

COXHOE VILLAGE HALL ASSOCIATION - ACTION PLAN @ 7th September 2016

Overall Aim : To provide a vibrant 21st century facility which caters for the aspirations of the community.

Key :	In Progress	COMPLETED		
	Funding in place			
ACTION	Aims/Objectives	Finances/Resources/Current Situation	Timescale	PROGRESS
Stage 1 :				
Consultation with the community via Parish Plan 2	to assess community support for Village Hall and encourage new volunteers to the management group	Human resources - Parish Council, Village Hall, Community Partnership	2012	
Creation of Working Group	to facilitate the creation of a new management board	Human resources - Parish Council, Village Hall, Community Partnership	2012	
Building Inspections	to assess the condition of the building	£3000 funding from East Durham Rural Corridor Area Action Partnership	2012	
Work with architect to develop ideas for building alterations	to ensure that the building can deliver the programme of activities requested by the community		2012	
Provide exterior notice boards	to improve communication with the community	£2100 funding from County Durham Community Foundation	Jan-13	
Establish a new management board	to ensure the continuity of Coxhoe Village Hall	human resources	Feb-13	
Form 'Friends of the Village Hall' Group	to support the management board and give opportunity for all members of the community and user groups to become involved	human resources	Mar-13	
Comply with recommendations of H & S, RA & Fire	Health and Safety	human resources for building management/policies	on-going	
Stage 2 : Redecoration and refurbishment to ensure that the building is attractive to current users and encourage new users.				

Install bar facility, re-plaster & redecorate Supper Room area	provide extra facility to attract more bookings and increase income.	Bar free of charge -recycled from pub which was closing + replastering free of charge by scout leader + £1800 donation from Coxhoe Parish Council (CPC) + voluntary work of committee members	Jun-13	
Redecoration of ground floor toilets and stage changing rooms	improve appearance for current users and encourage new users	donation from CPC and volunteers	Sep-13	
Treat dry rot/woodworm around main hall stage area / replace understage doors	essential works to avoid further deterioration and improve visual aspects	£1500 donation from Councillors Neighbourhood Budget	Dec-13	
Exterior repairs - roof/guttering etc	essential works to avoid further deterioration	own funds and voluntary work of committee members	Dec-13	
Redecoration of ground floor rooms 1 & 2	Improve appearance and cleanliness and enable development of new activities/ increase income to ensure viability	donation from CPC / works completed by 'Friends' & committee members	Oct-13	
Redecoration of main entrance hall	Improve appearance and cleanliness / increase income to ensure viability	Entrance Hall works completed by Friends and committee members/donation from CPC	Oct-13	
Main Hall renovation - Re-plaster and redecorate/ replace worn floor boards in alcoves	Improve appearance for benefit of current users and to attract more to increase income	own funds/donation from Coxhoe Community Partnership & CPC/plastering at low cost by scouts leader	Jun-14	
Refurbish 1st floor rooms 3 & 4, stairway and toilets - re-decorate, new flooring, refurbish kitchen, works to enable folding dividing doors to operate	Improve appearance and cleanliness for current users and to attract new users to increase income to ensure viability	funding from East Durham Rural Corridor Area Action Partnership - £4000 plus our own funds	Feb-14	
Refurbish stage facilities	to provide 21st century facilities for arts/drama	New Stage Backing Curtains installed - sourced and organised by Village Hall Hop - cost shared 50/50 £885 each	Dec-14	
		Village Hall Hop making enquiries re lighting needs and front curtain cleaning	Jan-15	

2nd phase of redecoration	decoration and repairs after installation of heating	Waites Construction Team redecorated main hall and supper room. Other painting being done by volunteer.	on-going	
Health and Safety / Security issues				
Improve toilet facilities - handwater heaters, soap dispensers, refurbish changing room toilet	essential for all users of the hall	£2,000 funding from Councillors Neighbourhood Budget	Sep-15	
Groundfloor Kitchen Refurbishment	To meet Health and Safety/Environmental Health Requirements/ essential for users of the hall	£3k funding confirmed by Bernard Sunley Foundation. £10k funding confirmed by Big Lottery Awards for All	Sep-16	
		£5k funding confirmed by County Durham Community Foundation. Flooring completed. Dishwasher and serving hatch to be done	Sep-16	
Events Hall entrance doors - replace and fit with electronic push pads system	To ensure independent access for all ages, abilities and disabilities. To avoid injury to users, visitors and staff.	quotation received for electrical works and new doors.		
New flooring to side entrance hall, stairs and landing including flourescent strips to stairs	for health and safety reasons	£1000 donation from Ladies Club		
Security shutter needed for bar. Alarm system needed for doors. CCTV needed for front entrance area.	Security issues highlighted after break-in. Safety of staff	Coxhoe Parish Council have agreed to pay for Bar shutters. Quotations needed for other.		
Activities and Services. Aim : Provide a wider variety and increased number of events and activities to deliver the programme requested by the community in the Coxhoe Parish Plan 2 and other consultations				
Coxhoe Scouts, Cubs, Beavers started	Extend and improve activities for children and young people	increased income	Jul-13	
BOOK SHOP/SWAP	to provide a wide variety of activities and services	CPC funding received for purchase of bookshelves/ donations of books received/Run by Friends of the Village Hall open Tues, Thurs, Fri am	Dec-13	

Child Welfare Clinic transferred to Village Hall	provide services	increased income	Jan-14	
NHS Smoking Cessations started	provide services	increased income	Mar-14	
Casual Crafts Sessions started	to provide a wider variety of activities for all ages and abilities	Fridays run by volunteer Friend of the Village Hall. They would like to extend them.	Jul-14	
Coxhoe Quilting Sessions started	to provide a wider variety of activities for all ages and abilities	Thursdays afternoon run by volunteer Friends of the Village Hall. Funding Application to AAP for equipment	Oct-15	
Development of IT and Learning Centre	to provide educational activities for all ages eg sessions for young people, Computing for beginners	4 re-conditioned computers purchased with own funds. 1 computer donated	Apr-13	
		Wi Fi set up	Dec-13	
		Upgrading of electrics carried out by Waites Construction Community Team free of charge.	Aug-13	
		5 computer tables needed. Application to Sherburn House Trust		
		Need to upgrade computers in time.		
Develop as Centre for Culture, Arts, Music and Drama	Building development needed to free up changing rooms which are currently used for storage because of lack of other space.	Village Hall Hop 50's Rock and Roll started fortnightly. a partnership between organisers and village hall committee	Sept 13 on-going	
		new Stage Backing Curtains installed - sourced and organised by Village Hall Hop - cost shared 50/50 £885 each	Mar-15	
		Stage Floor sanded and varnished etc. funded 50% by Village Hall Hop/funds raised at Soul Night and remainder from VH funds.	May-16	

Employ Administrative Assistant	Support Management Group to: assist with smooth running of the hall/provide new activities in line with the parish plan and user surveys/support volunteers to develop current activities/move forward with building improvements.	Coaldfield Regeneration Trust have provided funding for 1 year from 14th April 2015. Funding ended 14th April 2016. post not continued because not affordable . Application made to Sherburn House Trust.	9/2015 to 15/4/16	
Extend and improve activities for children and young people	Improvements to Toddler/ Playgroup. Development Plan	Parish Council Youth Development worker provided some training for current playgroup supervisor. new play equipment, monthly special play sessions etc.	Oct-15	
		Playgroup Charity closed and responsibility taken over by Management Group	Oct-15	
		2 x £100 donation received from Mrs Egglestone and MacKenzie's. £50 raised from crowd funding	Jul-16	
Develop Activities for 50/60+ age group	Start luncheon Club	kitchen refurbishment complete. Need new equipment.		
Develop Heritage Centre and enhance other heritage features	to provide a base at Coxhoe Village Hall for the display of artefacts and information connected to Coxhoe's rich heritage, research centre etc.	Building alterations needed. See below		
Stage 3 : Energy Efficiency Project - to reduce overheads and reduce carbon footprint.				
UPGRADE HEATING SYSTEM TO ENERGY EFFICIENT GAS SYSTEM	Ensure comfort of users / attract more users to increase breadth of activities & income / Reduce overheads to ensure viability of Hall	Completed - funded by Biffa Award Main Grants Fund	Nov-15	
INSULATION - ROOF & WALLS & DRAFTPROOF	Reduce overheads to ensure viability/ ensure comfort of users	Completed - Funding received from County Durham Community Foundation Wind Farm Fund.	Oct-16	
CHANGE TO LED LIGHTING	Reduce overheads to ensure viability			

SOLAR PANELS	Reduce overheads to ensure viability/ ensure comfort of users	quotations received. Application made to M&S Energy Fund competition	Sep-16	
WINDOWS	Reduce overheads to ensure viability/ ensure comfort of users	quotations received	2014	
Sound insulation needed - CEILINGS FOR ROOMS 1 & 2 AND FOLDING DOORS BETWEEN 3 & 4	to stop sound disturbance between rooms -currently activities cannot take place in adjoining rooms - limits bookings	external funding needed. Quotations needed for works.	Jan-16	

Stage 4 : Building development to enable us to provide more activities and facilities and increase income to improve viability.

ARCHITECT PLANS AND ESTIMATES TO PROVIDE BUILDING IMPROVEMENTS LISTED BELOW		plans and estimates received - paid from our own funds.	Jan-16	
Quantity Surveyor needs to provide detailed plans and costs to enable us to apply for building permission and put out to tender				
LIFT TO FIRST FLOOR	<p>To ensure we meet requirements of Health and Safety and Disability, ensure activities taking place in the 1st floor rooms are accessible to all and attract more bookings of 1st floor rooms</p> <p>To isolate room Room 1 from regular disturbance from users of the 1st floor and allow for security for development of IT Resource Centre</p> <p>To cater for the increased demand for bookings and a base for the Heritage Centre</p> <p>currently the ground floor kitchen facility is at the back of the building with access through the main hall causing disturbance to users.</p> <p>use of the room is currently limited by size and office furniture and use of room by Parish Clerk</p> <p>The changing rooms are currently the only storage space. Additional storage space is needed for current and new activity groups</p> <p>will increase the range of uses for the 1st floor rooms and number of bookings</p>			
CREATE DIRECT ACCESS TO STAIRS FROM MAIN ENTRANCE HALL				
PROVIDE ADDITIONAL ROOM FOR HERITAGE CENTRE AND OTHER ACTIVITIES				
PROVIDE FACILITY FOR REFRESHMENTS FOR USERS OF GROUND FLOOR ROOMS 1 & 2				
INCREASE SIZE OF ROOM 1 AND CREATE OFFICE SPACE				
CREATE MORE STORAGE SPACE TO ALLOW FOR DEVELOPMENT OF PERFORMING ARTS ACTIVITIES				
1ST FLOOR IMPROVED KITCHEN WITH COOKING FACILITY AND TOILETS SUITABLE FOR THE DISABLED				