders of good reputation, with whom we have satisfactorily worked before. Because of their excellent track record we have every confidence that this project will be handled correctly. We would expect the chosen builder to prepare a detailed works timetable and provide a project manager to liaise with our own. The chairman has experience as senior project manager running complex and long running international project. Both he and the treasurer run their own firms in based in Manaton and will run the project and building works on a daily basis. Most members of the committee have E-mail which we use efficiently for smaller decisions –without having to call for a full committee meeting.

Communications:

In a small village nothing goes un-noticed! In addition to word of mouth, we have a quarterly village newsletter produced by the parishioners which goes to every household. Further information would be disseminated by the monthly Parish Magazine, the local free newspapers and local newspapers. We have had some success in the past with local radio and the more urban based press, and would not hesitate to involve them again. The MED community theatre group, which has a wider catchments area (the whole of Dartmoor) are closely involved in all these plans and will widely publicise their newly re-equipped venue (when completed!). Minor ways of reaching the community are several village notice boards as well as notices posted in other areas, like the bus stops. (As we have so few buses the bus stops are used as dead letter boxes, for newspaper collection, and as additional notice boards!) In addition the village website can be used to flag up progress and advertise the new facilities and services. Information can also be posted in

the village pub which has the advantage of informing holiday makers and the transient population.

All hall users have been advised of our plans and have already been invited to input their ideas. The users know their suggestions have now been built into our master plan and that; in addition, we see a further role for the hall as a centre of learning and music. A village 'Fete' was organised in which we presented our plans which was based on their input.

Periodically we will organised a 'Wine & Cheese' hour in the hall to update villagers of our progress.
Equal participation by the whole community is our aim.

Project Funding:

A- Various local fund raising activities:

- During the summer months the Parish Hall is offering 'Cream teas' - the proceeds go toward the hall. This has proven to be a popular community event, popular by visitor, tourists and walkers and has a good financial return.
- Bi-annually the villagers have organised a weekend called 'Manaton Hidden Gardens'.
- Close involvement with the 'Manaton Show & Fair' (which proceeds are given back to the various groups and activities within the village)

B- Grant applications

Project progress, duration:

This project plan is a long term plan. This project plan is modular and its facets can be implemented in stages or in one go. Its progress depends on available funds and grants.

Some of the goals defined have been achieved by now (new tables & chairs) and the overhaul of the complex and dated electrical metering system (using charged cards) is currently at hand.

Details:**Manaton Parish Hall**

Manaton - Newton Abbot
Devon
TQ13 9UJ

Chairman:

Mr H. Koch
Heatherway
Manaton - Newton Abbot
Devon
TQ13 9UF

Secretary:

Mrs G. Griffin
3, Freelands Cottage
Manaton
Newton Abbot
TQ13 9UH

Grant co-ordinator:

Marcia Webster
1 The Stables
Flete House
Ermington
Devon
PL21 9NZ
Tel 01752 830579.

Property is freehold.

Bank details

Concept sketches

As is



Sketch 1



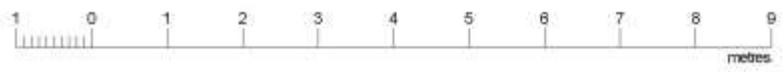
Sketch 2

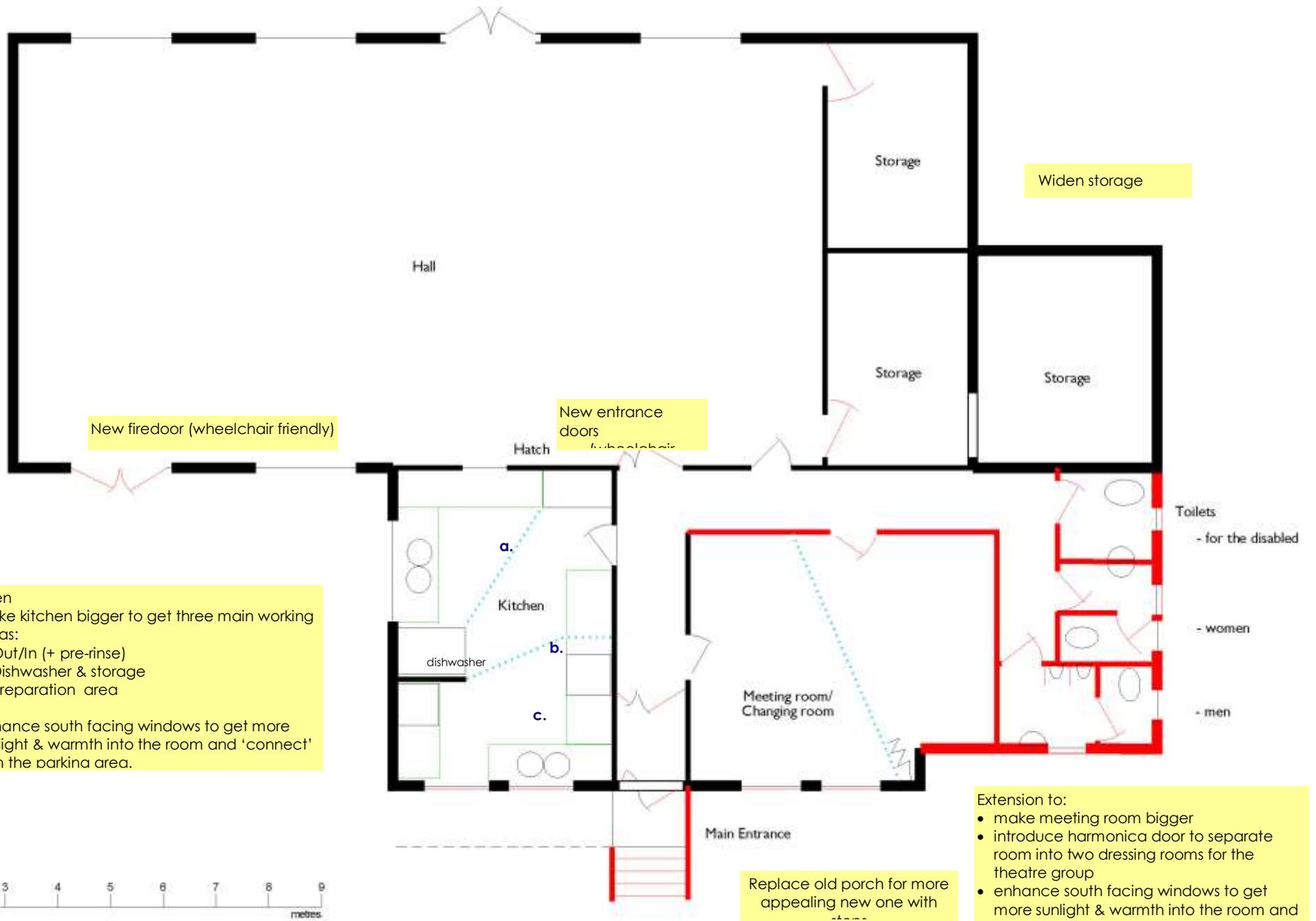


Double glazing & Floor Insulation
Roof insulation (& wooden ceiling)
Replace electricity meter mess
Different heating system
Door to 'patio area'
Porch & Steps
Guttering & Facure boards
Extension, Lamppost, Tarmac
£ 200000 to £230000 approx



Wooden ceiling with insulation to break acoustics





Kitchen

- make kitchen bigger to get three main working areas:
 - a) Out/In (+ pre-rinse)
 - b) Dishwasher & storage
 - c) Preparation area
- enhance south facing windows to get more sunlight & warmth into the room and 'connect' with the parking area.

Extension to:

- make meeting room bigger
- introduce harmonica door to separate room into two dressing rooms for the theatre group
- enhance south facing windows to get more sunlight & warmth into the room and 'connect' with the parking area.

Cost estimates:

Total project (as one)				
Construction costs				£ 119,000
Extension			£	24,500
Porch & Steps			£	6,000
Wall insulation			£	7,100
Window sills			£	1,200
Double glazing			£	18,000
Facure boards & Guttering			£	6,000
Tarmac			£	8,000
Entrance door			£	1,500
Hall doors			£	1,500
New Fire doors			£	6,500
Widen store doors			£	1,600
Ceiling insulation			£	18,000
Greywater, Solar, Airpump etc.			£	14,400
Lamppost			£	1,200
Corridor + Loft Staircase			£	2,500
Remove rock			£	1,000
Furniture and Equipment				£ 47,000
Kitchen			£	17,500
New Tables & Chairs			£	6,000
Geo Thermal Under floor heating + New Floor			£	18,000
New electricity set-up & wiring			£	8,000
Professional fees				£ 10,004
Architect/project management/consultants			£	10,004
VAT				£ 30,801
VAT			£	30,801
Contingency /Inflation				£ 32,282
Contingency		10%	£	20,680
Inflation	2.55%	2 years	£	11,602
				£ 239,086
				£ 239,086

Staged (individual) Projects

		Estimate	Completed	Date	Grant
1	New Tables & Chairs	£ 6,000	£ 5,722	26/01/2007	Awards for All
2	Electricity system				
	2a remove card system	£ 3,500	£ 3,290	30/10/2007	Awards for All
	2b rewire hall	£ 4,500			
3	Access doors				
	3a Hall/corridor door	£ 1,500	£ 1,080	Apr-08	Awards for All
	3b Entrance door	£ 1,500			
	3c New Fire door (front)	£ 5,000			
	3d New Fire door (back)	£ 1,500			
	3e Widen storage doors	£ 1,600			
4	Wall insulation	£ 7,100	(Ca. £950)	Nov-08	Rural Aid
5	Ceiling Insulation	£ 18,000	(Ca £2500)	Nov-08	Rural Aid
6	Geo Thermal Under floor heating + New Floor	£ 18,000			
7	Porch & Steps	£ 6,000			
8	Extension & Kitchen				
	8a Prof. Dishwasher	£ 2,500		Aug-08	
	8b Extension & Kitchen	£ 39,500			
9	Double glazing + window sills	£ 19,200			
10	Grey water, Solar, Air pump etc.	£ 14,400			
11	Corridor + Loft Staircase	£ 2,500			
12	Facure boards & Guttering	£ 6,000			
13	Lamppost	£ 1,200			
14	Tarmac	£ 8,000			
15	Remove rock (near fire door exit)	£ 1,000			

