

# **MAYFIELD COMMUNITY & HEALTH CENTRE**

## **BUSINESS PLAN**

**July 2020**



## Executive Summary

A feasibility study in 2018 showed that a new community centre combined with a new health centre is both feasible and viable. In addition car parking for 110 cars would be provided which would account for 70% of the off street public parking in the village. The building would also include a health centre which would be occupied by the Woodhill surgery GP practice.

The design of the community centre would meet the requirements of the 21<sup>st</sup> century and would be sited in the 'brownfield' area at the west end of Court Meadow. There would be easy access to the health centre with easy parking and a convenient patient loading area.

The total building, landscaping and car park, and professional fees, together with furniture, furnishings and fixings together with stage lighting and audio systems will cost £3.35M. The community centre part of the building will cost £2.35M and the medical centre will cost £1M. The latter will be funded separately by a partner organisation (subject to contract) and at no cost to the parish.

The £2.35M for the community centre will be funded using a Public Works Loan Board loan over 25 years with annual repayments of £130k pa. This loan repayment will be funded by an increase in the parish council precept. Fixtures and fittings will be funded via additional grants and donations.

The new community centre will be owned by the parish council (as is the existing village hall). A charitable incorporated organisation (CIO) will be created to manage the build programme and, post completion, to run the community centre on behalf of the parish council.

The health centre will be self-contained and the existing Woodhill GP practice in Mayfield will take a 25 year lease on the space. The parish council will grant a ground lease to the Health Centre partner who will then let the space to the GP practice.

A public consultation was held In December 2019 and January 2020 which resulted in 82% of respondents being supportive of the project proposals and 76% in favour of an integrated / combined community and health centre. A second public consultation will be held for the village to select their preferred design from a small number of options presented by the appointed architect.

It is worth noting that a 'do nothing' option with respect to the existing hall is no longer practicable due to the current state of the existing hall which may not be safe to use in the not too distant future, nor is it suitable for the village's needs in the 21<sup>st</sup> century.

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## 1.Introduction

The village of Mayfield has a number of concurrent pressing needs namely:

- i) To replace the existing Memorial Hall
- ii) To facilitate a new health centre
- iii) To increase the number of parking spaces in the village

The existing Memorial Hall is now over 60 years old and as a minimum requires major refurbishment, but in practice the current hall does not meet the needs of the 21<sup>st</sup> century. Moreover its life is such that it is likely to become irreparable within the next 10 years or so.

This situation was recognised some 11 years ago when an earlier initiative was undertaken to replace the hall. Unfortunately this initiative failed for various reasons, but mainly to the lack of adequate funding.

Circumstances are such that a new community centre including 21<sup>st</sup> century facilities, combined with a modern health centre, is now fully viable.

Whilst the village might wish to see a grand centre with amazing facilities, experience has shown that there are inevitably financial limitations as to what can be provided. This Plan has adopted a pragmatic approach which meets all but the most demanding and optimistic user requirements, combined with a 21<sup>st</sup> century internal design consistent with an external design that architecturally fits in with nature of Mayfield as an historic village.

### **The vision is:**

***To create a new community centre for Mayfield suitable for the needs of the 21st century***

## **2. 2018 Feasibility Study**

### **2.1 Background**

With the benefit of the experience of previous attempts to create a new centre it has been felt that before there was any further commitment to expenditure related to a new community centre, there needed to be some confidence that there was a viable way ahead which would result in a suitable facility.

To this end the parish council appointed two local villagers to lead a feasibility study namely:

- Professor Michael Wilford - who is a local esteemed and highly recognised international architect of many years standing and
- Philip James who is an experienced businessman who has addressed the non-architectural issues, including the funding and financial elements of the study.

### **2.2 Objectives and limitations of study**

The objectives of the feasibility study were to determine whether a new community centre, meeting certain minimum requirements could be designed, such that the costs and requisite funding could be found. The option of including a health centre was also to be considered.

The feasibility study was not intended to come up with detailed design proposals, particularly with respect to the external design, although it would show how the various usage requirements could be met.

If there was a viable option then financial forecasts, showing income and expenditure for both the build phase and the subsequent operational phase, were to be developed including source of funds.

The original terms of reference for the feasibility study are included as annex 1.

### **3. Identified requirements**

#### **3.1 Village**

The potential users have been identified and the list is given in Annex 2.

All the identified user requirements bar one have been met. The only one that has not is for an ultra large seating capacity for theatrical performances, concerts, and the like. Nevertheless, the proposed design can accommodate up to 250 seats for performances and 150 seats for dining.

#### **3.2 Health / Medical**

The health centre requirements have been agreed with both the local GP practice and the local Clinical Commissioning Group CCG.

The space provisions are for 350m<sup>2</sup> of space which allows for expansion of the practice from the current 3,300 patients to a forecast figure of 4,000 over the next 10 years, thus allowing for the projected housing growth in the village.

#### 4. Build design and location

The favoured design will be one which provides a main hall, meetings rooms, offices, a community lounge area, kitchen, toilets and significant storage areas.

The hall will be capable of being divided 1/3 to 2/3 with sound-proof dividing / sliding doors. The hall size is determined by two particular requirements:

- a) Sport England's requirements for a badminton court of 10m x 8m and a height of 6.1m
- b) The rifle club's requirement of an overall length of 23m.

Sport England is likely to be a major provider of grants and hence their requirements are important to be met if any funding from this source is to be obtained. Similarly, in the recent past, the rifle club has been the largest generator of rental income of all the local clubs and societies.

The community centre overall footprint is to be 700 m<sup>2</sup> and a further 350m<sup>2</sup> for the health centre.

In principle it would be desirable that the building of the new centre does not prevent ongoing use of the existing Memorial Hall pending completion of the new centre. However, it has to be recognised that it may be that, due to mainly cost reasons, this may not be practicable.

The precise location of the building could in principle be anywhere within the blue lined area shown in figure 1. This area is regarded as being 'brownfield' and is not used for grassland recreation, nor has it been for at least the last 60 years.

The skyline looking to the west from the bottom of Court Meadow is considered to be important and the height of the new centre will be no higher than the existing hall; this is also a requirement of the Wealden District Council (WDC) planning department. Initial discussions with the planning department do not indicate any major issues with the proposals.

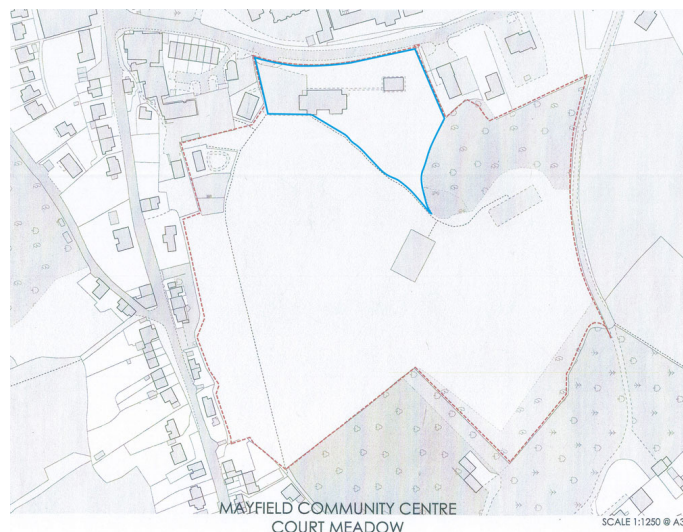


Figure 1: Court Meadow perimeter (shown in red) and the potential area within which the community centre might be built shown in blue

The appointed architect will be tasked with developing design proposals for the new centre taking account of internal layout options, massing, location and aesthetic appearance. These options will be presented to the village at a second public consultation for a final design option to be selected whereupon final detailed designs can be prepared and approved, and the build contract can then be formalised.



## 5. Costings

One of the biggest challenges with a project of this type is to obtain an accurate cost estimate for the build costs.

This potential issue was addressed as part of the feasibility study by hiring a local architect who has designed a number of local village halls in the area (including Five Ashes village hall) together with a number of other buildings of repute in Heathfield and beyond. This architect's input has indicated a build cost of £2.35M with a 15% contingency on what is believed to be a reasonably accurate figure based on a build cost of £2,500/m<sup>2</sup>. We have sought independent advice on this figure and obtained data from the Royal Institute of Chartered Surveyors which suggest that the costs could in theory be anywhere in the range £2,000/m<sup>2</sup> up to £3,000/m<sup>2</sup>, but a median figure has been recommended.

Details of the costings are given in annex 3.

## **6. Planning implications and considerations**

### **6.1 General**

Preliminary feedback from WDC Planning Department suggests that the proposed plan would be acceptable. The following points should be noted:

- ESCC would have to comment on the traffic flow, access and car parking.
- Details of which trees would need to be removed will be needed and compensatory plantings

Arrangements for the siting of waste bins need to be agreed

### **6.2 WDC Local Planning requirements**

WDC planning department does not have a problem with the concept in principle at this stage, subject of course to a detailed planning application being submitted.

### **6.3 Community Infrastructure Levy (CIL)**

No CIL payments to WDC would be necessary

### **6.4 Rates / rateable value**

The rateable values will be determined by the District Valuer following the granting of planning permission.

The rates payable are estimated to be c. £7,000 pa and this figure has been used in the financial projections in section 8.

### **6.5 Utilities**

The revised car parking arrangements will require changes to:

- The electricity cable supply route and possibly the size of the cable.
- The mains gas supply runs north /south to the west of the existing hall and may need re-routing at the north end vehicular access area.
- BT has a broadband cabinet adjacent to the existing entrance that might need re-siting.

## **7 Legal considerations**

The existing village hall known as the 'Memorial Hall' was built in 1957 and is now over 60 years old. Both the village hall and the land on which it is built belong to the Parish Council. A Management Committee (which reports to the Memorial Hall Trust) operates the hall under a 21 year lease granted by the Parish Council to the Trust which expires on 29<sup>th</sup> September 2020.

There are a number of legal matters to be addressed including:

### **7.1 Trust Deed and Lease for the Memorial Hall**

The Parish Council granted a Trust Deed dated 29<sup>th</sup> September 1999 which puts the running of the hall in the hands of the Memorial Hall Trust and the three trustees signed the 1999 lease.

This Trust has a Management Committee comprising elected members of the various clubs and societies that use the hall and the parish council also has a representative(s) on the Management Committee. The Management Committee has day to day responsibility for the running of the hall, including insurance, provision and payment of utilities, responsibility for repairs and maintenance etc.

The current Trust Deed and Lease terminates on 29<sup>th</sup> September 2020, a date which is timely given the timescales for the building of the new community centre.

Given the above it is not proposed that the Trust Deed and Lease be renewed and that it be allowed to roll-over with the consent of the Landlord and the Tenant, but with a new additional codicil that allows either side to terminate the lease by giving 6 months notice to the other party.

The parish council would seek to have the existing management committee continue to run the existing hall (assuming the new centre is not built on the same footprint as the existing hall) until such time as the new centre is ready for use. This could be for around a year but if the new centre was built on the same footprint as the existing hall then termination would be at an earlier date.

### **7.2 Creation of a Charitable Incorporated Organisation (CIO)**

The trust arrangements currently in place for the operation and running of the Memorial Hall were quite adequate at the time of creation. Since then the Government has created new legal structures including a Charitable Investment Company (CIC) and a Charitable Incorporated Organisation (CIO).

A CIC is commonly used by charities with a commercial arm since the legal entity is registered with Companies House and corporation tax is payable on any profits.

A CIO is still a charity and is registered with the Charities Commission to whom annual returns need to be made but no tax is payable on any surpluses.

Given the nature of the new community centre it is proposed that the existing trust/charity be closed on expiration of the existing trust deed. The newly formed CIO would be responsible for the initial build up until completion. Post completion and in the operational phase the trustee representation would be modified to include representatives of the village's clubs and would be responsible for the operation of the new centre. Rents from hire of the centre would be paid to the CIO.

### **7.3 Trust Deed for Court Meadow**

The Deed of Conveyance following the original purchase was dated 02 March 1938 following the compulsory purchase of the land. A subsequent Deed of Declaration was attached to the conveyance in 1939, which indicates that the land should be used in perpetuity for recreational use as a King George V playing field. However there is some contention about whether this was legally concluded and legal advice is being sought.

Court Meadow has been known as a King George V playing field and was thought to be registered under the King George V Charitable Trust, now administered by Fields in Trust (formerly the National Playing Field Association founded in 1925). However, recent legal investigations have indicated that the original paperwork was never submitted and/or authorised by the relevant Minister of State at the time such that the current Court Meadow was never actually formally/legally registered as a King George V playing field and hence is not covered by the relevant restrictions. It is known that only some 400 applications out of total of around 1800 were actually formally registered (due to World War II). Legal counsel appointed by the parish council has confirmed that registration does not appear to have been formalised. It is the intention to engage with Fields in Trust to develop a mutually acceptable outcome [nb: meetings have been delayed due to the covid-19 pandemic].

This original deed was not an impediment to the existing hall being built in 1957 and it is not expected to be a problem for the new centre given the overall benefit to the community and the continued emphasis on health and wellbeing. Note also that it is not the intention for the building line to encroach beyond the blue line in figure 1 if it can be reasonably avoided.

Apart from this issue legal investigations undertaken by the parish council confirm that:

- a) the parish council owns Court Meadow
- b) the parish council owns the existing Memorial Hall
- c) Court Meadow does not have any restrictions other than the normal planning restrictions of any property (but subject to legal opinion re KGV fields as indicated above)

### **7.3 Planning and the Development boundary**

Negotiations with WDC Planning Department will be necessary to agree and formalise the changes to the development boundary and/or to agree a transgression beyond the boundary.

The re-routing of the adjacent footpath will need to be arranged.

### **7.4 Agreement with Health Centre Partner**

There will need to be two agreements with any prospective partner:

- i) An agreement of Heads of Terms regarding legal commitments, sharing of costs, project management etc. This will need to be agreed upfront before any financial commitments by either party.
- ii) A lease allowing the partner organisation to use the health centre premises built on Court Meadow, co-located and/or integrated with the community centre.

## **8 Finance model**

### **8.1 General**

The financial model is based on two elements namely:

#### **i) Capital account**

This element relates to the funding of the construction of the new community centre. The overall construction cost is estimated to not exceed £2.35M.

This capital sum is to be funded by the parish council taking out a loan with the HM Treasury (previously the UK Government's Public Works Loan Board (PWLBB)) and will pay for the construction of the new community centre. As such the project can commence immediately loan funding is in place – without the need to raise additional funding via donations, grants and local fund-raising activities. Note that WDC will be funding the health centre part of the project from their own internal funds.

The loan and interest repayments are c. £130,000 pa for a £2.35M loan over 25 years.

The parish council precept was increase by the same amount ie £130,000 pa following approval by full council at its meeting on 27<sup>th</sup> January 2020 effective from 1<sup>st</sup> April 2020.

#### **ii) Revenue account**

This account relates to the day to day running of the community centre (excluding the health centre).

Expenditure is expected to be c. £20,000 pa for utilities, maintenance and council tax.

Income is anticipated to be £16,000 pa from social hall and room hire (much as now), with additional income coming from other bookings such as weddings and conferences.

The principle is that the income from all room and hall hire should at least match the expenses, although the excess may not be significant and, for this reason, it is not anticipated that the excess income will be sufficient to fund the costs of building the centre, ie contribute to the capital account.

This approach avoids the inevitable delays in obtaining grants and cash raising activities. These will still be needed but the cash raised will be used for furniture (ie tables and chairs), furnishings, moveable stage, stage lighting, sound system, kitchen equipment etc. Note that it is assumed that the chairs and tables currently used in the hall will be transferred into the new centre but, because of the size of the new hall, there will be a need for additional tables and chairs.

An agreement with a partner organisation for the provision of the health centre will result in them being charged an annual ground rent, the precise terms to be mutually agreed, but is typically based on 0.1% of the market value pa.

## 8.2 Funding sources

Funding sources and expenditure are:

### 8.2.1 Capital account

#### a) Build programme

| Income                                | £      | Expenditure  | £      |
|---------------------------------------|--------|--|--------|
| PWLB loan                             | 2,350k | Main build   | 1,750k |
|                                       |        | External costs (50% share)                         | 191k   |
|                                       |        | Professional fees (50% share) inc vat              | 197k   |
|                                       |        | Ancillary costs                                    | 150k   |
|                                       |        | Other (eg legal etc`)                              | 31k    |
| Grants                                | 200k   | Fixtures & fittings                                | 200k   |
| Other misc income including donations | 324k   | Contingency (15% of total exc F&F and contingency) | 355k   |
| Total                                 | 2,874k |  | 2,874k |

#### b) Loan repayments (pa)

| Income  | £    | Expenditure          | £    |
|---------|------|----------------------|------|
| Precept | 130k | PWLB loan repayments | 130k |

### 8.2.2. Revenue account yr 3+ (post completion)

| Income                             | £   | Expenditure             | £   |
|------------------------------------|-----|-------------------------|-----|
| Voluntary group room and hall hire | 16k | Maintenance & utilities | 20k |
| Other users                        | 43k | Business rates          | 7k  |
|                                    |     | Marketing               | 5k  |
|                                    |     | Operating fund          | 27k |
| Total                              | 59k |                         | 59k |

Notes:

- 1) Above figures are rounded
- 2) VAT will not be applicable for the community centre construction costs; VAT will be payable on professional costs however.
- 3) Revenue figures in para 8.2.2 are for year 3 onwards. There is a gradual ramp up for certain revenue income items in years 0-3.

### 8.3 Summary financial analysis

The financial model is simplified by having the loan cover the costs of the build and the increased precept covering the annual loan repayments.

Fixtures and fittings will be funded from grants and donations. In the pessimistic scenario of there not being enough funding for this category, this deficit will not impact the actual construction of the centre.

No allowance for community infrastructure levy (CIL) income has been assumed beyond the amounts already obtained in 2020. However, if there was CIL income (possibly amounting to £150k+ depending on housing developments in the parish) in years to come, this could be used as a contingency and/or to pay off part of the PWLB loan and thereby reduce the annual repayments.

### 8.4 Detailed financial plan

A detailed financial plan is attached in annex 4. This shows the most pessimistic scenario on the basis that, if the pessimistic scenario can be shown to be viable then, the project can proceed without any impediments. Optimistic scenarios have not been included since the enhanced income streams assumed would be extremely subjective and are not therefore very meaningful. As indicated in para 8.3 any regular increased income arising from a more optimistic scenario can be used to reduce the loan and hence the annual precept.

### 8.5 Implications for precept

The financial model assumes taking out a large loan (from the PWLB). Whilst this has some advantages in terms of getting the project underway easily, by the very nature of it being a loan, it does mean that it has to be repaid and the annual repayments are not insignificant at c. £130k pa.

Table 1 below gives the increases for each of the council tax bands and shows the methodology for the calculations:

| Precept      |              |                      |                  |               |               |
|--------------|--------------|----------------------|------------------|---------------|---------------|
| Council band | Band D ratio | Current precept £ pa | New precept £ pa | Increase £ pa | Increase £ pm |
| A            | 6/9          | 37.04                | 82.60            | 45.56         | 3.80          |
| B            | 7/9          | 43.21                | 96.36            | 53.15         | 4.43          |
| C            | 8/9          | 49.38                | 110.12           | 60.74         | 5.06          |
| D            | 9/9          | 55.55                | 123.88           | 68.33         | 5.69          |
| E            | 11/9         | 67.89                | 151.39           | 83.50         | 6.96          |
| F            | 13/9         | 80.24                | 178.94           | 98.70         | 8.22          |
| G            | 15/9         | 92.58                | 206.45           | 113.87        | 9.49          |
| H            | 18/9         | 111.10               | 247.75           | 136.65        | 11.39         |

Table 1: Precept increases by tax band

These increases were shared with the parish at the first public consultation and 66% of respondents accepted the precept increases.

## 8.6 VAT implications

For the community centre the building costs will be exempt from VAT by using a CIO as the purchasing entity, but will require an exemption certificate to be prepared. VAT will still be payable on professional fees.

Discussions with the health centre partner might generate alternative options for mitigating VAT.

All the financial data shown in this plan are exclusive of VAT except where shown (eg for professional fees).



## 9 Agreements in principle which need to be in place with key parties:

- Parish Council
  - Agree Heads of Terms with WDC
  - Progress loan from PWLB (application submitted March 2020)
  - Develop a mutually acceptable arrangement with Fields in Trust for Court Meadow
  - Agree management of project details with WDC
  - With WDC appoint an architect
  - Arrange phase 2 public consultation for public to select preferred design and location
  - Set up CIO
  - Work with WDC on building contractor contract
- MMH Trust
  - Agree a roll-over and codicil to the 1999 lease with a 6 month notice of termination
- HM Treasury (PWLB)
  - Agreement in principle required for loan size and term
- Health Centre Partner
  - Need to agree terms with the parish council including project structure / management, and financial arrangements
  - Agreement on ground rent payable to the PC
  - Agree architectural design requirements with GPs
  - Agree terms and rent with GPs, CCG and District Valuer
  - Appoint architect in conjunction with PC
  - Award building contract in conjunction with PC
- Wealden District Council
  - WDC will need to grant planning permission
  - WDC will need to determine the issues regarding the development boundary, removal of and replanting of trees, sustainability of plan proposals etc.
- ESCC
  - ESCC Highways will need to be consulted regarding the second vehicular access adjacent to the telephone exchange
- BT
  - As an immediate neighbour it would be prudent to liaise with their estates department regarding the creation of an adjacent vehicular access road

## **10 Architects' Brief**

Following on from the feasibility study a detailed architects brief has been produced which specifies the principle requirements to be encompassed within the design and location of the new centre - see Attachment no. 5.

## 11 Timescales

There is a great desire to have a new community centre at the earliest opportunity and to avoid any delays which could ultimately result in the project being aborted (again).

This plan has calculated that the preparatory work be undertaken in 2020 with a build contract award in Q2 2021 such that construction can start shortly thereafter. Completion and occupation is envisaged in first half of 2023.

This is a 3 year timetable and whilst it might seem long to some, expert advisers have said that this is about right and do-able.

It should be noted that there are a number of go / no-go milestones and a 'no' decision at any one of these could see the project collapse. These milestones are clearly identified and every effort possible will be focussed on ensuring the right outcome for the village.

The first 12 months of activity will be dedicated to appointing an architect and other professionals, developing detailed architect's plans, holding a second public consultation to firm up on the design and location, obtaining planning permission, and applying for the HM Treasury loan. The first tranche of the loan will be to fund these early activities. Thereafter the building contract will be awarded and building work can commence.

## **12 Project Marketing, Public Involvement and Fundraising**

### **12.1 Objective:**

To support the achievement of the Community Centre by

- a) Ensuring residents understand and are supportive of the project
- b) Obtaining donations from local residents and other donors
- c) Obtaining grants from Sport England, the Lottery etc

### **12.2 Ensuring residents understand and are supportive of the project**

All effective channels will be used to inform and engage local residents and potential donors in the Project. The centrepiece is likely to be a physical exhibition, mirrored by an online version, explaining the project which may be updated over time. A range of engagement tools will be deployed to generate commitment to the Project and to deal with doubts and objections. Monthly progress updates will be published in the village newsletter and on the village Facebook page.

### **12.3 Obtaining donations**

Residents will be encouraged to make one-off contributions at various stages in the project, using a variety of channels and schemes from collecting boxes to '100 club' to 'just giving' pages. Local organizations – especially those who will use the facility – will be encouraged to contribute their own schemes to raise money. Local firms will be approached to sponsor activities or particular aspects of the new Centre.

High net value individuals will be approached to make donations.

### **12.4 Obtaining Grants**

Applications will be made to the Lottery, Sport England etc – and Wealden District Council maintain a comprehensive list of possible other organisations to approach. It is likely that grants can be achieved from around 20 bodies, most of which will be quite small value compared to the total cost of the Project, the one exception being Sport England who have the ability to donate up to £200k per project.

### **12.5 Target**

The aim will be to achieve at least £250,000 from all these sources of funding and, if possible, to reach a stretch target of £500,000.

### **12.6 Resources**

This work will require considerable resources over the whole lifetime of the project. It should be possible to source most of it from volunteers with appropriate skills but there will be unavoidable costs for websites, exhibitions, leaflets etc. Over the lifetime of the project this should be containable to £20,000.

### **12.7 Communications strategy**

- a. Organise public consultation to obtain public acceptance of the project and of an increase in the precept (completed January 2020)
- b. Organise second public consultation in Q1 2021 to agree final design and location
- c. Regular updates in the village newsletter, on the village Facebook site and on the village website.

## 13 Risks analysis

### 13.1 Risks

Potential risks include:

- Insufficient income from weddings
- Insufficient income from commercial hires
- Village not accepting a major increase in precept (now overtaken by events)
- PWLB not accepting the business plan (eg amount, term etc)
- Building cost over-runs resulting in delays in occupation date and knock on delays in income streams
- Building costs greater than anticipated
- Builder going into liquidation during build phase
- Inadequate specification of building works resulting on cost hikes
- ESCC not accepting second proposed vehicular access
- WDC planning not accepting proposed location, removal of trees etc
- Local amateur dramatic societies not accepting a demountable stage
- Inability to reach a mutually acceptable agreement with Fields In Trust

### 13.2 SWOT analysis

#### Strengths

- Will provide a social heart for the village
- Will address the identified needs
- Replace 'tired' existing hall and avoid future major repair costs
- Facilitate a new health centre
- Ameliorate the car parking and traffic congestion problems

#### Weaknesses

- High costs for a village the size of Mayfield

#### Opportunities

- Will facilitate social cohesion
- Will ensure the existence of a community hub
- Provide additional facilities over and above those that currently exist including meeting rooms, more flexible hall options, increased storage space etc.
- Will help to address the issue of isolation and loneliness of an increasing number of older residents in the parish by providing a community hub/meeting place.
- Will provide a viable base for the Mayfield & Five Ashes Community Service (MAYFACS) to enable them to continue and expand their work in the Parish, particularly with the elderly
- Increased car parking
- Improvements in road traffic safety especially for parents dropping off and picking up children from the local schools.

#### Threats

- Obtaining sufficient support from the village in order to be able to successfully apply for a PWLB loan (now overtaken by events)
- Unsuccessful public consultation (now overtaken by events)
- Possible issues regarding Fields In Trust
- A vocal minority that do not want to see any changes

### 13.3 Why 'Doing Nothing' is not an option

The existing Memorial Hall is over 60 years old and is showing its age. There are concerns regarding the structural integrity of the building which mean that at some indeterminate point in the future major structural work will be required. Such work is likely to be very expensive (ie >>£10k) and would not result in an improved hall nor offer any more facilities than now.

There issues with the roof trusses, the footings are not up to today's standards and the cast concrete walls do not provide adequate heat insulation by today's standards.

The dilapidated state of the building and the limitations on its facilities mean that usage has declined over recent years. Although clearly there are other venues that groups are using in Mayfield, it means that this premier location in the Village, with outstanding views and adjacent to playing fields, is not providing the Community with the focus which it naturally once did.

In addition, there is a once in a lifetime opportunity to combine the need for a replacement medical centre with re-development of the site for a community centre, since the GP practice is obliged to find new modern premises within the next few years and such an opportunity is not going to last for more than a year or two. If the GPs were to re-locate elsewhere, or even leave the village completely, then the synergistic advantages of a combined centre would not materialise. The combination of surgery and social facilities provides a natural social hub for the village which would enhance its sense of community and connection. If we don't act now, this chance may never occur again.

Given the above 'doing nothing' is not considered to be an option.

Renovating the hall has been suggested as a possibility but it would be excessively expensive to fix the issues identified above, would not provide the additional facilities proposed for the new community centre and would not incorporate a health centre with all the synergies that would flow. Note also that MAYFACS which is one of the more important users in the village requires additional space and a simple renovation would not be able to meet their requirements.

## 14 Recommendations and agreements required

This updated issue of the original business plan dated February 2019 builds on various agreements made by the council in the intervening period including:

- a) that the parish council should proceed with the project [1]
- b) a partner in the project to fund the health centre element of the project and provide project management and other support.
- c) the outcome of the phase 1 public consultation in which 82% of the households that responded were supportive of the project and 68% were content with an increase in the precept to fund the project. This also indicates that only 6% of all households are NOT supportive of the project and only 10% that they did not wish to see an increase in the precept to fund the project. See attachment 6. [2]
- d) the decision to apply for an HM Treasury (previously PWLB) loan for £2.35M [1]
- e) to obtain legal advice regarding the status of Court Meadow and in particular whether Fields In trust have to endorse the project plans [3]
- e) the agreement of the GP practice to participate in the project [4]

[1] Full council meeting 27 January 2020 and previously in December 2018 and again November 2019

[2] Parish Consultation 1.12.19-17.1.20

[3] F&GP meeting November 2019

[4] Letter from GPs dated September 2019 and repeated in the June 2020 village newsletter.

The main next steps are:

- i) to finalise the Heads of Terms with a partner
- ii) to appoint an architect
- iii) for a partner to agree lease with GPs
- iv) to hold a phase 2 public consultation to decide on the preferred location and design
- v) to obtain planning permission
- vi) to appoint a building contractor
- vii) to activate a team to find grants and donations
- viii) to implement the communications strategy to ensure the parish is kept informed of progress on a monthly basis
- ix) to create a CIO for the build phase and subsequent running of the centre
- x) to negotiate an inter-regnum lease with the existing hall management committee / trustees
- xi) to set up a new bank account for funds related to the project

***It is recommended that the parish council proceeds as described in this business plan.***

***Since the parish council is the legal entity for the building of the new community centre all major agreements will have to be with the consent of the full council.***

## **List of Attachments**

- A1 Terms of Reference for the Feasibility Study
- A2 Identified potential users and needs
- A3 Financial projections
- A4 Architects brief
- A5 Public consultation results (phase 1)



**Mayfield New Community Centre  
Feasibility Study Terms of Reference**

**The vision is:**

***To create a new community centre for Mayfield suitable for the needs of the 21st century***

**Introduction**

The study is to assess the feasibility and viability of building a new community centre and, if necessary, considering the issues relating to renovating the existing hall.

**Brief / Tasks**

The village needs either a new hall, or the existing one renovated, since the existing hall is now over 60 years old and there are fears about the long term integrity of its roof in particular.

This is an initial feasibility study to determine:

- a) The physical options (ie what might be done)
- b) Indicative costings (ie at what cost)
- c) Funding options (ie how the project might be funded)

Each of these is discussed in more detail below:

**a) Physical options**

For a new hall the desired minimum requirements are deemed to be:

- Large main hall with stage and ability to seat 100-200 people and a roof to be sufficiently high for badminton
- Smaller / medium sized hall
- Storage areas for chairs and tables for both halls
- A sensible sized meeting room for maybe up to 20 people
- Facilities for MAFACS (ie office for 2 plus meeting room for up to 12)
- Kitchen
- Toilets
- Foyer
- Possibility of refreshment / bar / café area ideally overlooking playing field
- Changing rooms for theatrical productions (although small hall might be used)
- Changing rooms for footballers (2 teams of 11 plus referee)

It is recognised that even this list of requirements, which are being seen more and more in other modern halls in the area, may prove to be non-viable, in which case a renovation of the existing hall might prove to be the only alternative option. On the other hand if additional functionality can be viably achieved then this option should be considered.

The higher operating costs of a larger structure mean that additional revenue streams, such as from weddings etc, might be desirable to produce additional revenues.

Requirements and needs assessments have been undertaken in the past and these should be available (see list of contacts later in this paper). Note however that in the past a bottom up

approach was taken whereby many (albeit desirable) requirements were included in the design but which resulted in a £4.5M hall and hence proved totally non-viable.

This time around it is proposed that a top down approach be adopted which very much focuses on the costs, such that a financially viable way ahead can be developed.

It is accepted that detailed designs cannot be incorporated in a feasibility of this type. However some conceptual designs might facilitate an understanding of any proposals - particularly in respect of floor plan and architectural style. Comparisons with existing halls elsewhere might be advantageous if appropriate. If at all possible the above-mentioned list of design requirements should be incorporated and, in terms of architectural style, anything that blends in with the historic nature of Mayfield village and the attractiveness of the adjacent Court Meadow could be suitable.

Pre-fabricated modular building construction techniques might be considered to minimise costs.

Examples of other nearby village halls that might be emulated include: Herstmonceux, Langton Green, Five Ashes, High Hurstwood.

In respect of planning permission the 'Community Right to Build Order' is expected to apply.

## **b) Costings**

Without a detailed design it is not possible to arrive at an accurate building cost. Nevertheless cost data is available to provide an indicative cost, which is what is needed at this time.

If there is a favoured design approach which meets the requirements and it looks likely that it can be afforded, then more detailed assessments can be made subsequently.

The following build costs might be noted:

| <b>Location</b> | <b>Build cost</b> | <b>Year of build</b> | <b>Notes</b>   |
|-----------------|-------------------|----------------------|--|
| Five Ashes      | £500k             | 2016                 | Extension comprising small hall + meeting room + new toilets |
| Herstmonceux    | £500k             | 2004                 | New build with large and small halls, meeting rooms etc      |
| Langton Green   | ?                 | 2005?                | New build  |

## **c) Funding**

Sources of funding might include one or more of:

- Public donations
  - Gift Aid
- Crowd funding
- Grants
  - Large eg Lottery
  - Small eg County and District councils etc
- Private sector loans
- Public sector loans

Any loans might be funded by one or more revenue streams such as weddings, rent from medical centre, precept etc

This is an important element of the work within the feasibility study since having an unfundable proposal will not progress the project.

Of course if there is no or insufficient funding for even a modest new build, or even a renovation of the existing hall, then at least all parties will understand that this is the case and the hoped for new / renovated hall will not proceed at this time.

## Other relevant information

### Reporting

This project is being jointly organised by the Parish Council and by the Memorial Hall Management Committee, to whom the final report will be presented.

The point of contact in the first instance will be Chris Lilly on behalf of both of the above parties.

### Timescales

No definitive timescales are being laid down in recognition that this is pro bono activity and it is not the intention to put any pressure to have the report by any particular date. Nevertheless the thinking is that Christmas 2018 is a good target.

### Information input / people to contact

People who can assist by providing valuable information about the existing hall and of past project attempts are:

#### Memorial Hall Management (MHM) Committee representatives:

|                 |  |
|-----------------|--|
| Les Wicker      | Chairman   |
| Ian Bruce       | Member and member of the previous working group for a new hall |
| Shirley Holland | Member, hall bookings manager and Manager of MAFACS            |

#### Parish Council:

|                |   |
|----------------|---|
| Deveda Redman  | Chair   |
| Gill Weavers   | Vice-chair  |
| Chris Lilly    | Chairman Finance & General Purposes committee   |
| David Miles    | Councillor and Parish Council representative on the MHM committee   |
| Brian O'Connor | Lay member of the Parish Council Community Development committee and proposer of combining the hall with a medical centre concept |

## Annex 2 User Requirements

| Ref.          | Organisation            | Activity / Space                     | Other Facilities  |
|---------------|-------------------------|--------------------------------------|---|
| Regular Users |                         |                                      | (cupboard = 1m <sup>2</sup> )   |
| R1            | Badminton Club          | Badminton. Hall                      | Storage (1/2 cupbd)   |
| R2            | Bingo                   | 4 tables of 6 (1/2 Hall)             | Storage cupbd. Mic  |
| R3            | Bridge Club             | 6 tables of 4                        | Storage cupbd.  |
| R4            | Dancing Class           |                                      |   |
| R5            | Film on Friday          | 3/4 Hall, chairs in rows             | 14' (min) Screen. Own Proj in Loft. Would like raked seating if poss. |
| R6            | Football Club           | Home & Away changing & showers       |   |
| R7            | Rifle Club              | Rifle Range                          |   |
| R8            | U3A                     | Hall, rows chairs, Circulation space | Screen for slides/Media, Mic/Lectern, Storage cupboard                |
| R9            | W.I. Afternoon          | Hall full of tables                  | Storage cupbd. Mic  |
| R10           | W.I. Evening            | Hall full of tables +                | Storage cupbd. Mic  |
| R11           | Newsletter              | Preparation (5-6 people)             | Storage cupbd x2  |
| Ad-hoc users  |                         |                                      |   |
| A1            | Bellringers             | Supper - Hall full of tables         |   |
| A2            | Blacksmiths             | Hall, Overnight                      |   |
| A3            | Bonfire Society         | Seniors Party - Hall, tables         | Mic   |
| A4            | Bonfire Society         | Quiz - Hall, tables & chairs         |   |
| A5            | Bonfire Society         | Carnival - Hall, stage               | Mic   |
| A6            | Book Fair               | Hall+, tables & chairs               |   |
| A7            | Bowls Club              | Jumble Sale - Hall, tables           |   |
| A8            | Church                  | Lunch - Hall, tables & chairs        |   |
| A9            | Church                  | Fete - Hall                          | Marquee   |
| A10           | Coggins Mill Church     | Supper - Hall full of tables         |   |
| A11           | Conservative Assoc      | Lunch - Hall full of tables          |   |
| A12           | Convent                 | Party. Hall, tables & chairs         |   |
| A13           | East Sussex Focus Group |                                      |   |
| A14           | FOMPS                   | Dance - Hall + stage                 |   |
| A15           | FOMPS                   | Jumble Sale - Hall, tables           |   |
| A16           | Horticultural Society   | AGM - Hall, tables & chairs          |   |
| A17           | Horticultural Society   | Show - Hall+, tables, stage          | Marquee, Mic  |
| A18           | Mayfield Band           | Concert - Hall, row of chairs, stage |   |
| A19           | Mayfield Band           | Quiz - Hall, tables & chairs         | Mic   |
| A20           | McMillan Charity        | Fair - Hall & tables                 |   |
| A21           | Parish                  | Assembly - Hall, rows of chairs      | Mic   |
| A22           | Phoenix Theatre Group   | Show - rows chairs, stage            | Mic, Storage  |
| A23           | Phoenix Theatre Group   | Show - tables & chairs, stage        | Mic, Storage  |
| A24           | Phoenix Theatre Group   | Rehearsals - Stage                   |   |
| A25           | Phoenix Theatre Group   | Quiz - Hall, tables & chairs         |   |
| A26           | Political               | Elections - 1/2 hall                 |   |
| A27           | Pre-school              | Jumble Sale - Hall, tables           |   |

|     |                 |   |  |
|-----|-----------------|---|--|
| A28 | Private Parties | Hall                                      |  |
| A29 | RNLI            | Race night - 1.5x Hall, tables & chairs   |  |
| A30 | Rotary Club     | Race night - 1.5xHall, tables & chairs    |  |
| A31 | Rotary Club     | Concert - 1.5x Hall, row of chairs, stage |  |

| Ref.            | Organisation               | Activity / Space                          | Other Facilities                                 |
|-----------------|----------------------------|---|--|
| A32             | W.I. Afternoon             | Teas - Hall, tables & chairs              |  |
| A33             | W.I. East Sussex           | Meeting - Hall, rows of chairs            |  |
| A34             | W.I. Evening               | Rehearsals - Stage                        |  |
| A35             | W.I. Evening               | Show - Hall, tables & chairs, stage       | Mic, Storage (sets)                              |
| A36             | W.I. Evening               | Quiz - Hall, tables & chairs              |  |
| A37             | Wadhurst Flower Club       | ?   |  |
| A38             | Warlords                   | Supper - Hall full of tables              |  |
| A39             | Wealden D.C.               | Public Meeting - 1/2 hall, rows of chairs | Mic  |
| A40             | Weddings                   | Hall, tables & chairs                     | Bar  |
| A41             | z?                         | Craft Fair - Hall, tables                 |  |
| A42             | z?                         | Antiques Fair - Hall, tables              |  |
| Potential Users |                            |   |  |
| P1              | A Doctors Surgery          | TBC                                       |  |
| P2              | Ancillary Medical Services | 2 treatment rooms + waiting               |  |
| P3              | Archery?                   |   | Storage?   |
| P4              | Auctions                   |   |  |
| P5              | Coffee Mornings            | 1/2 Hall. Chairs & tables                 |  |
| P6              | Committee Room(s)          |   |  |
| P7              | Conferences                |   |  |
| P8              | Country Market             | Hall, tables                              |  |
| P9              | Five-a-side football?      | Hall, changing facilities                 |  |
| P10             | Hall Management Office     |   |  |
| P11             | History Society            | 1/2 Hall + Museum?                        |  |
| P12             | Indoor Bowls               |   | Storage?   |
| P13             | Library                    | Alcove + Internet café space              |  |
| P14             | Local Bands                | Rehearsal Room                            |  |
| P15             | Mayfield Band              | Rehearsal Room                            | Storage?   |
| P16             | Music Festival             | 2xHall, rows of chairs, stage             | Mic  |
| P17             | Music on the Meadow        | Hall, rows of chairs, stage               | Mic. Outside facilities                          |
| P18             | Parish Council             | 1/2 Hall. Chairs & tables                 | Mic  |
| P19             | Parish Office              |   |  |
| P20             | Public Conveniences        |   |  |
| P21             | Tourist Information        |   |  |
| P22             | Youth Club                 | 1/2 Hall                                  | Snooker/Darts/Table Tennis/Music/SoftBar Storage |
| P23             | Youth Drama Group          | 1/2 Hall                                  | Mic. Storage                                     |

### Attachment 3

### Financial model

#### MCC 10 year financial cash forecast

|                      |                    |  | 2020-21        | 2021-22        | 2022-23          | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 10 yr Total      |
|----------------------|--------------------|--|----------------|----------------|------------------|---------|---------|---------|---------|---------|---------|---------|------------------|
|                      |                    |  |                |                |                  |         |         |         |         |         |         |         |                  |
| <b>COUNCIL / CIO</b> | <b>Income</b>      | PWLB loan                                      | 125,000        | 800,000        | 1,425,000        |         |         |         |         |         |         |         | 2,350,000        |
| <b>Capital a/c</b>   |                    | Fund raising                                   | -              | 25,000         | 25,000           |         |         |         |         |         |         |         | 50,000           |
|                      |                    | Grants eg Sport England                        | -              | 100,000        | 100,000          |         |         |         |         |         |         |         | 200,000          |
|                      |                    | Donations                                      | -              | -              | 50,000           |         |         |         |         |         |         |         | 50,000           |
|                      |                    | PC cash injection                              | 42,479         | -              | 140,000          |         |         |         |         |         |         |         | 182,479          |
|                      |                    | CIL (see note)                                 | 41,779         | -              | -                |         |         |         |         |         |         |         | 41,779           |
|                      |                    | <b>total</b>                                   | <b>209,258</b> | <b>925,000</b> | <b>1,740,000</b> |         |         |         |         |         |         |         | <b>2,874,258</b> |
|                      |                    |  |                |                |                  |         |         |         |         |         |         |         |                  |
|                      | <b>Expenditure</b> |  |                |                |                  |         |         |         |         |         |         |         |                  |
|                      |                    | Build costs                                    | -              | 900,000        | 850,000          |         |         |         |         |         |         |         | 1,750,000        |
|                      |                    | VAT at 20% on 22% of build based on floor area | -              | -              | -                |         |         |         |         |         |         |         | -                |
|                      |                    | Landscaping, car park & demolition etc         | -              | -              | 190,500          |         |         |         |         |         |         |         | 190,500          |
|                      |                    | VAT @ 20% on 22% of landscaping costs          | -              | -              | -                |         |         |         |         |         |         |         | -                |
|                      |                    | Professional fees                              | 60,000         | 94,000         | 10,000           |         |         |         |         |         |         |         | 164,000          |
|                      |                    | VAT @ 20% on professional fees                 | 12,000         | 18,800         | 2,000            |         |         |         |         |         |         |         | 32,800           |
|                      |                    | Ancillary build costs exempt vat               | -              | -              | 75,000           |         |         |         |         |         |         |         | 75,000           |
|                      |                    | Ancillary non-build costs inc vat              | -              | -              | 75,000           |         |         |         |         |         |         |         | 75,000           |
|                      |                    | Fixtures & fittings                            | -              | -              | 200,000          |         |         |         |         |         |         |         | 200,000          |
|                      |                    | Legal fees inc vat                             | 5,000          | 5,000          | 12,000           |         |         |         |         |         |         |         | 22,000           |

|  |                |  |                |                  |                  |                |                |                |                |                |                |                |                  |
|--|----------------|--|----------------|------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
|  |                | PWLB Loan arrangement fee                | 823            | -                | -                |                |                |                |                |                |                |                | 823              |
|  |                | Contingency                              | -              | -                | 355,000          |                |                |                |                |                |                |                | 355,000          |
|  |                | Transfer to revenue account              | -              | -                | -                |                |                |                |                |                |                |                | -                |
|  |                | <b>total</b>                             | <b>77,823</b>  | <b>1,017,800</b> | <b>1,769,500</b> |                |                |                |                |                |                |                | <b>2,865,123</b> |
|  |                |  |                |                  |                  |                |                |                |                |                |                |                |                  |
|  |                | <b>Balance</b>                           | <b>131,435</b> | <b>(92,800)</b>  | <b>(29,500)</b>  |                |                |                |                |                |                |                | <b>9,135</b>     |
|  |                | <b>Cumulative balance</b>                | <b>131,435</b> | <b>38,635</b>    | <b>9,135</b>     |                |                |                |                |                |                |                |                  |
|  |                |  |                |                  |                  |                |                |                |                |                |                |                |                  |
|  | <b>COUNCIL</b> | <b>Income</b>                            |                |                  |                  |                |                |                |                |                |                |                |                  |
|  |                | Medical centre rent (500m2)              |                |                  |                  |                |                |                |                |                |                |                | -                |
|  |                | Commercial rent                          | -              | -                | -                | -              | -              | -              | -              | -              | -              | -              | -                |
|  |                | Income from CIO                          |                |                  |                  |                |                |                |                |                |                |                | -                |
|  |                | Precept (Project element)                | 131,624        | 131,624          | 131,624          | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 921,368          |
|  |                | CIL income (indeterminate)               | -              | -                | -                | -              | -              | -              | -              | -              | -              | -              | -                |
|  |                | <b>total</b>                             | <b>131,624</b> | <b>131,624</b>   | <b>131,624</b>   | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>921,368</b>   |
|  |                |  |                |                  |                  |                |                |                |                |                |                |                |                  |
|  |                | <b>Expenditure</b>                       |                |                  |                  |                |                |                |                |                |                |                |                  |
|  |                | PWLB Loan repayments<br>£2.325M / 25 yrs | 2,672          | 56,096           | 131,624          | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 131,624        | 921,368          |
|  |                | Transfer to capital a/c                  | -              | -                | 190,000          | -              | -              | -              | -              | -              | -              | -              | 190,000          |
|  |                | Transfer to CIO                          |                |                  | 7,000            |                |                |                |                |                |                |                | 7,000            |
|  |                | <b>total</b>                             | <b>2,672</b>   | <b>56,096</b>    | <b>328,624</b>   | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>131,624</b> | <b>921,368</b>   |
|  |                |  |                |                  |                  |                |                |                |                |                |                |                |                  |
|  |                | <b>Balance</b>                           | <b>128,952</b> | <b>75,528</b>    | <b>(197,000)</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>7,480</b>     |
|  |                | <b>Cumulative balance</b>                | <b>128,952</b> | <b>204,480</b>   | <b>7,480</b>     | <b>7,480</b>   | <b>7,480</b>   | <b>7,480</b>   | <b>7,480</b>   | <b>7,480</b>   | <b>7,480</b>   | <b>7,480</b>   |                  |

| CHARITY                 |             |   |   |   |              |               |               |               |               |                |                |                |                |
|-------------------------|-------------|---|---|---|--------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|
| (CIO)<br>Revenue<br>a/c | Income      | Commercial Hire Weddings                    | - | - | -            | 5,000         | 10,000        | 15,000        | 20,000        | 20,000         | 20,000         | 20,000         | 105,000        |
|                         |             | Commercial Hire other                       | - | - | -            | 5,000         | 10,000        | 15,000        | 20,000        | 20,000         | 20,000         | 20,000         | 105,000        |
|                         |             | Non-commercial office rent (250m2)          | - | - | -            | -             | -             | -             | -             | -              | -              | -              | -              |
|                         |             | Voluntary group hire                        | - | - | -            | 16,000        | 16,000        | 16,000        | 16,000        | 16,000         | 16,000         | 16,000         | 112,000        |
|                         |             | Refreshment area income and/or % of profits |   |   |              | 1,500         | 2,000         | 3,000         | 3,000         | 3,000          | 3,000          | 3,000          | 18,500         |
|                         |             | Donations                                   | - | - | -            | -             | -             | -             | -             | -              | -              | -              | -              |
|                         |             | Fund raising                                | - | - | -            | -             | -             | -             | -             | -              | -              | -              | -              |
|                         |             | Previous MMH project pot etc                |   |   |              | 50,000        |               |               |               |                |                |                |                |
|                         |             | Subsidy from Council                        |   |   | 7,000        | -             | -             | -             | -             | -              | -              | -              | 7,000          |
|                         |             | <b>Total</b>                                | - | - | <b>7,000</b> | <b>77,500</b> | <b>38,000</b> | <b>49,000</b> | <b>59,000</b> | <b>59,000</b>  | <b>59,000</b>  | <b>59,000</b>  | <b>400,500</b> |
|                         |             |   | - |   |              |               |               |               |               |                |                |                |                |
|                         | Expenditure | Maintenance & utilities                     | - | - | 5,000        | 20,000        | 20,000        | 20,000        | 20,000        | 20,000         | 20,000         | 20,000         | 140,000        |
|                         |             | Business rates                              | - | - | -            | 7,075         | 7,075         | 7,075         | 7,075         | 7,075          | 7,075          | 7,075          | 49,525         |
|                         |             | Centre Ops & Mktg Manager (p/t)             | - | - | 2,000        | 5,000         | 5,000         | 5,000         | 5,000         | 5,000          | 5,000          | 5,000          | 35,000         |
|                         |             | <b>Total</b>                                | - | - | <b>7,000</b> | <b>32,075</b> | <b>32,075</b> | <b>32,075</b> | <b>32,075</b> | <b>32,075</b>  | <b>32,075</b>  | <b>32,075</b>  | <b>224,525</b> |
|                         |             |   | - |   |              |               |               |               |               |                |                |                |                |
|                         |             | <b>Balance</b>                              | - | - | -            | <b>45,425</b> | <b>5,925</b>  | <b>16,925</b> | <b>26,925</b> | <b>26,925</b>  | <b>26,925</b>  | <b>26,925</b>  | <b>175,975</b> |
|                         |             | <b>Cumulative balance</b>                   | - | - | -            | <b>45,425</b> | <b>51,350</b> | <b>68,275</b> | <b>95,200</b> | <b>122,125</b> | <b>149,050</b> | <b>175,975</b> |                |
|                         |             |   |   |   |              |               |               |               |               |                |                |                |                |



## Mayfield Community and Health Centre

### Architect's Brief

#### 1 Project scope and description

***“To create an asset of significant stature and endurance for the Parish which meets the expressed needs of the community, is affordable to build and sustainable to operate”***

The village of Mayfield currently has several pressing needs, namely:

- i. A new social/community hub for the village.
- ii. A replacement for the existing Memorial Hall.
- iii. A new health / medical centre.
- iv. Increased parking provision.

The project plans to address these needs and create a new social focus for the village and contain facilities directed towards the recreation, health and wellbeing of the whole community. It should be accessible to all residents, visitors and members of the 60 clubs and societies active in the village.

The project will also contain the new village Health Centre although, for practical reasons, it should be designed to be an adjunct to the social elements of the building.

The new centre should have a presence and stature reflecting its importance as the social centre of the village, form a dramatic entrance to Court Meadow and take advantage of the spectacular views to the east over the Weald.

The identified specific minimum requirements (brief) for the social and medical spaces of the project is given in Part 2 of this annex.

The main hall should accommodate a wide range of social and sport activities from badminton through theatre and music performances, weddings and banquets, meetings and exhibitions. For smaller events / functions it is envisaged that the main hall can be divided into two smaller rooms using high specification acoustic insulated folding partition doors. A kitchen facility will be needed to meet the requirements of the hall(s), and also to provide refreshments in a communal area - which is to form the basis of a communal hub/meeting area. The most significant users insofar as they impact the overall design of the community centre are the rifle and badminton clubs

Changing and storage facilities for all users of the centre together with external sports activities are required. Experience shows that there can never be enough storage space and the design should maximise any storage potential (particularly in any otherwise un-utilised voids).

The project should ideally double the current number of parking spaces making a total of 110. Traffic congestion on the main road and also in the car park is a major problem (especially at school drop-off and pick-ups times), hence a new second vehicle access in the north west corner of the site might be considered to allow a one-way traffic circulation system serving the entrance of the centre. [nb: initial inter-action with the local planning authority suggests that this requirement might be challenging but the advantages are significant in terms of ease of circulation of vehicles and ultimately safety of users].

The project should respect the environment and be based on an ethical, passive and sustainable design strategy. It should demonstrate an awareness of, and a response to, the challenges of climate change and the character of buildings in Mayfield and the Weald. The Parish Council is keen to explore the extent to which the project can be an exemplar of 21<sup>st</sup> century construction techniques as a continuation of the character and techniques of building in the Weald.

A total construction budget including external costs for the car park, landscaping etc and professional fees of £2.35M for the community centre has been budgeted and a further £1M for the health centre.

## **2 Specific Requirements**

### **1 Location**

The location of the proposed new community and health centre is Court Meadow, Tunbridge Wells Road, Mayfield, TN20 6PJ, on land entirely owned by the parish council.

The centre is to be built in the area defined in figure 1. There is a preference for the existing hall to remain open during the construction phase but if there are valid arguments for why this is not possible then they will be considered.

The existing band hut will remain in situ.

The scout and guide hut is not on Court Meadow land but does require continued access from the car park.

The village is very sensitive about encroachment onto the main mown grass area, hence ideally the centre should be built to the west of the blue line in figure 1. This is not to say that some minor encroachment would not be possible but the advantages need to be clear and mitigation in some form would be desirable.

### **2 Massing**

It is understood that a compact design often achieves the optimal design at minimum cost. However, preliminary discussions with the local planning authority have indicated the importance of not exceeding the ridge line of the existing hall.

### **3 Style**

The village is historic and a prime example of a Wealden hill village. Given its wooded character for centuries it might be appropriate for the style of the new community centre to appear to be of a traditional design based on the local vernacular and building palette. The precise structural design might not be traditional but, as long as it does not detract from the 'traditional' design appearance, then this would be acceptable. In addition, sustainability and environmentally friendly approaches are highly desirable. A flat roof is not favoured, nor any proposals for grass roofing, nor high tech modern looking structures or the latest fad in architectural design.

### **4 External features.**

One of the major benefits of a new community centre would be the ability to increase the number of off-road car parking spaces available to the village. It is hoped that the existing 55 places (main and overflow car parks) could be doubled to around 110 if at all possible.

There should be space for an ad hoc ambulance area for loading and off-loading patients outside the health centre.

There will a requirement to have electric vehicle charging points at a dedicated area within the car park.

In addition, there should be a patio/boardwalk area overlooking the Court Meadow where refreshments from the community hub can be taken.

## **5 Internal social spaces**

### **5.1 Main hall 23m x 10m 6.1m high**

- The main hall is designed to meet the minimum requirements for a badminton court as defined by Sport England (18m x 10m). Of particular note is that the ceiling height needs to be 6.1m albeit at the 8m wide lines.
- A slightly longer hall of 23m is needed to accommodate a rifle range and also to provide more stage space for theatrical performances.
- The hall is to be provided with full height internal sound-proof folding dividing doors such that two meetings/events can be held simultaneously (meaning the highest possible acoustic attenuation for the dividing doors). The dividing doors shall be housed in recesses when open. An asymmetrical one third / two thirds split is envisaged (the larger split being the part that might use a stage). Usage analysis suggests that most of the time the doors will be closed, and only opened for theatrical performances, events such as weddings, and a small number of sports, eg badminton, rifle shooting etc.
- A stage created using a number of demountable staging units can be created with a stage area of up to 50m<sup>2</sup> with flexible options for location. The staging units would be housed in concealed storage space adjacent to the hall when not in use.
- Internal double doors shall be provided into each half of the open hall, such that access to each smaller hall is possible when the dividing doors are closed. In addition, a single / double door will be located at the stage end of the hall to enable actors etc to access the stage for performances.
- External doors shall be provided along the east side of the building entering on to a terrace / patio area.
- The wall at the stage end of the hall should not have any windows and should be constructed such that it is suitable for rifle shooting. (see MoD document JSP 403 Volume 2 Edition 3 Change 6 for details)
- The hall with dimensions 23m x 10m should accommodate up to 250 people in theatre style seating excluding an allowance of 5m x 10m for the stage area.
- No proscenium arch will be provided. However, facilities for providing stage lighting on every wall of the hall is required, given the trend towards theatre in the round. These same facilities may also be used for 'dressing the hall' should this be desired.
- There are a number of film events held in the enlarged hall and projection facilities have to be provided. A means of concealing these in a projection room would be desirable, which could also be used as a stage lighting and sound control centre.
- Direct access to a kitchen should be possible from the hall.
- Experience indicates that acoustics in community halls can be bad unless appropriate measures are taken and a design that minimises unwanted acoustic effects is desired.
- Stage lighting and a sound system will be fitted and appropriate cabling connectivity will be needed around the hall connecting with the control centre. [nb: the actual sound system, and lamps will not form part of the building contract, but loudspeakers should be included].

## 5.2 Storage areas adjacent to main hall

- It is thought that the storage space will need to be a minimum of 20% of hall space
- The space will need to house inter alia:
  - the demountable stage units behind doors when not being used. There are likely to be 25 such units (2m x 1m x 50mm), mounted horizontally on two dedicated trolleys.
  - chairs and tables when not in use.
  - sports equipment.
- All the storage spaces shall be hidden behind doors lining the main hall
- Any voids in the building design should be considered as to their suitability for general user storage space.

## 6 Meeting rooms / offices

- There is an identified need for two meeting rooms as below:

|              |            |
|--------------|------------|
| 1 @ 40 sq.m. | 20 persons |
| 1 @ 25 sq.m. | 12 persons |
- There is also a desire for a minimum of two offices and maybe more if practicable. Nominal dimensions are

|                   |           |                |
|-------------------|-----------|----------------|
| 1 @ 22 sq.m.      | 2 persons | (Mayfacs)      |
| 1 or 2 @ 13 sq.m. | 1 person  | (Hall Manager) |

## 7 Community hub with kitchen

It would be highly desirable to have an open space which can act as a community hub with seating for up to 30 people (seated).

A kitchen area is needed which will serve both the community hub area as well as events in the main hall.

## 8 Entrance lobby / foyer

It would enhance the character of the building to have a reasonably large foyer, consistent with keeping within the overall project building cost. From the lobby / foyer it should be possible to access all areas and in particular the main hall, community hub and possibly the health centre.

Windows facilitating views across Court Meadow from the foyer to the East would be attractive.

## 9 Toilets

Sufficient toilets need to be provided to accommodate up to 250 people who might attend a major event in the main hall. Male, female and disabled toilets and child changing facilities will be necessary. The toilets should also be available to the general public during daytime hours and/or when the hall is open.

## 10 Changing rooms

There is a need for changing rooms which might be used by two types of user:

- i) Footballers.  
Sport England provides relevant specifications. This requirement is so as to be able to apply for a grant from Sport England.
- ii) Actors  
Actors in theatrical productions will require the use of changing rooms and to keep building costs down it would be advantageous if the footballers' changing facilities can be used, although they could possibly use the meeting rooms.  
Access to the stage area from the changing rooms will also be required.

## 11 Patio / terrace / veranda

There shall be a patio, terrace or boardwalk along the east side of the community centre part of the building, overlooking the grassland area of Court Meadow, with space for seating and tables.

## 12 Health Centre

The GP practice should comprise exactly 350m<sup>2</sup> gross internal floor area (including circulation areas/corridors etc), this figure being stipulated by the NHS/CCG which is related to the prospective number of patients expected to use the centre. It would be desirable for the health centre to be immediately adjacent to the community centre and possibly with indoor access between the two.

### 12.1 Space allocation

Within this space will be inter alia (showing indicative areas):

|   |               |                          |
|---|---------------|--------------------------|
| Entrance lobby                                    |               | 18 m <sup>2</sup>        |
| Patient reception                                 |               | 14 m <sup>2</sup>        |
| Patient waiting area (for 20 people) with seating |               | 30 m <sup>2</sup>        |
| Reception office                                  |               | 14 m <sup>2</sup>        |
| Doctors consulting rooms                          | (3 @ 15sq.m.) | 45 m <sup>2</sup>        |
| Nurses / minor ops room                           | (2 @ 18sq.m.) | 36 m <sup>2</sup>        |
| Management offices                                | (2 @ 13sq.m.) | 26 m <sup>2</sup>        |
| Staff room  |               | 12 m <sup>2</sup>        |
| Kitchen   |               | 6 m <sup>2</sup>         |
| Staff toilet                                      | (1@4sqm)      | 4 m <sup>2</sup>         |
| Store room  |               | 55 m <sup>2</sup>        |
| Public toilets                                    | (2@4sqm)      | 8 m <sup>2</sup>         |
| Disabled toilet / baby change                     | (1@4sqm)      | 4 m <sup>2</sup>         |
| Circulation areas etc                             |               | 78 m <sup>2</sup>        |
| <b>Total gross internal floor area =</b>          |               | <b>350 m<sup>2</sup></b> |

### 12.2 Access to health / medical centre

Access to the medical centre should be through secure lockable double doors at the front of the health centre. It might also be desirable, although not essential, for visitors to gain access to the community hub area through internal secure (lockable) doors.

## 13 Car parking and access

The objective would be to have as many car parking spaces as physically possible with the new project. The current number is 55 and the expectation is to at least double this number. It is not proposed that there be dedicated car parking for the health centre since if 100+ spaces are achieved there should be no need.

Space for a visiting ambulance should be designed in but not as a permanent parking space. Electrical car charging points will need to be provide as per latest regulations.

Ideally separate in and an out entrances should be provided together with pedestrian gateways adjacent to at least the southern entrance.

Traffic congestion is currently a major problem, especially at school drop-off and pick-up times hence vehicle circulation and an area for the safe discharge of child passengers is important.

## **14 Other items**

### **14.1 Heating**

Sustainable methods of heating throughout the building would be desirable. Consideration should be given to ground heat source pumps and other sustainable and environmentally friendly options.

### **14.2 Ventilation**

An air conditioning system(s) throughout the building would be desirable although systems employing large ducting are not desired unless they can be shown to be more economic and the ducting can be adequately concealed.

### **14.3 Electricity generation**

Solar panels might be considered as a means of reducing electricity costs, but they should not detract from the appearance of the building in a conservation area and especially from the east looking westwards.

### **14.4 Floor**

A sprung floor in the main hall is a requirement.

### **14.5 Further storage and / or meeting rooms**

If the building design readily facilitates the provision of additional meeting rooms at little extra cost, then this would be desirable.

Likewise, if the building design facilitates the provision of additional storage space then this would be a bonus.

### **14.6 Folding dividing walls in the main hall**

An essential element of the design is to be able to divide the main hall into two sections (roughly 2/3 and 1/3) to as facilitate two functions running at the same time, or alternatively to provide a more comfortable ambience for one smaller event. Adequate sound-proofing is essential however.

### **14.7 Electronic systems**

Systems for security, hvac, lighting and communications shall be provided - controlled from a central control point.

Wiring for theatre sound and lighting systems shall be provided so as to provide maximum flexibility for location of lamps and loudspeakers. Stage lighting suspension poles shall be installed around the whole hall so as to provide maximum flexibility for the positioning of stage lighting.

### **14.8 Recycling area**

There is an existing recycling area which needs to be retained but not necessarily in the existing precise location. In addition the health centre has a requirement of medical waste.

#### **14.9 Janitors room**

A room for cleaning tools and materials will be necessary.

#### **14.10 Garbage**

Space will need to be assigned for garbage bins for the community centre, and separate garbage bins for the health centre. The latter will include bins for medical waste which will need to be stored securely.

### **3 Public Consultation**

A public consultation was held in January 2020 which indicated that:

- 1 The village is very supportive of the project (82%)
- 2 The village is keen that the community centre include a Health Centre (76%)
- 3 The village voted 66% to keep the existing hall open during the new build. However, costs and other considerations might mean that keeping the hall open is not feasible/practicable. This issue will be addressed as part of the phase 2 public consultation.

Comments included with the phase 1 responses have made it clear that:

- i. the external design of the centre should be sympathetic with the vernacular and historic nature of Mayfield (note its oak-based heritage).
- ii. an ultra-modern external design would not therefore be appreciated
- iii. nor would a flat roof nor grass covered roof.

This does not mean that modern building / structural techniques should not be used but they should not be obvious on the external elevations.

The internal design can be modern looking, although even here a nod to the oak heritage / vernacular might be appropriate.

A phase 2 public consultation is to be held at the earliest opportunity after the appointment of an architect (ideally in the June/July 2020 timeframe) and after the necessary design work has been undertaken. This phase 2 consultation will address options for:

- a) The internal design of the centre
- b) The external design of the centre
- c) The location of the centre

Owing to the sensitivity of Court Meadow and its use as a for recreational purposes we would expect a minimum of three location diagrams to be generated, and as many different design options as appropriate.

The appointed architect will be expected to provide all necessary diagrams together with supporting arguments and likely building costs for each of the options. The architect would be expected to attend at least two public sessions in order to explain to the public the relative merits of the different options.

### **4 Building Costs and contract**

The parish council has a budget which cannot be exceeded of £2.35M for the community centre part of the project (including professional fees) and the costs for the health centre will be funded separately.

A GIFA build cost of £2,500/m<sup>2</sup> has been assumed in the budgeting exercise, but the architect would be expected to provide as accurate cost figures as possible.

The parish council at least is not in a position to spend more than £2.35M. For this reason a fixed price building contract might be negotiated.

## 5 DIAGRAMS

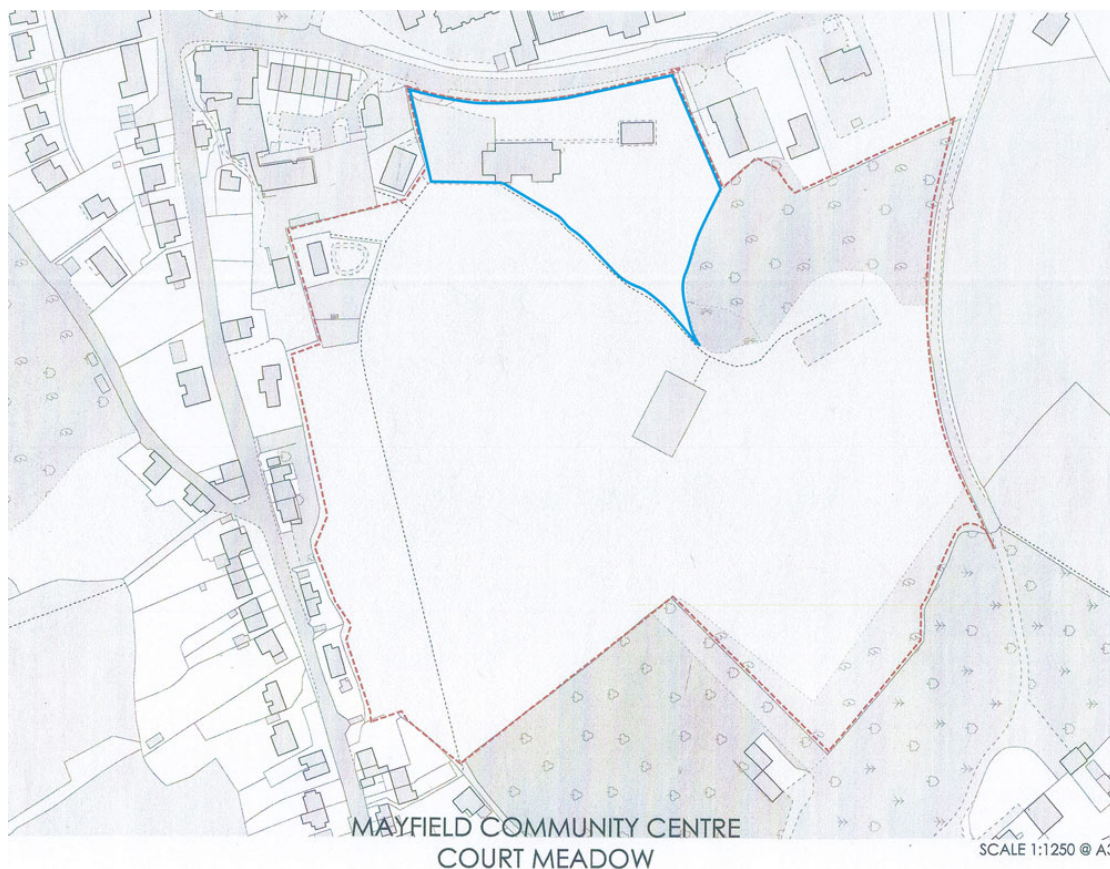


Diagram 6.1: Showing Court Meadow area owned by the parish council (red dotted line) and potential land which might be used for the new centre (blue line)



## Public Consultation results

|                             | Q1:<br>Do you support the concept of Mayfield having a new community centre to replace the existing Memorial Hall? |     | Q2:<br>If the new community centre was to go ahead do you think that the existing hall should be kept open until the new centre is completed? |     | Q3:<br>Would you be prepared to accept an increase in the parish precept ?<br>[PWLB loan of £2.35M over 25 yrs. Annual increase in precept = £130,883] |     | Q4:<br>Do you agree that the new health centre should be integral to the community centre? |     |
|-----------------------------|--|-----|---|-----|--|-----|--|-----|
|                             | Yes  | No  | Yes   | No  | Yes  | No  | Yes  | No  |
| TOTAL NO.                   | 450  | 99  | 335   | 172 | 373  | 176 | 402  | 130 |
| %                           | 82%  | 18% | 66%   | 34% | 68%  | 32% | 76%  | 24% |
| Total responses to question | 549  |     | 507   |     | 549  |     | 532  |     |

|   |      |
|---|------|
| Total questionnaires sent out to all households = | 1778 |
| Total no. of responses =                          | 555  |
| Response rate =                                   | 31%  |

