

National Lottery Community Fund Stage 2 Submission

Church Broughton Community Hall



Project Name: Refurbishment of the Church Broughton Community Hall

Name and Address of Organisation: Church Broughton Parish Council

Helena Steeples, Clerk 07725 724130 admin@churchbroughtonnpc.org.uk

John Thorpe, Chairman 07526 584013 jcthorpe@aol.com

Dan Pedley, Working Group 07593 814455 djwpedley@googlemail.com

Address of Project Site: Church Broughton Community Hall, Chapel Lane, Church Broughton, DE65 5BB

Local Authority: South Derbyshire District Council

Impact Statement

"The Community Hall is a cold, damp building in much need of refurbishment and modernisation. Church Broughton is a small, isolated rural village; it is not on a bus route and has no shops. Our project will create a safe, warm, welcoming and fully accessible space for a wide range of activities and events for our community of around 500 residents. This will bring people together from all ages and backgrounds and will provide valuable social contact through events and exercise classes, particularly for the elderly, and anyone living alone or unable to travel to nearby villages due to lack of public transport or lack of mobility. This will reduce social isolation, improve mental and physical wellbeing, and reduce carbon emissions. Within 12 months of completion, we aim to see a 100% increase in utilisation of the Community Hall with a 50% increase in participants, and a 25% reduction in energy consumption, measured through the bookings register, feedback surveys and electricity meter readings. Learning from this project will be shared widely through our affiliate membership of Rural Action Derbyshire and membership of the Derbyshire Association of Local Councils."

The Project: Refurbishment of the Church Broughton Community Hall

The Parish Council is seeking [approx. £300,000] plus VAT to refurbish the Community Hall to make it a fully accessible and widely usable space for the community. The building, a former 200-year-old Methodist Chapel with 100-year-old Schoolroom attached, is in much need of improvement. It has no insulation, ineffective and expensive heating, a tiny damp kitchen and outside non-accessible WC. The building has great potential to be an excellent community asset which will provide a welcoming venue for a wide range of community events and activities.

Background

In 2022 the Church Broughton Parish Council acquired the freehold title of the former Methodist Chapel and Schoolroom, for use as the village Community Hall. The Parish Council raised funds for the acquisition through a £65k Public Works Loan, a £25k grant from South Derbyshire District Council and £50k of cash reserves which included substantial private donations from members of the community.

Prior to the acquisition of the Methodist Chapel and Schoolroom, there was no village hall in Church Broughton and so all activities used to take place in the School Room attached to the Methodist Chapel, or larger events in the village primary school, or the Parish Church. The village school has only ever been available during term time with limited availability in the evenings and weekends. The layout of the Parish Church with its pews significantly restricts its use. The Community Hall (former Methodist Chapel and Schoolroom) is ideally situated in the centre of the village, within easy walking distance for many and, despite its poor condition, is already in use for a number of activities and events. However, the refurbishment work is becoming a serious priority, with ever increasing energy costs and the desire to bring more people together in the interests of health and wellbeing. It is also important to note that the project needs to commence within three years of the grant of planning permission, i.e. prior to January 2027.

Meeting National Lottery Community Fund Funding Priorities

Supporting places, people or communities experiencing disadvantage

Church Broughton is a small, isolated rural village with very little infrastructure; it is not on a bus route and has no established shops. The nearest shops and access to buses is in the village of Hatton, approximately four miles away. Many of the older generation of residents do not drive in the dark, whilst the younger generation who don't drive rely on parents to take them to events or activities. There are a small number of Council Houses in the village and there are two traveller sites on the outskirts. The refurbishment of the existing Community Hall will provide a fully accessible, comfortable and welcoming community space for local residents of all ages, background and mobility. There are many volunteers in the community who are willing to organise various activities in the hall, such as coffee mornings, exercise classes and games evenings, open to everyone.

Supporting and Empowering Communities to shape decisions which affect their lives:

The Parish Council initiated a Community Led Plan in 2015, specifically to engage the community in shaping decisions which affect their lives. The Plan was based on a comprehensive consultation which sought the views of the community on many aspects of village life, including questions related to meeting places and activities. Many volunteers came forward to form Working Groups as part of the Community Led Plan, including one focused on event venues, another on Sports and Leisure activities and one on Health and Wellbeing. It was clear from this early work that there was a strong demand for a local venue for a wide range of activities and events. Although limited in size, the Methodist Chapel and Schoolroom was identified as a potential venue and through an application by the Parish Council it was formally designated as an Asset of Community Value by South Derbyshire District Council in 2019. Around the same time, worship ceased in the chapel and the Methodist Circuit decided to sell the building.

A subsequent consultation, with responses from 43% of the 225 households in the Parish, resulted in 90% voting in favour of an increase in Council tax to allow the Parish Council to take out a Public Works Loan to help fund the acquisition of the Methodist Chapel and Schoolroom. The response rate compares favourably with the typical voter turnout at elections, and as such was a good indicator of the will of the community.

Shortly after acquiring the building in 2022, the Parish Council established a Management Committee with volunteers from the community, to run the day-to-day operation of the Community Hall.

Aligned with the National Lottery Community Fund Missions

This project fits with the four missions of the National Lottery Community Fund, and is particularly well aligned with the first mission:

“come together through inclusive places, spaces and activities (either physical or virtual), especially for communities where people are least able to come together”

Current Activities and Sustainability Plans

Current activities include weekly Yoga, Tai Chi and Chair-based exercise classes, and a Thursday café. Annual events typically include a series of rehearsals for the village pantomime, a Harvest supper, a Christmas Tree “lights on event” with live music, a craft fair and a wine tasting evening. Additionally, a series of art classes has been run, wreath making classes, Soup & Pud lunches and Saturday breakfasts take place, open to all. The hall has also been hired for private parties for birthdays and Christenings etc, and is used for meetings of the Parish Council and Community Led Plan.

The existing activities in the Community Hall are mostly fine during the warmer summer months but given the poor heating and thermal efficiency of the building, the winter months are much less comfortable. The proposed refurbishment will not only solve this problem but also allow for two activities or events to take place simultaneously. This will be achieved by installing an acoustically insulated folding partition and creating a new external door so that two spaces within the building can be accessed and used independently. This design will ensure sustainability, allowing all existing activities to continue and encouraging new additional ones to commence, such as table tennis, pilates, youth groups, and board games. There is also the potential for a small shop to restart operations. Many of the existing activities are organised by the well-established Working Groups of the Community Led Plan, such as Health & Wellbeing, and Sports & Leisure groups. The Community Hall Management Committee is also active in organising events at the hall, as is the local Village Park Committee. The Parish Council is therefore confident that the will and enthusiasm is there to ensure future sustainability, providing the proposed refurbishment goes ahead. It is worth adding that the future of the local pub in the village (Holly Bush) is uncertain, with the current landlord looking to retire in Spring 2026. It is therefore even more important to ensure that the Community Hall is renovated as proposed to provide a welcoming and flexible meeting place which will endure for generations to come.

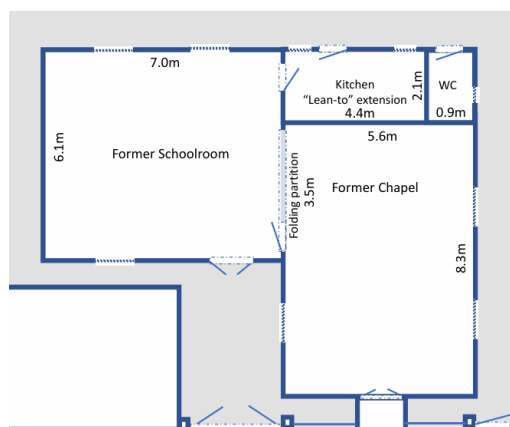
Equality Diversity Inclusion

The Church Broughton Parish Council has a Policy on Equality and Diversity, and is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity amongst our community. The policy is available on the Parish Council section of the Church Broughton website.

1. Options Appraisal

Current situation and alternatives considered

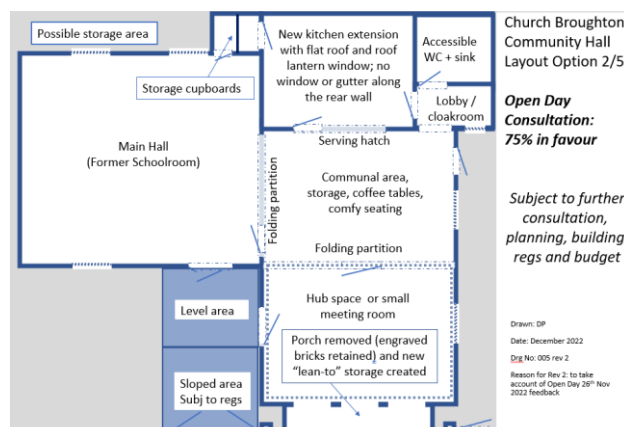
The Community Hall has no insulation; its ceilings are cracked and the building needs rewiring. The old Chapel and the small damp kitchen have single glazed windows which are in very poor condition and need replacing. The existing WC is an outside facility and is non accessible. The roof tiles are nailed to very old wooden laths which could fail suddenly, and the roof has no weather membrane. The options which have been considered to make the hall a comfortable, welcoming space were developed through public consultations using layout schematics as shown below. Doing nothing was not considered to be an option as the building is very cold in winter and is very expensive to heat.



Existing Layout

Church Broughton
Community Hall
Current Layout

Drawn: Dan Pedley
Date: December 2022
Drg No: 001 rev 2
Reason for rev 2: to incorporate approx. dimensions



Original Refurbishment Plan with Extension

Church Broughton
Community Hall
Layout Option 2/5

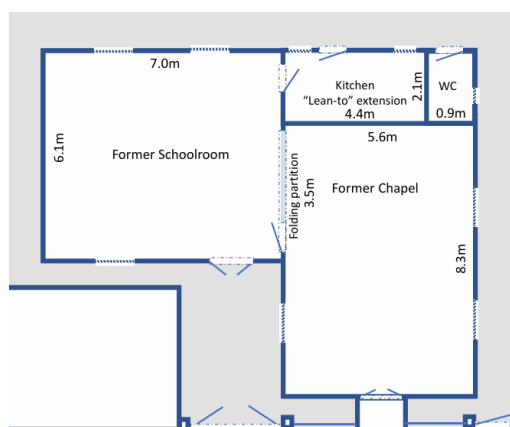
**Open Day
Consultation:
75% in favour**

*Subject to further
consultation,
planning, building
regs and budget*

Drawn: DP
Date: December 2022
Drg No: 005 rev 2
Reason for Rev 2: to take account of Open Day 28th Nov 2022 feedback

The original refurbishment plan, based on consultation in November 2022, was to fully insulate the existing building, demolish the existing lean-to kitchen and WC, and extend it up to the site boundary to create a new kitchen and accessible WC, whilst retaining most of the existing room space. This plan, based on that shown above right, was granted planning permission in January 2024, along with permission for the change of use from place of worship to local community use (F2(A) shop and F2(B) hall or meeting place). Prior to going to tender, the cost of this option was estimated by a small local building firm in December 2024 at more than £230k, which significantly exceeded the level of grant funding we had initially requested. It was also noted that the extension work added an additional element of risk due to the construction of foundations and Party Walls.

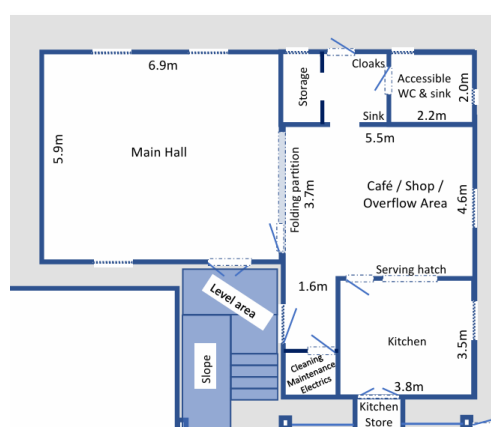
Therefore, in March 2025, another consultation was carried out to consider alternative plans to incorporate a new kitchen and accessible WC within the existing building, without an extension, primarily to reduce the cost.



Existing Layout

Church Broughton
Community Hall
Current Layout

Drawn: Dan Pedley
Date: December 2022
Drg No: 001 rev 2
Reason for rev 2: to incorporate approx. dimensions



Current Plan without extension

Church Broughton
Community Hall
**Alternative Layout
PLAN B1**

Walls, ceilings and
floors insulated to
current building
regulations

Ceiling heights:
Main Hall, Kitchen
& Café = 3.1m
WC & Cloaks = 2.3m

Date: Feb 2025

Plan B1 above right was preferred. Although the overall space for activities is smaller than the original plan, the new design will still accommodate all existing and future planned activities, albeit on a slightly smaller scale. This plan also retains the important design feature which allows for two events or activities to run independently and simultaneously.

Estimated cost of current plan

Following a tender process during Nov/Dec 2025 carried out by Armsons Barlow on behalf of the Parish Council, A&S Enterprises has been recommended to carry out the works at a price of [£XYZ,ABC plus VAT].

It is acknowledged that this is substantially higher than our original request in 2024 for funding of approximately £150k. This is probably due to significant increases in labour and material costs, a more detailed specification and the selection of slightly larger building firms with higher overheads than small firms. The selection of larger building companies to tender for this work is considered important to ensure price and lead time certainty, and full compliance with Health & Safety Regulations and CDM regulations, all of which would be less certain with the small building firms. The Parish Council will use the services of Armsons Barlow to work with the selected contractor on “value engineering” to find ways of effectively reducing the cost of the works where appropriate.

Community involvement

The community has been engaged in several ways during the development of options. Open Days and Coffee mornings have been held as opportunities to view the different schematics and discuss them with members of the Refurbishment Working Group. Communications have been sent to the Church Broughton Village email Directory and Church Broughton WhatsApp groups to keep the Community updated about the project and provide the opportunity for suggestions or questions. Members of the Sports & Leisure and Health & Well-being Working Groups have been consulted for input to the proposals. Various options and drawings have been posted on the wall in the Community Hall. All the layout options and results of the consultations are attached in Appendix A and other updates can be found on the Church Broughton website:

<https://www.churchbroughton.com/community-hall/refurbishment-and-upgrade-of-community-hall/>

Risks

A risk register has been used to identify the risks to the project. The risks associated with the current option are lower than the risks of the original extension plan. Many of the risks have been reduced or mitigated as the design has progressed and necessary approvals have been obtained. Provisional sums have been included in the Schedule of Works for some of the identified risks (such as timber and damp treatment). The main residual risks are a) the possibility of bats using the roof space as a maternity roost which could affect the start date and sequencing of works, b) funding including cashflow to manage the reclaiming of VAT and c) existing roof structure requiring strengthening to carry solar panels.

Delivery programme

The Parish Council would like to commence works as soon as possible after funding has been granted. The preferred Contractor has a 3-week lead in time and a 16-week programme for the works. However, the programme is complicated by the requirement for two nocturnal bat emergence surveys to be carried out in mid-May and early June 2026 to ensure no bats are present in the roof space, before undertaking work on the roof. If funding is granted and no bats are present, the work would ideally commence in late June 2026 with completion towards the end of October 2026. If bats are found, a third emergence survey would be required at the end of June and a bat licence would need to be obtained which would delay the start of the works until August 2026 with completion by the end of 2026.

2. Confirmation of Ownership

A copy of Register of Title to the building is attached at Appendix B.

The Parish Council will appoint a Solicitor to handle the relevant Security documentation.

3. Design Information – Drawings and Surveys

A site plan is shown below, with access to the building off Chapel Lane which runs due north of Main Street:



A topographical survey is included in Appendix C

Colour photographs of the existing building, both inside and out are included in Appendix D

Surveys – Refurbishment and Demolition Survey, Bat survey, Structural survey reports included in Appendix E

The gross internal floor area of the building is 104 square metres. Detailed plans and elevations are shown on construction drawings, and the proposed kitchen layout and M&E drawings are all included in Appendix F.

Outline schedule of works:

- Structural repairs – including roof refurbishment and some repointing of brickwork
- Installation of solar panels
- Thermal efficiency improvements e.g. ceiling lagging, insulation to existing walls, new windows, new doors, to comply with Building Regulations
- Improved accessibility to the building to comply with UK Government Equality Act of 2010, including disabled access, new ramps, hand-rails etc.
- New kitchen including appliances and hot water heater
- New accessible toilet facility
- Storage – installation of secure internal/external units, shelving and or racking.
- New acoustic folding partition to provide separate spaces
- Redecoration internally and externally
- Renewal of existing timber panelling
- New vinyl flooring throughout
- Provision for large screen TV and audio equipment including hearing loop
- New plumbing, drainage connections, ventilation, electric rewiring
- Installation of efficient heat pump heating and cooling system

3.1 Design information – inclusive design

The refurbishment will enable elderly and disabled people to safely access the building, which currently relies on a timber ramp, and the existing outside WC is not accessible. An appropriate concrete ramp and handrails will be constructed at the entrances to the building, a new internal accessible WC will be constructed, and the new flooring will be made level throughout. The doorways and corridors have been designed for wheelchair access. Sound absorption panels will be installed to reduce the existing problem of excessive noise reverberation and provision for people with hearing difficulties (hearing loop) will be made. External lighting will be upgraded.

3.2 Design information – tackling climate change

A carbon savings plan is included at Appendix G. The design includes full insulation to meet current building regulations, installation of double-glazed windows throughout, installation of an efficient heat pump to provide heating and cooling as necessary, and solar panels. Batteries for storage of solar and off-peak electricity will be considered later, subject to business case.

4. Summary of project costs

Capital cost item	Amount (£)
Land and/ or building purchase	£ N/A – already purchased
Construction costs including any preliminaries	£
Furniture, fittings and equipment Chairs, tables, curtains, blinds, AV equipment including hearing loop, sound absorption panels. Approximate figure	£
Professional fees (do not include costs already incurred) Armsons Construction Project Management CJ Consilium Principal Designer for CDM Regs Building Control Inspections and Completion Certificate	£ £ £
Other costs such as legal, administration, statutory and/ or survey fees. (Specify what these are in a separate note) Legal fees for National Lottery security on the building (estimate) Bat Emergence Surveys Site Insurance (estimate)	£ £ £
Inflation at 5%	£
Contingency (10% of total capital cost, excluding inflation value)	£
Non-recoverable VAT	£0
Total capital cost excluding VAT	Approx £300,000
Total capital cost including VAT at 20%	Approx £360,000

The Parish Council is eligible to reclaim VAT on its costs. However, the VAT will need to be paid at point of every invoice. Would the National Lottery consider awarding a grant to cover the total capital cost, including VAT, on the basis that the Parish Council would return the VAT to the National Lottery when it has been reclaimed?

As previously mentioned, the Parish Council will have the support of Armsons Barlow to work on “value engineering” with the chosen contractor, to potentially reduce the price prior to commencement of the works.

5. Permissions, approvals and other consents

Planning permission has been granted (DMPA/2023/0770) and the construction drawings received Building Control approval on 1/9/2025 with Fire Officer Comments received on 19/11/25.

The relevant documents are included in Appendix H.

6. Professional Team appointment

Topographical Surveyor: Mapmatic Ltd

Structural Surveyor: TKA Tom Keating and Associates

Architect: Jonathan Bradbury Architecture Ltd

Structural Engineer: Aspect Ltd (Simon Walker)

Principal Designer for CDM regs: C J Consilium (Ian Colley)

Building Consultant / Project Manager: Armsons Barlow Ltd

Principal Contractor: A&S Enterprises, to be appointed subject to funding

7. Health and Safety

The Church Broughton Parish Council is committed to complying with all relevant statutory regulations including Compliance with CDM Regulations (2015), Building Safety Act (2022), and The Building Regulations (2023). To support this, the Parish Council has appointed a number of experienced professionals as listed in 6.

8. Procurement

The Church Broughton Parish Council has appointed experienced and qualified Derby based Construction Project Managers Armsons Barlow who have carried out a competitive tender process, inviting submissions from five contractors. Tenders were received from three contractors with one of these being recommended for appointment as Principal Contractor. The Report on Tenders is included in Appendix I.

9. Safeguarding

The Church Broughton Community Led Plan developed a Safeguarding Policy for the protection and safety of everyone involved in the activities and events that it organises, including children, young people and adults at risk in March 2022. A Safeguarding information sheet was also prepared and issued to all Steering Group Members, Working Group members and volunteers.

The Safeguarding Policy was last reviewed, updated and re-issued in July 2025 by the four current members of the Church Broughton CLP Safeguarding Team (from the Sports & Leisure and Health & Wellbeing Working Groups) who remain the lead contacts for any safeguarding queries or concerns in our community.