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Foston Village Hall

Church Street
Foston
Lincolnshire
NG32 2LG

2016 STATEMENT OF USER REQUIREMENT (SoUR) - RENOVATION OF FOSTON VILLAGE HALL

BACKGROUND

1. Foston Village Hall was built and gifted with a token fee in 1949, as a place of recreation and social moral development. It is the central amenity for village community events, including weekly clubs and groups. Since the closure of the village pub the Hall has become more of a meeting point with the introduction of the monthly pub nights and Wednesday lunches. Usage of this amenity continues to grow and as a Committee, we are looking to the future, where we are exploring a Saturday club to accommodate the teenagers within our community. Foston Village Hall is seen and is recognised as the heart of our community and with its current heavy usage, is now in need of renovation. This is the Village Hall Committees' second attempt to seek funding to pay for renovation work, where the previous application was rejected.

AIM

2. The aim of this SoUR is to justify the need to renovate the Village Hall by outlining the new works needed to obtain quotes to establish a rough order of costs for this project. These quotes will support our future Business Case, which will be submitted with the Grant Application.

OUTLINE PLAN

3. It is the Village Hall Committees intention to identify, through this SoUR, the new works needed, so we can then engage with registered builders for quotes. These consolidated quotes will form our rough order of costs for the grant application.

4. We will use an agent [[Company name\(hyperlink to coy page\)](#)] to prepare the Business Case on behalf of the Village Hall Committee, where we will be charged for this service. The Village Hall Committee is to engage a project manager on a part-time basis, who would be the focal point, responsible for monitoring the renovation work and engage and update the Committee as required.

SCOPE OF WORK

SOFT FACILITIES MANAGEMENT (SOFT FM)

5. This project will require new equipment to support the overall aesthetics and are seen as essential to this Village Hall Renovation Project. These equipments are as follows:

- a. **Sound System.** A new Sound System is required as the current system is dated and needs to be upgraded. The current system is sitting on a shelf in

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the middle of the hall on the stage. The new cabinet needs to be located in an area that does not dominate the space but must remain accessible to hall users. Suitable speakers are required that can accommodate the size of the main hall.

b. **Smart Board.** The hall hosts a number of working groups and clubs who would benefit with an interactive smart board. The board would need to be fitted into the new meeting room; this room is “virtual” and is an aspiration within this user requirement (details below).

c. **Computer and Printers.** We require computers and printers for use in the Conference Room. The Village Hall has been lagging behind and needs to modernise. Although we have WIFI in the hall, we do not have computers for public use. We have an aging community with a varying range of IT ability. It is hoped by procuring 3 computers with printers would allow our many user groups access; and in particular our senior citizens during Wed Lunch. Computers are an everyday commodity and would bring a new dynamic to the Village Hall and it's community

d. **42” Flat Screen TV.** The Village Hall supports many user groups, where some would benefit from having a large screen TV. With the aspiration of starting a Saturday Morning Club for our young Teenagers the TV would be seen as a valuable asset to this potential youth group.

e. **Storage Media (Unitainers).** Currently the storeroom is situated in a room off the hall, where user-groups store their items on old wooden shelves, which are no longer fit for purpose. Equipment is loosely stacked and step ladders are required to access user stores; which pose a H&S risk. We propose building an outbuilding which would become the new store and instead of shelves, we want groups to have wheeled storage un-itainers where they can safely secure their equipment. This will allow user-groups to move their stores and equipment directly into the hall, making access easier for these groups.

f. **Lightweight Easy Storage Tables and Chairs.** Currently the hall has a number of old chairs and tables for functions and general use. These tables are heavy and cumbersome. We require new lightweight tables that can pack down for easy storage and sturdy lightweight chairs that are stackable. This furniture needs to be light and compact to enable easy handling and storage.

g. **Soft bar furniture.** As the village no longer has a pub we hold a pub night once a month. To have 4 bar stools, 3 tables and 12 table stools would make the space aesthetically pleasing. This furniture will also be used for the Saturday Club (coffee shop) and other events.

h. **New Notice Board for each user group.** Of the many groups in the hall there is little space for them to either advertise or display work which can make the hall an impersonal space; guides, rainbows, mothers union, Wednesday Lunch, keep fit, and mother and toddlers are some of these groups. We therefore required 15 medium size notice boards to support this community space.

i. **New Cooker.** The current cooker is a single standing stove which is too small for the needs of the Village hall community. We require a commercial style range that can cater for the demands of the village community. It is anticipated that some adjustments will be required to kitchen units to accommodate the new cooker and must be factored into this work.

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HARD FACILITIES MANAGEMENT (Hard FM)

6. This project will require a number of Hard FM New Works to support the overall aesthetics and are seen as essential to the Village Hall Renovation Project. These new works are as follows:

- a. **Plastering interior walls.** The interior walls of the main hall, foyer areas lack finish with brickwork painted with heavy. To give the hall a modern attractive finish the hall walls requires plaster boarding with plaster finish. This action will make the hall a more attractive venue for community use and private hire.
- b. **Renovation of Toilet Areas.** The hall has male, female and disabled toilets facilities which are dated and in need of refurbishment. The environment is dark, dank and all fabrication and fittings makes cleaning difficult. These areas need total refit to meet the needs of users.
- c. **External Main Door.** External Main Double Door is made of wood which is poorly sealed allowing wind access into the Foyer. The door has no glass panels and as the foyer has no windows space, the area lacks natural light. A modern, secure but lightweight double door is required, which must complement the front of the building.
- d. **Decorating of all areas.** On completion of all the sub surface work the hall will require painting throughout. This action will refresh the environment to a standard that will make the users and wider community proud of their village hall.
- e. **External Facia Boards.** The External Facia Boards are wooden and in need of renovating. Old boards need to be removed and replaced with new PVC boards. These boards must be in keeping with the aesthetics of the building, windows and doors.
- f. **Internal Doors.** All internal doors in the hall are old and require replacing with new doors that give a professional and modern feel about the hall. This improvement will have a positive effect on the user and will improve the aesthetics of the facility.
- g. **Renovation of the Bar Area.** The bar area requires total refurbishment as it is regularly used when hired out for private functions, pub nights and central village events. A new purpose built bar with overhead gantry for glass storage and shutters to close of the area when not in use. Side and rear cabinets with a work surface including sink with hot and cold running water. An access point for dishwasher with drainage is also required.
- h. **Renovation of Bar and Dining Room Floor.** The floor in the bar and dining area sustained water damaged over time. Areas have been patch repaired however the floor needs some floor boards replacing and retiling
- i. **Modernise main hall ceiling.** The ceiling in the main hall requires a refresh or upgrade and the lighting needs to be improved. Lights should be capable of being dimmed and operated on a series of switched, to offering a variation of lighting.
- j. **New Central Heating System.** The current central heating system is over 12 years old and has recently broken down. On examination by an engineer it was advised that parts are no longer available for this model and the advice is that the system should be replaced. Base on the technical recommendation, we

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need to purchase a new boiler which would need to be installed. This work is seen as essential and urgent.

k. **External Side Fire Door.** The double external fire doors are rotten at the base and require total replacement. We would like the new replacement fire doors to have a locking system that allows the door to be used as an alternate access point to the building.

l. **Insulation of the Hall Roof Space.** The hall is a single story building with apex roof. Above the ceiling tiles requires suitable insulation to make the building more energy efficient.

m. **Meeting Room.** The current storeroom off the main hall is too small and takes up prime space within the building. We would like to move an internal wall to make this room bigger and re-designate this space as a meeting/ conference room. This change, will allow the opportunity for the hall to be used by two user groups simultaneously.

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ENCLOSURE 1

SOFT FM EQUIPMENT COSTING

Equipment Type	Equipment Scope Reference	Supplier 1 (insert Name address..) (Ex Amazon include cost)	Supplier 2 (insert Name address..) (Ex Amazon include cost)	Supplier 3 (insert Name address..) (Ex Amazon include cost)	Remarks
Sound System	5.a				
Smart Board	5.b				
Computer and Printers	5.c				Under respective supplier enter the full cost of the like for like item.
42" Flat Screen TV	5.d				
Storage Media (Unitainers)	5.e				
Lightweight Easy Storage Tables and Chairs	5.f				
Soft bar furniture	5.g				
New Notice Board for each user group (x15)	5.h				
New Cooker	5.i				

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HARD FM NEW WORKS ROUGH ORDER OF COSTS

Work and Tasks	Scope of Work Reference	Builder 1 (insert Name address..) (Ex Bob the Builder.. include quote coste). Written Quotes!	Builder 2 (insert Name address..) (Ex Bob the Builder.. include quote coste). Written Quotes!	Builder 3 (insert Name address..) (Ex Bob the Builder.. include quote coste). Written Quotes!	Remarks
Plastering interior walls	6.a				
Renovation of Toilet Areas	6.b				
External Main Door	6.c				
Decorating of all areas	6.d				
External Facia Boards	6.e				
Internal Doors	6.f				
Renovation of the Bar Area	6.g				
Renovation of Bar and Dinning Room Floor	6.h				
Modernise main hall ceiling	6.i				
New Central Heating System	6.j				
External Side Fire Door	6.k				
Insulation of the Hall Roof Space	6.l				
Meeting Room	6.m				