UTTERBY VILLAGE HALL
TODAY...TOMORROW…
THE FUTURE...

BUILDING & SITE DEVELOPMENT PLAN

INVESTING IN OUR COMMUNITY SPACE

Charity Number: 508185

Utterby Village Hall
Main Road
Utterby, Lincolnshire
LN11 0TQ

Utterby Village Hall has stood as part of the village of Utterby for over 100 years. It is a testament to the generations of residents who have cared for and managed it over this time.

This plan sets out the next stages for development, to ensure it continues to be a place that can be used today...tomorrow…and the in the future.

ONGOING WORKING COPY

BACKGROUND

1. Utterby Village Hall is located in the rural community of Utterby, Lincolnshire. It was built in 1908, given to the village in trust In 1948 and became a registered charity in 1978.

2. Income of around £5,000 per year, is generated mainly from hiring the facilities. This pays for day to day running costs, insurance, equipment servicing and some ongoing maintenance.

3. The Hall is run by an elected, volunteer Management Committee of Management Trustees. It is their job to care for and manage the Hall on behalf of the Charity, ensuring it is a place that is fit for the intended Objects, as set out in the original Trust Deed, 27th January 1948.

   Utterby Village Hall shall be held in Trust for "the purposes of physical and mental training, and recreation, and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the beneficial area, without distinction of sex or political, religious, or other opinions."

4. The original 1908 Main Hall is built from red brick, with a pitched, slate tiled roof and wooden floor. Additions have been made over the years, including a brick built extension with a pitched concrete tiled roof. This houses a kitchen, coffee area, entrance area, toilets (including two accessible cubicles) and store cupboards. The Main Hall has a suspended ceiling with insulation above and is heated by an electric, air heating system. An electric radiator and wall fan heat the entrance/coffee area. Hot water is supplied by a small immersion heater. Windows and doors are double glazed.

5. Outside there is a gravel surfaced car park for approximately 16 cars to the North side of the Hall. This provides not only car parking but pedestrian access to the side, main entrance. One disabled car parking space has a tarmac surface, with a narrow tarmac path to the side entrance. There is a grassed garden with two fixed picnic benches to the rear.

6. The main hall can accommodate around 70-80 seated at tables. The maximum capacity for the building is 100 people.

7. After suffering from enforced closure to users during the COVID pandemic and some years with a limited management structure, a new Management Committee was formed in October 2023. Eleven Management Trustees, including members from Parish organisations and regular Hall users, were duly elected at the AGM in April 2024.

8. The Trust Deed and Charity Commission Guidance has been used to review and embed proper governance. The new Committee have been focussing on policies and procedures. A Hall Hire Agreement and booking forms are in place and the Hall is now visible online with a website and social media accounts. The Annual Report (on our website) illustrates further progress and achievements.

9. A modern, accessible Constitution has been developed, building on the original Trust Deed.

10. As a result of the past year's work and developments, usage has increased and we have welcomed over 600 people for various groups, activities and events across the year.

11. The Management Trustees are now moving forward with some of the more practical aspects of running a Village Hall.

THE PLAN

1. This plan focuses on investing in the building and site, identifying what needs to be done to repair, maintain and improve Utterby Village Hall over the coming 5 years.

2. It focusses on capital expenditure for repair, maintenance and improvement and not on running costs.

3. We engage in ongoing dialogue with our users, listen to their feedback, observe how people use the Hall and use the information to help us plan improvements.

4. Where possible, work and equipment will be planned for and funded from our budget.

5. To achieve the planned outcomes, grant applications will also need to be made.

AIMS

We want to -

1. Celebrate and build on the many years of care that have been invested in this community facility.

2. Ensure that the fabric of the building is safe, well maintained and fit for use for a wide range of activities.

3. Improve the environment and facilities of the building, ensuring it is welcoming, of a high standard and meets the needs of everyone that uses it.

4. Increase use of the facilities by local people, groups and organisations, both now and in the foreseeable future.

WHO WILL BENEFIT FROM THIS?

1. As a Village Hall, open for all to access, we don't "fit into a box" as we cater for a wide variety of people in the local and wider area. Everyone is welcome "without distinction of sex, political, religious, or other opinions".

2. Those who use the Hall "now...tomorrow….and in the future" are our community.
   These are the people who will benefit from the planned work and improvements; people we know now and those we are yet to meet; children, adults, families, older people and people with disabilities…. through the varied groups and events that our Hall is used for.

3. At this time, these people include everyone who attends the local Parkinson's UK group for drama, ukulele and indoor kurling; Fencing Club; art workshops; Utterby Community Coffee Morning; Utterby Parish Council; St Andrew's Church and Local Churches groups; Team Utterby, events and fundraising group; Headtorchers running group; meditation and yoga group; Tango dance group; Friends of Utterby School (PTA); Zumba fitness; cake decorating classes; local musicians rehearsals and all those who hire the Hall for meetings, parties and family events.

4. Investing time and effort into carrying out these proposed developments ensures our Hall will be an improved place for everyone. By promoting these improvements, we aim to increase interest and use by new people and groups.

PHASE 1

OVERVIEW

Phase 1 focusses on the need to carry out some key repair and improvement work, aiming for completion by the end of March 25.

REPAIRS

From observation and review of the building (supported by a local volunteer with Surveyor experience) and Hirers' feedback, the following needs have been highlighted -

- Repointing needs carrying out to areas of the North, South and West sides.
- Damp issues along the North internal wall need addressing.
- The roof needs broken or missing tiles replacing and some areas need repointing.

ADDRESSING THE NEEDS

YELLOW indicates works completed

	WORK REQUIRED AND OBJECTIVES	IMPACT	ESTIMATED COST
A	Repoint some areas of exterior brickwork to restore lost mortar and stop water seepage into the brickwork, causing damage to the structure of the building. (May need to be done in phases depending on investigations and advice). **COMPLETED OCT 24 & AUG 25**	The building's "fabric" will be improved. This will protect it from the elements, solving leak and damp issues, ensuring our building and its environment is structurally safe and in good order for current and future users. Without the repair work the building will deteriorate. A well maintained and cared for space has a positive impact on the well-being of all users.	A £2000 **FINAL COST £1850**
B	Re plaster the internal North wall (lower area) - moisture resistant barrier, plasterboard and skim to remedy internal damp issues. **COMPLETED JAN 25** **ADDITIONAL WORK WAS REQUIRED TO REMEDY ISSUES**		B £2000 **FINAL COST £3196.00**
C	Carry out repairs to parts of the roof to ensure the roof is watertight and in good order. **COMPLETED OCT 24**		C £1500 **FINAL COST £1285.00**

IMPROVEMENTS

- Heating to the rear of the building is very limited and needs improving.
- The main hall needs decorating especially as new plaster work will need painting.

ADDRESSING THE NEEDS

	WORK REQUIRED AND OBJECTIVES	IMPACT	ESTIMATED COST
D	Add another heater to the Coffee Area to improve heating in the back part of the building to make more comfortable and useable. **COMPLETED NOV 24**	The heating in this area will be improved. It will be more useable and comfortable for users. It would enable this area to be promoted more for use as a meeting and small group space.	D £650 **FINAL COST £748.89**
E	Carry out a redecoration of the Main Hall, with contract grade materials, to prime and decorate the newly plastered area and improve the quality, durability and finish of paintwork to the whole of the Main Hall area (walls & woodwork). **COMPLETED JAN 25**	Decoration will be improved. Contract quality, scrubbable, hard-wearing paints will improve durability of walls and woodwork, enable easy cleaning and reduce the frequency of need for decoration due to quality materials used and professional application. The environment will be improved for all users with a positive impact on their well-being.	E £1000 **FINAL COST £769.00**

PHASE 2

OVERVIEW

This Phase focusses on continuing to invest in and improve the quality of the Hall.

The order of works will be dictated by needs and funds. The order of areas to be addressed will be decided annually.

IMPROVEMENTS & DEVELOPMENTS

From ongoing dialogue with users and observation of how people use the Hall, the following needs have been highlighted -

- Heating needs adding to the toilets.
- The toilet cubicles for disabled users need to be more accessible.
- The store room off the Main Hall needs to be reorganised.
- The coffee/entrance area, kitchen and toilets need to be redecorated.
- The wooden floor of the Main Hall is in need of restoration.
- The carpet in the Coffee Area and entrance needs replacing.
- Window blinds, tables and chairs need changing.
- Building signage and notice boards need improvement.
- The garden area needs enhancing.
- Mobile phone signal inside the building needs improving.
- The surface of the car park and main pedestrian route into the Hall needs improving.
- The roof on the rear extension will need replacing.
- A Positive Input Ventilation system needs fitting to the main hall roof void.

ADDRESSING THE NEEDS

YELLOW indicates works completed

	WORK REQUIRED AND OBJECTIVES	IMPACT	ESTIMATED COST
A	Replace obsolete toilet heaters with motion sensor heaters, to improve heating in the toilets and eliminate condensation issues. NB. This work includes fitting of an additional consumer unit fed from the existing unit to power the PIR system, fitting of heaters and purchase of heaters. **COMPLETED AUG 25**	The toilets would be improved. They will no longer be freezing cold in winter! Baby changing will be improved as it will be warmer. Heating will make the toilets less prone to condensation issues. Motion sensor heaters will only heat the area when in use, impacting positively on keeping energy consumption low.	A £1500 **FINAL COST** **PIR system works £666.24** **Heaters £687.34** **TOTAL ££1353.58**
B	1. Replace the sinks in the accessible toilet cubicles, with smaller sinks, to allow better space and access for wheelchair and mobility frame users. Fit approved TMV3 WRAS approved lever taps to provide ease of use. 2. Replace and add grab rails to improve safety and accessibility. 3. Replace accessible toilet cubicle locks with “disabled toilet handle facility cubicle indicator bolts” to improve accessibility, independence and privacy. 4. Boxing in of pipes in ladies toilet cubicle. **COMPLETED JAN 26**	Accessible toilet facilities will be improved. Users will be able to access, lock and use the accessible toilet cubicles safely and independently. Well cared for, inclusive facilities, will have a practical impact on users, showing their needs are being considered and provided for.	B £1500 **FINAL COST £1500.00**

C	Sort out the storage room off the main hall, to improve the organisation and accessibility of the space. **BEGUN JULY 2026**	Storage will be improved. Existing wall and floor units will be useable for regular Hirers equipment.	C £100
D	Carry out an internal redecoration with contract grade materials to to improve the quality, durability and finish to - 1.Coffee/Entrance Area (walls, ceiling & woodwork) 2.Kitchen & toilets (walls, ceilings & woodwork) **Jan 26 COMPLETED**	Decoration will be improved. Contract quality, scrubbable, hard-wearing paints will improve durability of walls and woodwork, enable easy cleaning and reduce the frequency of need for decoration due to quality materials used and professional application. The environment will be improved for all users with a positive impact on their well-being.	D 1. £1000 2. £1000 **FINAL COST** **1. £886** **2. £706**
E	Collate the existing historic Utterby photos. **Feb 25 COMPLETED – FRAMES DONATED** Add large, modern, canvas prints to the Main Hall walls to illustrate the local area. **Oct 25 COMPLETED**	Environment will be improved. Value of the past and present will be represented through the images, placing value on our village setting.	E £800 **FINAL COST** **£322.36**
F	Sand, seal and protect the Main Hall wooden floor to restore and improve the surface finish, durability and safety. **COMPLETED AUGUST 25**	Flooring and environment will be improved. The hall floor will be durable, smooth and safe, positively impacting on all users.	F £2000 **FINAL COST** **£750**
G	Replace the Coffee and Entrance Area carpet to improve quality, cleanliness and safety in this area. **COMPLETED JAN 26**	Flooring and environment will be improved with clean and improved covering. This area will be improved for smaller group meetings etc.	G £2500 **FINAL COST** **£1804.28**
H	Replace window blinds throughout to improve quality and functionality for users and to meet fire safety requirements of furnishings. **COMPLETED OCT 25**	Furnishing will be improved. Blinds will be easier for Hirers to use with stronger pull cords. Furnishings will meet the fire safety standards required. Quality furnishings will impact positively on the space, raising quality for users.	H £1500 **FINAL COST** **£1408.80**
I	Replace the chairs throughout the main hall with chairs of consistent size and colour to improve quality and enable safer lifting, moving and stacking and to meet fire safety requirements of furnishings. **I1. 45 NEW CHAIRS ADDED OCT 25** **I2. 15 NEW CHAIRS ADDED JAN 26** I1. Replace the chairs throughout the coffee area to improve quality and enable safer lifting, moving and stacking and to meet fire safety requirements of furnishings. I2. Replace large folding tables to improve quality, safety and ease of storage.	Furnishing will be improved. All main hall chairs will be of the same size and design to fit around tables effectively, helping with setting up events and functions. Safety of users regarding moving and will be improved. Fire safety rated furnishings will meet safety requirements. Quality furnishings will impact positively on the space, raising quality for users. Larger tables will be modern and easier to move and store, impacting positively upon users access these for their groups.	I £4000 **I1. COST** **£1559.46** **12. COST** **£545.82** I1. £3000 1.2 £2000 **TOTAL FINAL COST**

J	Replace old, wooden, bar type tables with lighter, modern tables to improve quality, moveability and to meet safety standards of furnishings. **COMPLETED JAN 26**	Furnishings will be improved. Furniture will be more manoeuvrable for users. Modern furniture will meet fire safety standards.	J £700 **FINAL COST £361.02**
K	Add external signage to ensure the name of the Hall is visible from the road and the side main entrance is clearly indicated. **COMPLETED OCT 25 INCLUDING ACCESSIBLE CAR PARKING SIGN TO REAR**	Signage will be improved. Users will be able to locate the Hall more easily and passers by attention will be drawn to the location with potential booking increase as result. The main entrance will be clear to users.	K £1000 **FINAL COST £494.16**
L	Improve notice boards and leaflet display inside, to clearly display Hall and community information and policies for users to read. **COMPLTED JAN 26** **NOTICE BOARD DONATED** **COST ONLY FOR LEAFLET DISPLAY**	Display of Hall and community information will be improved. Posters and information will be displayed clearly for users to see and note activities/information.	L £500 **FINAL COST £97.04**
M	Create a marketing leaflet about the Hall detailing all the improvements and developments, to send out in the local area, promoting the facilities and to encourage further use by new groups. **ON HOLD UNTIL WI-FI ADDED**	Information about the developments at the Hall will be shared. Marketing of the facilities will be improved, highlighting the quality developments and improvements made. New users will be attracted to use the facilities.	M £500
N	Add further planting to the garden area to make it a more relaxing and attractive space for use by Hall users and local people. **BEGUN OCT 2026**	The garden area will be improved. The planting will enhance the area creating a relaxing space for users.	N £1000
O	Add electrical socket(s) to the outside to enable safe access to power outdoors. **COMPLETED JULY 2026**	Outdoor electricity will be provided. This will help with garden maintenance and outdoor contactors. Sockets will be specifically installed for outdoor safety.	O £1000 **COST £816.75**
P	Fit an external, Ofcom compliant mobile phone signal booster to improve mobile phone reception inside the Hall. **QUOTE SOUGHT FEB 2025** **NOT A FINANCIALLY VIABLE PROJECT AS WOULD COST NEARLY £5,000 WITH MINIMAL BENEFIT & IMPACT**	Mobile phone signal inside the building will be improved. Users will be able to access their own voice and data accounts. There will be improved access for chip and pin payment devices.	P £1000 **Actual quote costing to supply & fit £4,922**
Q	Resurface and resolve drainage issues to the car park/pedestrian access route, to provide a flat, even, puddle free surface from the front to the rear of the site, to improve safety, accessibility and drainage. Improve disabled car parking space and signpost it clearly. **Q1. ACCESSIBLE CAR PARKING SPACE WITH DRAINAGE & ACCESS PATH TO SIDE DOOR COMPLETED OCTOBER 2025** **Q2. FULL RE SURFACE & BLOCK PAVED PATH ADDED FOR PEDESTRIANS OCTOBER 2026**	Car parking and pedestrian access will be improved. Users will feel safe and be able to access the building without trip hazards or issues with uneven surfaces. Pooling water, causing puddles and ice patches would be eliminated to improve safety further. This would benefit all users. Improved disabled parking would positively impact on people with mobility needs, enabling them to access the building safely and independently. The appearance of the area would be improved, having a positive impact on the whole village environment.	Q £30,000 **Q1. COST £9,300** **Q2. COST £16,970**

R	Replace the roof on the back extension to replace the eroding concrete tiles, felt etc. and protect the building from water ingress. (7-10 years time).	The building will be protected from the elements, solving any future leak and damp issues, ensuring it is structurally safe and in good order for current and future users. Without planning in this work the building will deteriorate.	R £15,000
S	Fit a Positive Input Ventilation system to the main hall roof void to eradicate moisture and condensation issues by circulating fresh air throughout the building. **PUT ON HOLD TO ASSESS NEEDS NOW THAT VENTILATION IS IMPROVED**	Moisture and condensation will be removed from the air, allowing the building to breath and preventing mould and damp issues. This will have a positive impact on the fabric of the building preventing damp/condensation and our users air quality will be improved.	S £600
T	Add solar panels with a storage battery to reduce electricity costs and help offset the Hall's carbon footprint.	Solar powered electricity for the Hall's heating, lighting and hot water will be generated, reducing the Hall's carbon footprint. Electricity bills will be reduced making the building more financially sustainable.	T £15, 000
U	Add Broadband to the building to enable users to access services through Wi-Fi. **WAITING ON BROADBAND CONNECTION TO BE AVAILABLE TO THE HALL!!**	Internet access will be an ongoing service for groups wishing to access online content, into, music etc. Where payments by cards for transactions are required, hirers we will be able to expand use the Hall for these type of events.	U **COSTS TBC but will be ongoing monthly charges.**

In addition to the repairs, developments and improvements indicated in this plan...

Ongoing reviews of the building and site will take place, to assess the needs of all users, including any increase in use or changes to user needs. This will enable us to adapt any plans and create a further development plan. Ongoing reviews of the facilities will benefit all users and enable future planning to address any areas of need.

SEEKING QUOTES FOR WORK AND PURCHASES

1. In line with our Financial Governance, all work will be costed before proceeding.
2. The Chair may approve expenditures up to the value of £250.
3. The Treasurer may agree and settle bills up to £500.
4. Any works or items from £500 up to £1,000 will be agreed with the authorisation of the Management Committee.
5. Work or items over the value of £1,000 will be authorised by the Management Committee, subject to the submission of three quotations.
6. Quotes and receipts will be collated, filed and stored.

GRANT APPLICATIONS

1. The Management Committee will research and seek grants towards the delivery of this plan where possible

2. Copies of grant applications will be stored for reference.

3. Grants will be sought and used for the purposes of repairs and improvement as set out in this plan.

4. Grants will not be used for ongoing running costs.

5. Reporting back to grant funding organisations on progress and the use and impact of funding will be carried out in line with individual grant funders' requirements.

6. Grants or donations given towards any improvement or development works or purchases will be recorded as such and used only for that purpose.

SHARING INFORMATION AND PROGRESS

1. We will make sure we keep everyone informed.

2. A log of achievements will be kept.

3. A photographic record of what is achieved will be kept.

4. Photos will be collated to form a record, showing where possible, before and after.

5. Information and photos will be shared on our website and social media.

6. A record of users is already kept in the Hall booking diary. This will be annotated with how many people attended each event. Figures will help to illustrate impact and any increases in use.

7. Update reports will be included in the Parish magazine, Utterby Voice and information will be sent to residents as appropriate.

8. We will include progress reports on achievements at AGMs and in Annual Reports.

9. We will keep regular users updated on progress and seek their ongoing feedback on how they feel about the improvements.

10. Where appropriate, we will hold open events to view and share progress.

11. All development and improvement information will be made available to any funders who have provided grants or donations.