

Project Brief



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.

Project Name	Drax Village Hall, refurbish main hall floor
Project Manager	Dave Perry
Document Author (if different from Project Manager)	Same
Organisation Name	Drax Village Hall

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The Community would benefit by having access to an attractive, clean and tidy Village Hall.

Background - Drax Village Hall is an important part of village life in Drax and surrounding villages. The Community Space is well used by many regular groups including a Youth Club, a disabled group (BeeAble), dance and keep fit groups, Parish Council and Social group meetings, and a thriving Table Tennis Group. We also host childrens parties, wedding receptions and wakes, and is the Polling Station for the area.

We do employ a caretaker who keeps the Hall clean and tidy, but the main Hall floor, an industrial grade vynil covering, periodically requires a complete "overhaul" consisting of stripping off all the old wax type protective coating, and the application of a new coating. This ensures that the flooring is protected from spillages and from general wear and tear.

We have several small areas of floor that are starting to lift as the wax type coating which is supposed to protect the substrate has worn away. We need to re-fix these areas before they get too large and become a serious problem.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

The project will deliver a continuing important and sustainable Community Space that benefits many members of our rural society.

The Table Tennis Club provide opportunities for physical activities, socialising and friendship for ages ranging from junior school to OAPs.

BeeAble provide care for a wide range of those under 18's with special needs, providing healthy activities, friendship and an element of respite for parents and carers.

The monthly Social Group provides opportunities to reduce loneliness and isolation; the events are very well attended, with many elderly folk from outlying villages attending with transport help from Friends and Neighbours.

The Hall also hosts many family type functions; Christening parties, childrens birthday parties, wedding receptions and wakes.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The management committee try to keep the Hall up to date and environmentally responsible. Recently we have decorated the Hall, fitted Air Source Heat Pumps to replace the oil fired heating system, and the replacement of the florescent lighting with LED lighting.

The Hall Floor is need of a full "overhaul" as mentioned above; several folk have commented that the areas that have lifted are becoming a nuisance and the floor generally is need of an overhaul.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

This is a straight forward project that will take a couple of days. I have obtained two quotations, attached.

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The Hall's busiest times are in the evenings, with Monday evening being not booked presently.

It will not be difficult to fit the work in with the contractors avaiability and Hall bookings. We would like to have the work done as soon as possible.

Project Timescales (Milestones)

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** – Strip off old coating, clean and re-apply new sealing coating
£1,434

- **People** – Contracters Staff, two people

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

CEF Funding

Quotes

Hygena Group Ltd, £1,434

OneOff Innovations, £1,794

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

No – this is a stand alone - one off project that is not reliant on any other factors or constraints

