



BAMPTON TOWN COUNCIL

# **Report of the Community Facilities Audit 2016**

Report from the New Hall For Old (NHFO) group

# BAMPTON COMMUNITY FACILITIES AUDIT

## REPORT OF SURVEY

### 1. INTRODUCTION AND BACKGROUND

#### What has gone before

1.1 People in Bampton have been trying to do something about their community facilities for years. Over the period 2002-2015 three separate groups have addressed the issue:

(a) In 2002 there was a group called “Bampton Community Project Steering Group” which was initiated by the Football Club and essentially was exploring ways of improving and adding facilities for outdoor sports. They did a household survey which showed that people wanted both outdoor and indoor sports facilities.

They came up with proposals for reconfiguring and expanding facilities around the Recreation Ground including a new multi-purpose Sports Hall. Paperwork from this group is still available. Their legacy includes the balance of a grant from the then Devon and West Somerset Key Fund, currently amounting to around £8,000 in a savings account, and a geological/archaeological survey report on land around the Motte and Bailey.

(b) In 2010 there was a group called the New Hall Committee which represented Bampton's two “village halls” - the Community Hall and the Riverside Hall - and the Parish Council, with an independent Chairman. This group did a lot of work on options for the future which they presented to the 2011 Annual Parish Meeting. In the light of community feedback they concluded that none of the town sites they had looked at had support and the remaining two possibilities were the Scouts Hut site (owned by BTC) and the field adjoining the Recreation Ground. The group wound up in 2011 without a way forward being determined.

(c) The 2013 Parish Plan identified as a high priority “*Improve the Riverside Hall and in the long term replace it*”, with follow up action identified as “*to consider options including redesign to make better use of existing site and investigate alternative sites and/or alternative use of existing BTC property or new purchase*”.

(d) In 2014-15 the Riverside Hall committee itself developed a scheme to improve the Hall and twice made a bid for capital funding to the Big Lottery programme Reaching Communities (Buildings). Neither bid was successful.

1.2 The 2015 bid was not accepted partly because it could not demonstrate that it had the backing of the whole community and partly because LARCS (the Library group) was also thinking of putting in a bid and the fund would not consider two bids from the same community at the same time.

1.3 The detailed feedback from the regional Big Lotteries officer following these bids said there needed to be three actions

Action One: *The Riverside Hall committee need to meet with the LARC group and*

*discuss a way forward. There must be a pragmatic solution, not a competition.*

*Action Two: An Options Appraisal must be completed. There needs to be an Options Appraisal exercise that maps all the assets in and around Bampton available to the community. The exercise needs to identify why the existing assets do not fulfil the needs of the community i.e. why the Riverside Hall is needed. Might it not be more appropriate to sell some existing assets and build something new that meets the community needs more appropriately?*

*Action Three: There has to be a Wider Community Consultation process to ascertain the needs of the community. This must be directed at groups who face the most significant challenges e.g. people on benefits and pension credits, groups living in poverty, groups living in isolation - elderly, disabled, young people at risk. What do these groups want that will improve their lives and life chances? What stops them using the Riverside Hall as it is currently? What needs to be done to encourage such groups to engage with the community? How does the building need to change to meet these needs? The real needs must be identified, not the perceived needs from the bid writers.*

*Advice An Awards For All bid can be submitted from the village as a coherent whole - one group. This can be used to fund a feasibility study i.e. the Options Appraisal and the consultation. A company can be engaged to do this. These bids are 88% successful and you can bid for up to 10K, it takes 3 months. The outcome must demonstrate an improved community resilience, a happier, less isolated community. Once this is completed a new capital bid can be submitted.*

## **The New Hall For Old Group**

1.4 The present New Hall For Old (NHFO) group was set up in 2015 under the auspices of the Bampton Town Council (BTC) to look at how all this might be done. The name "New Hall For Old" came from the Bampton Players' then next pantomime "Aladdin" and was a rueful reflection that if only it was as simple as rubbing a magic lamp .... But it certainly isn't – on the contrary it involves a great deal of solid work, which is the responsibility of the members of the NFHO group. The group has had help from Devon Communities Together (DCT) which is advising on the process to be used. (DCT was formerly known as the Community Council of Devon, and supported the development of the Parish Plan)

1.5 The Group members are:

- Paul Edwards, Chair, (Vice Chair of BTC)
- John Shaw (Community Hall)
- Claire Benton/Sue Lee (Riverside Hall)
- Cara Dunne
- Liz Redfern
- Sheila Howells
- Dawn Eckhart (DCT – advice and assistance)

(The Church and LARCS (Library And Resource Centre Supporters) agreed to participate in the work but did not want to be on the Steering Group)

## How and why the facilities audit was done and which organisations participated

- 1.6 The world and his wife knew there were various places in Bampton where people could hold meetings and put on events. But no-one had a clear and comprehensive idea about what facilities these places had, what went on there, how busy they were, whether they were thriving. The community facilities audit was done to fill this gap in knowledge.
- 1.7 DCT provided examples of survey questionnaires that had been used for the same purpose in other parishes. The questionnaires were customised for Bampton by the NHFO group and completed by community organisations during the month of November 2015. Results were collated and written up in December/January (*this report*) in order to provide intelligence for later stages of work from January 2016 onwards.
- 1.8 All organisations in Bampton that offer space for meetings/events were considered for inclusion in the audit. These fell into 3 groups:
- 1.9 **Group A** - Organisations with a sole or significant focus on providing meetings/ events space. This group comprised the Community Hall, the Riverside Hall, and the resource centre element of LARCS once up and running. Shillingford Village Hall is also included here although it did the shorter questionnaire used for Group B.
- 1.10 **Group B** - Facilities with a different primary purpose but which are sometimes prepared to make their space available for other community events. This group comprised the Church, the School and the Fire Station. The Scouts had initially agreed to participate but did not provide information for the audit.
- 1.11 **Group C** – Commercial outlets (eg pubs, cafes) which allow their function rooms to be used for meetings..Originally it had been intended to include them in the audit but it was established early on that they did not allow their facilities to be booked independently of also using their commercial services (ie having a meal followed by a meeting), so in the event they were not asked to participate or sent questionnaires..
- 1.12 Groups A and B were asked to fill in structured questionnaires and provide supporting documents under the following headings:
  - Ownership and Governance
  - What happens here
  - Description of the building
  - Day to day management
  - Financial matters
  - Usage statistics
  - Communications and reaching out
  - Potential for change and future use
- 1.13 Separately, the organisers of the groups using the facilities were telephoned to find out details of their sessions, information about the make-up of their user groups and their opinions of current facilities. (None of this information is routinely collected by the venues at present).
- 1.14 The NHFO group is very grateful to all those in the community organisations who provided information for the audit and would like to thank them.

## 2. FINDINGS

### Group A Community Hall, Riverside Hall and the LARC

#### Community Hall

##### Ownership and Governance

- 2.1 The Community Hall in Station Road is an unincorporated charity registered in 1988. The building was originally funded by the people of Bampton and built on Church land. For many years it was run by the Church (hence its registered name of “St Michaels Community Hall”) but that ceased some time ago and it is currently run by 11 Trustees, (management committee) and governed by a constitution adopted 13 May 1997 which provides for representation by regular user groups and the Church, including the incumbent and 4 representatives of the PCC.
- 2.2 The land is vested in the Diocese of Exeter as custodial trustee. The building is considered by the committee to be “in public ownership” as the people of Bampton originally funded it for their use. There is no document/lease available at this time to show the relationship between the Hall Committee and the Church.

##### Description of the facilities and what happens in them

- 2.3 The Community Hall is an example of what everyone imagines a traditional “village hall” to be. Built in 1928, it is well maintained and heated, in good decorative order and popular with community groups. It has a single large room, seating 70, with kitchen, WCs including one intended for disabled access, and storage. In addition to tables and chairs, it has a fully equipped kitchen with crockery and cutlery available for user groups. Though it has no parking of its own, it is very close to the large public car park in Station Road and is therefore convenient for access by car.
- 2.4 It is mainly used for smaller groups and activities, such as committee meetings, and presentations – see Calendar in Appendix 1 for current users. There is a small recently built patio that can be used for barbeques and limited outdoor activities.
- 2.5 Most activities are decided by the groups which book the hall but the management committee puts on Spring and Autumn Fairs for its own fund raising purposes.
- 2.6 The management committee has not carried out a disability audit but believes its facilities are suitable for people with disabilities.

##### Management and Finance

- 2.7 Bookings are taken by contact with a booking agent who is a member of the committee. The booking agent’s contact details are published in “Useful Contacts” in Signpost and on *bampton.org* web site. Access to the Hall is through a committee member and arrangements are made with users how to pick up and return the keys. There is a conditions of use policy displayed on the hall notice board.
- 2.8 There is a part-time caretaker paid a monthly honorarium, who also carries out small handyman type jobs and calls in tradespeople for larger ones. Apart from the trustees themselves, there are no formal volunteers.
- 2.9 Income and Expenditure. According to the Community Hall’s annual returns to the Charity Commission (which are publicly available), the overall financial position over

the past few years has been:

<b>Financial year end</b>	<b>Income</b>	<b>Spending</b>	<b>Income less Spending</b>
2015	£13,866	£13,924	-£58
2014	£5,285	£5,245	£40
2013	£5,455	£6,274	-£819
2012	£5,116	£4,911	£205
2011	£5,201	£5,440	-£239

2.10 In a normal year the source of income is predominantly from booking fees with a small number of hirers providing significant proportions<sup>1</sup>:

Booking Fees	80%, of which 30% came from 2 activities
Short mat bowling	20%
Parties/Catering	10%
Other Income	
200 Club (donations)	20%

2.11 In a normal year the main categories of expenditure are:

Cleaning/caretaking	30%
Heat, light water	30%
Insurance & Licences	15%

2.12 The Community Hall Committee is confident it is financially viable with sufficient income to fund the current level of maintenance and repair needs. As at June 2015 it had £1,067 in its current account and £1,129 in its building fund, a total of £2,196. In recent years it has had a small grant from the Parish Council and a larger one from Viridor to fit a modern heating system..

2.13 The charges for hiring the hall are £5 an hour for regular users and £7 per hour otherwise, with special rates for after-funeral events, and higher rates to Mid Devon for use as a polling station.

2.14 The Hall carries public liability insurance and has its own bank account.

### Usage of the Hall

2.15 See Appendix for users.

### Communications and Reaching Out

2.16 The existence of the hall is not highly publicised but contact information for making a booking is shown in Signpost and on the Diary page of the *bampton.org* website. The Diary page also lists booked forthcoming events (information sent in by user groups for printing in the Signpost diary which is copied to the web site). There is no specific web page for the hall itself.

2.17 There is no publicly available comprehensive calendar of bookings and nothing

1 Source: Annual Returns to Charity Commission

shared with any other organisation other than through the open access media of Signpost and *bampton.org*. User groups may make their own arrangements for publicity.

- 2.18 No feedback events or routine consultations with user groups are undertaken but the committee nonetheless believes the hall is well thought of and valued.
- 2.19 The committee feels that the Community Hall is not in competition with Riverside Hall as it caters for smaller groups and they coexist well. It considers that there is a lot that it is good about the hall and cannot think of anything that is not good.

### Potential for Change

- 2.20 There is spare capacity for more bookings particularly on Fridays and at weekends. Overall the hall is said to be working at approximately 65% capacity.
- 2.21 There are plans for future improvements to the building such as double glazing.

## **Riverside Hall**

### Ownership and Governance

- 2.22 Riverside Hall in Bridge Terrace is at present an unincorporated charity, registered in 1962, but is in the process of converting to a Charitable Incorporated Organisation (CIO). Currently it is managed by a committee established under a conveyance (governing document) of 1954. Title to its land and that of its car park on the opposite side of Brook St is at present vested in the Official Custodian of Charities but will in due course transfer to the CIO.
- 2.23 The original governing document provides for representation by a large number of user organisations in Bampton, many of which no longer exist or have ceased to nominate representatives. Were the Charity to close, the only restriction in the governing document is that its assets should be transferred to an organisation with similar charitable objectives.
- 2.24 Riverside Hall was originally built in 1903 as the drill hall for the 3rd Volunteer Battalion Devonshire Regiment and later used by the Territorial Army which also allowed community events like dances to take place in the hall. After WW2 when the TA ceased the hall passed into private hands and was later sold in 1954 to the then Parish Council with a proviso that there should be an autonomous committee of management, ie though the title was vested in the Parish Council, this was as "custodial trustee" (because an unincorporated organisation cannot hold land in its own name) and the hall was not owned or directly managed by the Parish Council.

### Description of the facilities and what happens in them

- 2.25 The Hall consists of three kinds of building construction (i) the original substantial stone-built large drill hall with high pitched slated roof, (ii) a later corrugated iron and asbestos-roofed side lean-to (originally built by soldiers for their ablutions) now used as bar and storage, and (iii) a two storey flat-roofed 1950's addition on the front which contains the present entrance lobby, WCs, shooting room for the rifle club and kitchen on the ground floor, and, on the first floor, two meeting rooms accessed by an outside staircase and balcony. It is not a lovely building and needs a lot of

maintenance which it has not had recently because of resource constraints. The overall area is 270 m<sup>2</sup>, 2900 sq ft.

- 2.26 Downstairs Riverside offers a large space which is particularly suited to physical activities, like dancing, as it has a sprung wooden floor. It has a demountable stage at one end and can house a large seated audience. It is the home of the Bampton Players drama group and the monthly cinema. True to its drill hall origins, there are also specific facilities for rifle shooting.
- 2.27 There are modern high quality sound and lighting installations suitable for plays and performances and computer linked projection for presentations. There is a demountable bowling alley for indoor skittles (no longer used). There is a kitchen, fitted out in stainless steel to commercial standards, and a bar (with licence available when required). There also performing rights licences.
- 2.28 The official capacity is 120 people seated at tables, 150 seated in rows and 160 standing. It has its own 16 space car park on the opposite side of Brook St which is also used by the public.
- 2.29 A very thorough disability audit was carried out by an external consultant some years ago and most of the recommendations, including provision of a hearing loop, have since been carried out, with the notable exception of a disabled WC.
- 2.30 Most of the activities are decided by the groups which book the hall but the Management Committee does sponsor the monthly cinema as a fund raising amenity for the village.
- 2.31 The committee feels that there is currently competition for bookings from the Community Hall and prospectively from the non-library part of the LARC for smaller group meetings. They think there would be advantage in working more closely with these organisations.
- 2.32 They believe the good things about the hall are that it gives Bampton a space suitable for plays, large scale activities and with purpose designed facilities and equipment.
- 2.33 The not-good things are the state of the roofs, the too small and grotty changing areas for plays, lack of wheelchair accessible WC, ceiling not high enough for indoor sports like badminton or netball, and no outside curtilage for barbeques and outdoor events.

### Management and Finance

- 2.34 Bookings are made through the booking agent in the village, publicised in Signpost and in the Diary section of the *bampton.org* web site. Access is DIY - users pick up keys, let themselves in and return the keys to the booking agent. There used to be a booking form and written terms and conditions, which fell out of use and are about to be re-introduced.
- 2.35 There are no employed staff. The booking agent and self employed cleaner each receive an honorarium. There is no caretaker or handyman. Maintenance is carried out on an ad hoc basis by volunteers or tradespersons (when affordable).
- 2.36 There is no written bookings policy and a commonsense approach is used. Currently bookings are not taken that involve the consumption of large quantities of alcohol, eg discos, Football Club.

- 2.37 Current charges, are £5 per hour for the Hall and a further £5/hour for the use of the alcohol licence when required. Car park users are invited to make a 50p donation. Riverside is solvent at the moment but the financial situation is precarious. Income has not covered outgoings for the past 3 years and the books have been balanced by using reserves, leaving little funding for maintenance or equipment replacement.
- 2.38 At the most recent financial year end, in January 2016, the closing balance was a deficit of -£1,338. Urgently needed roof repairs have been estimated at £5,000+ for which grants will have to be sought. The hall has been successful in getting grants for other work in the past, eg heating & lighting systems.
- 2.39 The situation over the past few years has been:<sup>2</sup>

<b>Year End</b>	<b>Income</b>	<b>Expenditure</b>	<b>Inc less Exp</b>
Jan 2016	£7,929	£9,267	-£1,338
Jan 2015*	£11,957	£12,783	- £826
Jan 2014	£6,187	£8,352	- £2,165
Jan 2013	£9,879	£8,307	+ £1,572
Jan 2012	£11,983	£10,948	+ £1,035
Jan 2011	£12,866	£10,767	+ £2,101

\* included one-off grant for feasibility study which was spent within the same year

- 2.40 Under half the income is from booking fees. What keeps the hall ticking over is the 22% income from the cinema and the car park with a further 21% from fundraising, grants and donations. The breakdown is:

Booking fees	47%
Cinema	10% net after costs
Car park	12%
Fund raising	11%
Donations	10%

- 2.41 The main categories of expenditure are:

Booking agent/Cleaning	36%
Heat, light, water	27%
Insurance	13%
Servicing & Maintenance	11%

- 2.42 The organisation has its own bank account and carries public liability insurance. It does not have a business plan.

### Usage of the Hall

- 2.43 See Appendix for list of users.

### Communications and Reaching Out

- 2.44 The existence of the hall is publicised through its own page on the *bampton.org* web site with links to a regularly updated news page. The web site Diary page also shows the monthly lists of booked forthcoming events reproduced from the similar diary section in Signpost and originating from users. There are also flyers in the library and shops in the village.

2 Source Annual Returns to the Charity Commission

- 2.45 There is no publicly available comprehensive calendar of bookings and nothing shared with any other organisation other than through the open access media of Signpost and *bampton.org*. User groups may make their own arrangements for publicity. No feedback events or routine consultation with user groups is undertaken.
- 2.46 The management committee thinks the hall is largely taken for granted and not much valued by the community as a whole.

### Potential for Change

- 2.47 There is a lot of spare capacity in the downstairs main hall as user groups that are small enough seem increasingly to prefer the ambience of the Community Hall. The upstairs meeting room (the Albert Fowler Room) has hardly been used since BTC stopped meeting there; the management committee is currently looking at the possibility of renting it out commercially as a small office for a local business.
- 2.48 As well as spare capacity in the existing facilities, the building could be physically expanded to a limited extent by taking down and rebuilding the entrance block and the side extension. An imaginative feasibility study was commissioned by the Riverside Hall committee in 2014-2015 and is offered to the NHFO group as a possible option to be taken forward into its appraisal work.

## **LARC (Library and Resource Centre)**

### Background

- 2.49 The first point to bear in mind is that the Library And Resource Centre (LARC) does not yet exist, so all the information about its facilities and activities is based on plans and intentions not experience, although considerable advice and support has been obtained from a variety of local and regional and national organisations on delivering these facilities and activities. A knowledge of the background and context is particularly relevant to understanding the current position.
- 2.50 In 2014 there were apprehensions that Bampton's library was under threat of closure because Devon County Council had to save £1.5 million on its library services over the next four years. In the event this perceived threat did not materialise and Bampton library became one of 13 "community pilots" in Devon set up to explore different ways of working with more community involvement.
- 2.51 From April 2016 the Devon library service will cease to be run directly by the county council but will be managed by a public service mutual organisation to be known as "Libraries Unlimited" which will be a charity and a Company Limited by Guarantee. Devon County Council will commission library services from this organisation and is on the record (2015<sup>3</sup>) as saying there are no intentions to close libraries
- 2.52 When closure of the Bampton Library was feared to be imminent, a Bampton resident started to raise awareness and lobby for its retention, running a 6-day event which attracted over 300 visits. A Bampton Library Action Group was set up which later evolved into LARCS, the Library and Resource Centre Supporters.
- 2.53 In August 2014 LARCS distributed a questionnaire around the village and received

3 Devon County Councillor Roger Croad, Cabinet Member, Portfolio-holder for Libraries, DCC at <https://new.devon.gov.uk/futurelibraries/archives/348>

185 responses. Key points were:

- 172 responders wanted the library to continue
- 150 people wanted an advice centre
- 148 wanted help with computer use
- 103 wanted a "homework oasis"
- 171 wanted an adults/children's reading room with option of hot drinks
- 159 wanted a small meeting room for village groups

2.54 LARCS concluded that what was needed was access to a building that would not only secure the continuation and development of the library and but would also accommodate additional services that people wanted and were not currently offered by the management of the existing facilities in the village.

### Ownership and Governance

2.55 LARCS is now a Charitable Incorporated Organisation (CIO), registered in 2015, and has negotiated a 25-year lease (with an option to renew for a further 25 years) on The Old School Room in Station Road. It has a large membership of supporters that elect the trustees who will manage the LARC when it is completed.

2.56 The governing document is based on the Charities Commission Association Model. There are currently 6 elected Trustees and 540 members of the supporters' membership group.

### Description of the planned facilities and what will happen in them

2.57 LARCS has developed its ideas into a project to refurbish the Old School Room in Station Road Bampton. The proposal was presented to residents of Bampton and outlying areas at Public Meetings in February and March 2015 where it received a positive response including from the Parish Council, which is providing significant financial support.

2.58 The intention is to make the facility available 7 days a week. As well as hosting the library it will facilitate a wide range of services, activities and events. These will include activities like a 'Drop in Comfy Corner', Pop-up Advice Shops, Homework Club, Youth Sessions, talks and courses on diverse subjects, occasional exhibitions.

2.59 The Old School Room, built c1870, is structurally sound but needs a new roof, thermal enveloping, connection to mains sewerage, and heating and lighting installations to bring it up to present day standards.

2.60 The building will consist of one large room approximately 13m x 6.5m (about 85 sqm) with a kitchenette, disabled access WC and lobby partitioned off. Two walls will accommodate library shelving, one wall for computer desks. A Radio Frequency Identification Device will enable access to library stock whenever the centre is open. The rest of the building will be available for gatherings of up to 60 people.

2.61 The LARC does not have its own parking but there is on-road parking in the street outside and it is opposite the large public car park in Station Road. There is no outside space associated with the LARC.

2.62 The building is being designed for disabled access and is expected to be fully up to date in terms of heating, health & safety and building regulations etc. LARCS' stated aim is to provide a community 'hub' with innovative services, activities and events for Bampton and the surrounding areas, and a new home for Bampton's library

### Management and Finance

- 2.63 LARCS is currently developing its policies for bookings, hiring charges, and management of the facilities. It does not intend to employ paid staff and trained volunteers will play a significant part. Those who hire the building will largely be responsible for bringing in their own equipment, setting up and clearing up afterwards. The facility is expected to be available seven days a week including evenings.
- 2.64 The capital cost for refurbishing the building is approximately £150,000 and a grant of this amount has just been secured. Planning permission has been given and tenders sought from local builders with a target date of August 2016 for bringing it into use.
- 2.65 There is a costed business plan for the running costs which currently cannot be publicly shared but which will be made available at LARCS' AGM in May 2016. Bampton Town Council has given £5,000 towards building costs, and pledged £1,000 a year for three years towards running costs plus a further £5k yet to be finalised.
- 2.66 So long as the library exists, Devon County Council will continue to pay the same amount in a fee to LARCS, as it now pays in rent. Groups which come in to use the facilities will pay a hiring fee. The scale of charges has yet to be determined.

### Communications and Reaching Out

- 2.67 LARCS is an example to all in the way it has consistently used all forms of media and seized local opportunities to keep the project in the public eye. Never a month goes by without some activity that brings LARCS to the attention of Bampton people and it gets frequent coverage through the local community magazine, Signpost, the local newspaper, The Gazette, reports to the Parish Council, local radio, and news items on its own page on the *bampton.org* web site.
- 2.68 It takes all opportunities to canvas local opinion including surveys, open meetings and events, which will continue when the facility opens.
- 2.69 LARCS has said that it does not intend to, nor does it feel that it will, be in competition for bookings with the existing two halls in Bampton as it will be providing services and events that the two halls' management committees do not presently offer. But it has not ruled out accommodating groups that seek to hire its facilities for meetings though such meetings would clearly have to be compatible with other activities running at the time.
- 2.70 LARCS is very comfortable with the thought of sharing its calendar publicly and to work with other Bampton organisations, especially the Heritage Centre.

### Potential for Change

- 2.71 The intention is that the facility will be used to the maximum, seven days a week; only time will tell if there proves to be spare capacity. Some physical changes would be possible, eg putting in a mezzanine floor, renting the storage facilities and small yard adjoining the old school room.
- 2.72 LARCS says there is scope for providing facilities for the community that are not available elsewhere in the village and is in the process of negotiating these. LARCS is liaising with a number of 'partner' agencies eg Age UK Mid-Devon, Bampton Surgery, Bampton School, Devon Youth Services so that new services can be phased in without delay once the building is made fit for purpose.

## Shillingford & Petton Village Hall

- 2.73 Shillingford Village Hall is managed as an (unregistered?<sup>4</sup>) charity for the community of Shillingford and Petton. Originally the Shillingford and Petton Victory Hall, it was built on donated land. Money raising started in 1939 to build the hall and was completed after the Second World War. It is managed by a small committee of local residents.
- 2.74 It can accommodate 100 people in the hall and 12 in the meeting room. There is a small kitchen with a microwave and fridge. There are WCs, but no real storage for users. No equipment is provided for users.
- 2.75 There is a stage with curtains but no lighting for productions. The hall is accessible to wheelchairs but there is no disabled toilet. There is said to be enough room for badminton but it is not currently used for this purpose.
- 2.76 The hall needs modernisation. It is built from block so it is cold in the winter and hot in the summer. Wall heating was installed a few years ago and the hall has been rewired. A local man does repairs, decoration etc paid from profits and donations, including £300 from Bampton Fair. There are no formal staff, however the current Management Committee Chair is paid a nominal fee as an informal caretaker; anyone hiring is expected to clean up for themselves.
- 2.77 Booking is by telephone to a named contact, details and charges are on the hall wall and in Signpost. Example £35 for an evening dance.
- 2.78 Though no detailed statistics are available, current usage is low. In the present year there have been occasional funeral teas, there is an annual Christmas tea and an occasional quiz. In September there is an annual Sunday lunch. It was used recently for local parishioners to meet the new vicar and is used as a polling station for elections.
- 2.79 In the past the Ladies Guild met in the meeting room once a month, but now they meet at someone's house as there are only 8 of them in the group. Discos were a regular event but are no longer held in the hall. Over the last two decades local events have declined; the hall has not been hired for a wedding for several years.
- 2.80 The management group have not had to turn down any requests for hiring. The hall doesn't have public liability insurance. The local community do not use the hall regularly. Finding volunteers has been difficult.
- 2.81 **Development:** They would like to install cavity wall insulation and lower the ceiling to try to make the hall more appealing, however there is not the money for this. The management group applied to the Lottery to replace the chairs and tables but were unsuccessful and eventually raised the money themselves (Bampton Fair, Signpost)

*[Note: Shillingford Hall provided this information but did not want to be further involved in the NHFO work.]*

4 A search of the Charity Commission register produced no results.

## **Group B Church, School, Fire Station**

### **The Church**

- 2.82 The Church is a Grade 1 listed building, parts dating back to the 12<sup>th</sup> century. It is an exempted charity (ie treated as one but does not have to be formally registered with the Charity Commission). Title is vested in the Diocese of Exeter and local management is by the Bampton Parochial Church Council with day-to-day oversight by the two churchwardens..
- 2.83 The Diocese has a policy called “Crossing the Threshold” which involves opening up church buildings for wider community use. Bampton Church reflects this policy in several ways. The Heritage Centre is located in the building, which is also used for a variety of social events and meetings including concerts, coffee mornings and craft fairs. In the main these are organised by, or in conjunction with, representatives of the PCC. The Church can accommodate 230 people for large events using the whole church, The building is versatile in that a side aisle can be set out with chairs and low tables for informal meetings (seating around 20/30), and the chairs are placed in rows if additional seating is required when the main body of the church is in use.
- 2.84 The church building is not routinely available for private hire but may be used by community groups if the Riverside/Community Halls are unavailable or unsuitable. Enquiries should be addressed to the Rector or the Churchwardens. A scale of fees has not been determined, but will be kept under review.
- 2.85 There are facilities to make hot/cold drinks (water heater, kettle, microwave and china mugs) but not for food preparation. Cold water is obtained from an outside tap. The building has neither mains drainage nor toilet facilities. Public toilets are available in the Station Road car park opposite the church. The building is made wheelchair-accessible with two sets of folding ramps. When the building is in use, a bell is placed by the porch entrance to enable visitors to attract attention and gain assistance.
- 2.86 Financial arrangements are subsumed within the accounts of the PCC. There is public liability insurance if the insurers are notified. The churchwardens undertake checks for fire safety and health & safety risks.
- 2.87 There is no written booking policy and no booking form. There are no detailed usage statistics but only a small percentage of non-worship activities is said to take place. There is public liability insurance if the insurers are notified. The churchwardens undertake checks for fire safety and health & safety risks.

*[The Church would like to continue to be involved in the NHFO work through its churchwardens]*

### **The School**

- 2.88 The School is a voluntary aided Church of England primary school and is subject to national schools legislation and governance. A primary school has existed in Bampton for many years, and it was recently re-built with some excellent facilities which it allows community groups to hire.
- 2.89 Booking the facilities is through the school's business manager using a booking form.

The business manager vets applications and would refuse any that were inappropriate (which has never happened). The school hall will accommodate 120 people and a classroom would take 30.

2.90 Hirings are governed by the South West Schools Federation lettings policy which supports the use of expensive school facilities by the community. Users would be expected to take out their own public liability insurance. The school has overheads and staff that have to be covered at cost and there is a policy requirement to make a profit from lettings to profit making organisations. Community groups are charged at cost. Charges are therefore considerably more than other venues in Bampton, eg

Minimum hire 2 hours	£20	between 6am and 10 pm + cleaning/caretaking
Hall Minimum	£40	

2.91 As it is a primary school, intended for children aged 4-11, most of the chairs and tables are too small for adults to use. Hiring in adult size furniture is possible but would add to the cost. Projectors, electronic white boards and flip charts could be hired. There are limited cooking facilities available in the food technology teaching room (the school kitchens cannot be used for reasons of hygiene), The hall could be used for badminton.

2.92 There have been no bookings for non-educational events within the past 5 years (though it is known that at some point the school hall was used by the Bampton Players when the Riverside Hall was out of action).

2.93 The school is fully accessible for wheelchair users and there are some hearing loop facilities but not throughout the building. However the school's situation up a steep slope on the edge of the village is a deterrent to wider community use, especially for older people or those with walking difficulties.

### **The Fire Station**

2.94 The Fire Station in Barnhay is owned and managed by Devon County Council. It has a lecture room which can be hired by community groups for small meetings of up to 10 people. The lecture room is reached by an outside pathway down the side of the fire station.

2.95 Booking is by email to Devon Fire & Rescue Services Estates Department. Any group wishing to book must first have a risk assessment carried out with a member of DSFRS on site. Access is provided remotely by contact with the Fire Service in Exeter.

2.96 There is a lecture room, with table chairs and whiteboard, kitchenette and toilet. It is said to be DDA compliant. The hire charge is £3 an hour. Hirers must use their own public liability insurance. The room is not used very much by community groups and there is almost unlimited spare capacity.

### **The Scouts**

2.97 The Scouts did not participate in the survey. However, this section is included as it the Scouts facility is potentially significant. There is a certain amount of public information available including the Scouts page on the *bampton.org* web site, from which much of this summary is drawn.

- 2.98 Scouts organisations are exempted charities (ie treated as a charity but do not have to be formally registered with the Charity Commission) so there is no information to be gained from that source.
- 2.99 The Bampton Scouts has a sole-purpose Scout Hut on a site rented from Bampton Town Council up the Old Tiverton Road more or less opposite Ashleigh Park. It appears that it is used for 3 hours on Mondays and 2 hours on Fridays for cubs and scouts meetings. This suggests that, if the organisation were to agree to wider community use, there would be a lot of capacity on offer.
- 2.100 There is also a field associated with the hut that is used for outdoor scouting activities and which is made available for parking on Bampton Fair Day. Outside scouting times, the access gate to the hut and field is kept locked.
- 2.101 Generally Scouts organisations are funded by grants and fund raising. There is no source of central funding for local groups. Bampton Town Council makes grants to Bampton Scouts from time to time mostly from Fair Day proceeds. Otherwise there is no information about finances

### 3. KEY POINTS FROM THE FINDINGS

- 3.1 Bampton residents have a choice of places in the village where they can meet for straightforward non-specialist events (eg talks, committees and small group meetings) and the Community Hall is the venue of choice for this kind of event.

Venue	Capacity	Charge
Community Hall	70 seated	£5-£7 hour
Riverside Hall	120-160 seated	£5 hour + £5/hr for use of alcohol licence
Church	230 in main body, 20 in side aisle	Varies - often no charge for meetings in side aisle
LARC (when built)	60	Charges not yet decided
Fire Station	10-12	£3 hour

- 3.2 Riverside Hall is the place for (a) events needing specialist facilities for Drama, Cinema, Shooting or (b) events with unusually large attendances, though some smaller groups do choose to use it.
- 3.3 The current demand for small meeting spaces could probably be satisfied in just one of the two existing halls if spare capacity were to be efficiently and fully timetabled. Even if demand were to increase substantially, little of the existing additional capacity in the Church, School, Fire Station and (hypothetically) the Scouts would be needed.
- 3.4 There is considerable extra capacity for small groups coming on stream in 2016 when the LARCS building is completed.
- 3.5 Before anyone has taken a single step across their thresholds, the two halls have inescapable fixed overheads in the form of public liability insurance and public performance licences which cost around £900 for each hall. This is the equivalent of

1800 hours of hiring fees at current tariffs. Then there are semi-fixed utilities and cleaning costs amounting to some £5000+.

- 3.6 The hiring charges for both of the existing halls are way below what would be needed to cover these fixed and semi-fixed costs. To maintain an adequate financial balance, both halls depend on non-hiring income – the Community Hall on the substantial donation from the 200 Club and Riverside on the profits from the Cinema and the donations for use of the car park.
- 3.7 If the Riverside Hall were to be reprovided in some way, what is self evidently lacking in Bampton is indoor and outdoor sports facilities, and, given this lack, any new hall should probably take the form of a multi-purpose sports hall/gym which would double as a facility for drama and concerts.
- 3.8 However the financial feasibility of such a facility would need to be rigorously tested before embarking on any major capital investment. When asked, people are very ready to write down things they think they would like to see **BUT** would they actually use them in practice and would they be willing to pay enough to keep them solvent?

## 4. WHAT HAPPENS NEXT

### Work Programme

As it stands, the work programme has 3 main stages:

#### 4.1 Stage 1 is to establish “Where are we now?”

- |               |  |
|---------------|--|
| January 2016  | Community Facilities Audit ( <i>this report</i> ) – discussion at the NHFO meetings in January and February 2016, Report to BTC 6 April.   |
| February 2016 | Land Availability Audit to find out what sites might be available for replacing or re-siting facilities .A study which will identify all the locations and pieces of land in Bampton that could potentially be used (however improbable) to locate new/refurbished facilities. For each piece of land to find out <ul style="list-style-type: none"><li>Location Plans/Registration documents</li><li>What it is used for now</li><li>Any restrictions on how it could be used in the future</li><li>Ownership</li><li>Are the owners willing to make it available</li></ul> |
| April 2016    | Household Survey to find out what facilities and amenities people use, what they think of them and what they would like to see in future.  |

#### 4.2 Stage 2 is to ask “Where do we want to be?”

April 2016 onwards - Community event(s):

- (a) for the NHFO group to present findings of the two audits, Facilities and Land and feed back issues from the household survey
- (b) for people in the community to express their thoughts and aspirations for

the future and jointly develop options for fulfilling them, resulting in an agreed vision for future community facilities

- 4.3 Followed by costing the options (capital and running costs) in order to settle on the one that produces most benefit and best value for money (called the “preferred option”),

**NOTE: As the NHFO group was set up specifically as a “task and finish group” its work will have been done once the preferred option has been chosen and at this stage it will be necessary for BTC to decide on a fresh process for taking Stage 3 onward**

4.4 **Stage 3 is to work out “How do we get there”?**

Create project plan with timescales and target dates for the preferred option

Seek funding for the preferred option, probably including a further bid to the BIG lottery building fund, this time hopefully with the whole community's backing

## APPENDIX – BAMPTON GROUPS

NOTE the starting point of this table was the “Organisations” page on the *bampton.org* website which will be offered the use of updated information discovered as part of the organisers’ survey

Organisation	Ave Nos Att	Frequency	Day	Time	Where
200 Club	doesn't have meetings				
Ballroom etc dancing for beginners	16 -20	weekly	Thursday	8pm -10pm	Community Hall
Bampton in Bloom Annual General Meeting Presentation evening Committee Meetings	< 20	annually (May)		Evening	Community Hall
	50 -60	annually (Sept/Oct)		Evening	Riverside Hall
	10	2-monthly		Evening	Private house
Bampton Society	16 -20	monthly	last weds	7.30pm	Community Hall
Beavers/Cubs		weekly	Monday	5pm-8pm	Scouts Hut
Bell Ringers	10 to 12	weekly	Wednesday	Evenings	Church
Bingo	20	2-weekly	Friday	Evenings	Riverside Hall
Bridge House Hotel Folk Group	Occasional				Bridge House
Business Group	25	every 6 - 8 weeks	no regular day usually mid week	Evening	Toucan
Cinema	40-60	Monthly	3rd Sat	Evening	Riverside Hall
Community Lunch	60-70	Monthly	4th Wed	Midday	Community Hall
Exmoor Rotary Club	16 -18	fortnightly	Tuesdays	12.30 -2.00	pubs around Bampton/Dulverton
Folk Dance Club	no longer in existence				Community Hall
Football Club	doesn't have meetings				The Rec
Handbell Ringers	5	Weekly		Afternoon	Private house
Heritage Centre Volunteers	20	quarterly	mid week	6pm - 8pm	Church
Junior Drama Group	12	Weekly	?	4.45-5.45	Riverside Hall
Knit & Natter	20	Weekly	Monday	Afternoon	Church
Ladies Group	35	Monthly	4th Wed	Evening	Riverside Hall
Line Dancers	not now in Bampton				Brushford?

Organisation	Ave Nos Att	Frequency	Day	Time	Where
Netball Club	no suitable facilities in Bampton				Exeter
Over 60s	30 to 40	Monthly			Community Hall
Painting Classes	10	weekly	Weds	Morning	Community Hall
Parish Meeting	30	Annual – April/May			varies
Parochial Church Council	8	quarterly	varies		Church?
Pilates	in abeyance (roadworks)	weekly			Community Hall
Plants & Gardens Society		Occasional			Community Hall
Players (Performances & main rehearsals)		weekly pretty much throughout the year for rehearsals	Weds and Sundays	Weds 7pm and Sun 3pm	Riverside Hall
Primary School/ P.T.F.A.		Occasional Party			Riverside Hall
Quilters/Patchwork	10	2-weekly		Morning	Community Hall
Rifle Club	12	Weekly	Tuesday	Evening	Riverside Hall
Scouts		Weekly	Friday	7pm-9pm	Scouts Hut
Short Mat Bowling	8 to 10 afternoons 12 to 15 evenings	Weekly	Tuesday	1 x Afternoon & 1 x Evening	Community Hall
Signpost	12	2-3 monthly	varies		private house
Skittles Club	no longer in existence				
Slimmers World	40	Weekly	Thursday	Evening	Riverside Hall
Table Tennis Club	3 to 8	Weekly	Weds	Evenings	Community Hall
Tiverton & Bampton W.I.	Only occasionally meets in Bampton now				Community Hall
Town Council	12	Monthly	1st Wed		Community Hall
Twinning Association	French Visitors - 100	2-yearly		Weekend	Riverside Hall
	Committee	Monthly			Private house
Yoga	10	weekly	Weds	7.30 pm	
Young Farmers	Occasional Bingo				Riverside Hall
Zumba	no longer in existence				



