

## **PARWICH MEMORIAL HALL – FREQUENTLY ASKED QUESTIONS, MAY 2009.**

**It has been suggested that people would value a clear update at this time on the current situation with regard to the proposals for the new Memorial Hall. Please find below responses to the most frequently asked questions. This will be followed by a regular newsletter displayed on the village notice boards and web blog as the final stages are approached.**

### **Why are we building a new hall?**

2 reasons. The current hall does not fulfil statutory requirements. Also in 2000, a village survey showed 87% support for a new hall. In 2004, the committee organised a vote from the whole village. As a result of this vote, the decision was made to build a new hall.

### **Why is the project taking so long?**

Most villages take around ten years to realise a project of this size. However, this one is expected to come to completion within six years of the vote being made.

Before any building work can start, there are a range of issues to be addressed and resolved, such as architectural design, obtaining planning permission, relocation of the electricity substation, resolving right-of-way issues, and fundraising. The project is managed by volunteers, working in their spare time, and each stage of the work requires approval from the relevant authorities and user groups.

### **Who is leading and managing the project?**

The Parwich Memorial Hall Management Committee (PMHMC) comprises five annually elected members and representatives from fifteen user groups. PMHMC delegates some responsibility to volunteer subgroups, who cover fundraising, technical and communication. The blog team also provide support for the work of PMHMC.

The subgroups carry out research & then make recommendations to PMHMC who then vote to agree the final decision. All user group reps are fully informed & involved at every stage of the discussion & decision making & are therefore fully able to keep their members informed.

As of May 4th 2009, there are four vacancies for user group reps.

### **How can I ask a question, or raise an issue with the committee?**

If you are a member of a user group, then please contact your representative, who should either know the answer or will be able to raise your question/issue with the committee at the next scheduled meeting.

If you are not a member of a user group, then please approach any committee member.

### **How often does the committee meet?**

The committee currently meets about once a fortnight. This is due to the large number of decisions that have to be made at this stage of the project. More typically, committee meetings take place every four to five weeks.

### **How are decisions made?**

Before any decision can be made, the committee must be quorate, i.e. with the minimum number of attendees, as required by the constitution. The topic is raised at a PMHMC meeting by a PMHMC member and is discussed in detail. A vote is then taken and the outcomes of each decision are minuted.

### **How can I find out what has happened at the meetings?**

The minutes of each meeting are made available in a number of ways. They are e-mailed and/or hand-delivered to all committee members, including user reps, and also to all subgroup members. The most

recent sets of minutes are pinned on the notice board inside the hall. A folder of all minutes is kept at The Sycamore, in the corridor between the front and back doors. Minutes are published and archived on the village website (parwich.org).

From May 2009, a monthly update will be displayed on all village notice boards and the blog with additional copies being left inside the church. This will summarise the most important recent decisions and activities.

### **Who is responsible for designing and building the hall?**

Marsh Grochowski's architectural design has been completed, with planning permission granted in 2008. This was the design that received funding from the Big Lottery Fund in December 2008.

As a charity, the management committee has a duty to contain costs. Consequently, three competitive quotes for the design team costs of the project were sought. The professionals who produced the lowest quote were lead by Prosurv Consult. Additionally, Prosurv made an assurance that should the project fail through lack of funding, fees would be limited to within the BLF lead in payment for professional fees. (This approach was also taken by Over Haddon Hall who are the only other hall to have received BLF funding in the Peak Park)

The Prosurv design team is currently adding detail to the internal specification, in response to user group feedback. Prosurv have also just completed the process of inviting contractors to pre-qualify for the new build based on past experience, claim history, financial stability, current workload, health & safety record, location, past working relationships, proactive nature and client aftercare. They will be sending tender drawings out on 15 May to the 6 contractors who fulfil the criteria in order to obtain competitive quotes.

### **When is the building work going to start?**

The planned start date is July 27th, 2009, and all project planning is being made with this date in mind. However, this is dependent on sufficient funds having been raised or pledged.

### **How long will the building work take?**

We estimate that the physical construction will take up to ten months. We are therefore aiming to open the new building around June 2010.

### **Where are the hall's various user groups going to meet during the rebuild?**

A sub-committee has been set up to find alternative accommodation. They are consulting with all user group representatives. The most frequent user group is Stepping Stones, who are likely to be using Bradborne village hall or the cricket pavilion. The church is being offered as another alternative facility for user group meetings.

### **What is the cost of the hall and how much have we raised so far?**

The currently estimated costs are £868,000. As of May 4th 2009, we have raised a total of £721,100 (including a £500,000 grant from the Big Lottery Fund). This leaves a funding gap of £146,900. Further bids have been submitted, to a combined value which greatly exceeds this funding gap, and we are awaiting decisions from a number of grant-giving bodies. Additionally, several further bids are still in the process of being drafted.

### **What happens if we don't reach the funding goal?**

The simplest solution will be to delay the start date of the building project until such a time when all funds have been raised. However at this stage, the PMHMC feel confident that all the funds will be raised before the contractor start date.

## **APPENDIX.**

### **Memorial Hall management committee – elected members.**

Sandra Chadfield.	School View, 317
Mike Gerard-Pearse – chair.	Parwich Lees, 625
Janet Gosling – bookings secretary.	Sycamore Inn, 212
Amanda Johnson – secretary.	Church View, 344
Ed Linnell – treasurer.	Honeysuckle Cottage, 661

### **Memorial Hall management committee – user group reps.**

Ben Bennett – Horticultural Society.	Croft Avenue, 665
Arnold Chadfield – Oddfellows	School View 317
Stuart Chambers – PCC.	Townhead House, 336
Betty Fentem – Easton and Alsop Parish Council.	Manor Farm, Alsop, 231
John Fuller-Sessions – Cricket Club.	Orchard Farm, 519
Jane Harris – Parwich Parish Council.	9 Sycamore Cottages, 413
Val Kirkham – Methodist Chapel Trustees.	The Orchards, 458
Ed Linnell – Parwich Primary School.	Honeysuckle Cottage, 661
Tracy Marshall – Stepping Stones.	Main Road, 552
Mandy Noble – Mother & Baby Club.	Rathbone Croft, 778
Di Turnbull – Mini Tennis.	West View Cottages
Vacancy – Carnival & Recreation Committee.	
Vacancy – Local History Society.	
Vacancy – Over 60's committee.	
Vacancy – Women's Institute.	

### **Additional working group members/other contacts.**

Jackie Battell – funding group.	Lea House, 451
Brian Beasley – technical group.	Blanche Meadow Farm, 206.
Patti Beasley – communications/publicity.	Blanche Meadow Farm, 206
Jane Bennett – bid writer.	Croft Avenue, 665
Marion Fuller-Sessions – funding group.	Orchard Farm, 519
Jo-anne Jewett – funding group, Business links.	Station St/Alsop Road, 332
Nia Linnell – design & planning group, Bid writer.	Honeysuckle Cottage, 661
Kevin Slater – funding group.	Creamery Cottage, 503
Helena Stubbs – village halls adviser.	01629 821925
Val Stevenson – BLF bid writer.	Rowan Cottage, 727
Karen Wigley – Clerk to Parish Council.	Alsop Road, 253
Don and Aud Higgins	Monsdale Lane, 773
Caroline Hedley – bid writer	Lilac Cottage

### **Design team members.**

Keith Dobbins – architect	Glancy Nicholls Architects, Edgbaston, Birmingham.
John Rodgers – engineer	Rodgers Leask, Derby.
Andrew Catmur – M&E consultant	Halcrow Group Ltd, Worcester.
Gordon MacMillan – M&E consultant	Halcrow Yolles, Swindon.
Patrick Garner – solicitor	Wragge & Co, Birmingham.
Mark Dyche – CDMC	RFS Consultancy, Whitchurch.
Paul Dunning – employer's agent/quantity surveyor	Prosurv Consult, Newcastle-under-Lyme.
Chris Price – employers agent/quantity surveyor	Prosurv Consult, Newcastle-under-Lyme.