

Project Brief	
<p><i>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
Project Name	NEW DANCE FLOOR AND IMPROVEMENTS TO STAGE FACILITIES
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Document Author (if different from Project Manager)	
Organisation Name	EVERSLEY PARK CENTRE



Benefit

The community would benefit from this project because this thriving Centre with an enthusiastic committee is attended by ever increasing numbers of the public and we wish broaden the kind of entertainment that we offer. We regularly consult our users about the kind of events that they would like us to provide and we advertise on our website and Facebook page, along with local radio, newspapers and by putting up posters in and around Sherburn and the surrounding villages. Recent additions to our repertoire include hosting themed music nights, comedy evenings, wrestling and dancing.

Our stage is used almost on a monthly basis for dance festivals with hundreds of users passing through the door and providing recreation for young dancers from around the region. The stage is very well used and is badly damage from the use that it has had. The stage was last replaced 15 years ago and the boards have been flipped over to try and get as much wear out of it as possible.

The Harry Mountain room is being used 5 evenings and 2 mornings every week for dance or fitness classes and could be used by other fitness classes (Yoga and Pilates) if the changes were made to the floor. The solid concrete floor with a vinyl covering has been down since the centre was built approximately 23 years ago. The surface is very cold and the concrete is now crumbling under the vinyl. It was not put down as suitable flooring for dance – but more as a meeting room. The impact that the floor will have on young dancer’s limbs is devastating and needs replacing with a suitable sprung floor. Incidents and injuries due to the surface of the floor not being suitable for dance are documented.

Details of the Project

The detail of the project is to replace the flooring in the Harry Mountain Room with a sprung floor and to replace the existing stage in the Squire Bradbury Hall with 18mm plywood with Nocturne vinyl flooring.

Project Objectives

Sherburn is a rapidly expanding village and the Eversley Park Centre is a hive of activity for young and old.

With 700 new homes currently being built and planning applications in for another 200 the planned improvements to the centre would mean that we can hold more of these events which in turn increases revenue to reinvest in the facility.

The Project will deliver expansion of activities for a wide range of age groups, addressing issues of loneliness and isolation. By improving the facility this will continue to develop a resource for the community to use as they wish. The project will improve the centre, conform with health and safety and in turn enhance the area.

Benefits

The benefits to the Community are two-fold:

To continue our program of improvement, maintenance and safety.

To provide a modern attractive venue to which performers and patrons alike would undoubtedly want to return. This would benefit the Centre because the more it is used the more revenue is raised which we reinvest in the facility, creating even greater enhancement and ultimately further benefitting the community.

Project Approach / Delivery Options

The general approach to this project has been to utilise the expertise of Eversley Park Centre Committee members (volunteers who have no financial interest) whose credentials in business and project development are wide and varied. We have also used the independent services of consultants employed by three separate companies from whom we have obtained costings. 'Harlequin Flooring' 'Le Mark' and 'Sportsfloorin' are professional entities and experts in their field capable of delivering a complete package (concept to completion).

The Trustees of the Committee and myself would oversee the project.

Project Timescales (Milestones)

We would envisage that if adequate funding can be sourced then the work would take place as early as possible in 2018 and certainly before the Summer. It would be cost effective for the work on the Stage floor and the Harry Mountain room floor to be carried out simultaneously.

Funding - Project Resources (people and money)

Our estimated costs for this project are £14,475.

For this particular project we would be looking for grants, potentially £6000 from CEF and £5000 from the big lottery fund and the rest would be paid from our own funds.

In the past we have had a good working relationship with the CEF and would be keen to work in partnership again. The improvements to the stage and the dance floor would help to develop our venue as not only a community hub, but also as an entertainment venue.

Risks / Issues

The Eversley Park Centre needs to maintain its current facilities and create new ones to reach out to a larger audience. Feedback from regular users is that although it is managed well, and provides for the community there are areas which are 'tired' and in need of modernisation. We have recently spent (from our own funds and without seeking any grants) £3,975 on new stage and hall curtains. £6,420 on a lighting and sound gantry and £2,226 for new hall lighting. A total of £12,621. All this has been raised through hire fees proving how well used our facility is.

If the issues raised are not addressed there is a risk that current users will seek more modern alternatives and our current enthusiastic volunteer committee who are the driving force behind the centre may become demoralised.

Should it be the case that we cannot carry out the work required on the stage we are fast approaching the point that it will be unusable for Health and Safety reasons and as a consequence our recently added stage curtains and light/sound gantry will not be used.

However, a successful bid to secure funding will enable us to continue the reputation and excellent range of facilities we have in place, and launch our next phase of bringing professional performances to rural North Yorkshire which have thus far been so well received.

Links and Dependencies

With the advent and implementation 'The Old Girls School' in Sherburn in Elmet as a meeting venue and rooms for hire, as well as The Library, Eversley Park Centre will more so become a venue for dance, the arts and entertainment focusing on its facilities of stage light and sound which others cannot provide.

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