

BBCA Business plan 2008.

Management Summary:

This is the pre-construction business plan for the proposed community centre / village hall to be located in the area known as Bracklesham Park. The building costs were anticipated to be covered by funding from the Chichester District Council, which would be augmented by various grants, therefore these costs were not covered in this document. This plan lays out the anticipated expenditure over income to demonstrate the viability of the project.

Background:

Planning permission was granted for the village hall in October 2007, it is anticipated that construction will commence during this year.

The hall will be located on the western end of the field northwest of the housing built on the old Pontins Holiday site, on land owned by Chichester District Council, known as Bracklesham Park.

Access would be provided for vehicles from Beech Avenue, whilst pedestrians would have access from Harmony Drive and Elcomb Close.

The Bracklesham Bay Community Association (BBCA) has been set up from elected members from the local community. This Association will represent the trustees of the hall and provide the management committee to operate and represent the commercial interests of the hall.

A survey among the local populous has indicated that such a facility is required for the area to provide an interest for all age groups. For the young as it has been perceived that the youth are loitering on the streets as "there is nothing to do". For the adults, to provide a facility that can promote a sense of community in the village.

Objective:

To manage the provision of a community facility building for the use by the people of Bracklesham and the surrounding locality, at rates to reflect the ability to pay.

Community Needs:

At present a number of organisations have expressed an interest in using the facility. These include:

Scout & guide groups.

The Sidlesham Players amateur dramatic group.

A Short mat bowls team.

Line and Ballroom dancing groups, including teaching classes.

St Annes Church for services

St Annes Childrens church
Youth club organisation

The Facilities and Organisation:

Planned Facilities:

It is envisaged that the new village hall will have the following facilities:

A main hall for events and activities, capacity for 150 persons, which would include a raised stage

A second smaller hall, which would be dividable into two areas and be available for;

- A club and/or meeting room
- A youth room
- A games room
- Exercise or sports room
- A multi non-denomination chapel
- A dance studio
- Dining room
- Conference room

A commercial kitchen

Toilets

Sports changing rooms, including showers

All access and facilities would meet the DDA requirements

The building would be designed to achieve a BREEME rating of excellence and of sustainable construction to minimise operational and maintenance costs.

Management Organisation:

A dedicated hall management committee made up from members of the BBCA committee would manage the Village Hall. The hall committee would be responsible for overseeing the day-to-day organisation of the facility, including bookings and ongoing operation and maintenance. This committee would meet at least four times per year and would report to the BBCA on its activities.

The BBCA is a registered charity and is operated under its own charter, the members of which are all trustees. The BBCA committee meets six times per year with a public meeting being held on or about the month of October.

The financial accounts would be managed by the BBCA in accordance with the charter.

Alternative Venues.

The alternative venues available for the use by the people of Bracklesham are located in the surrounding villages of Bracklesham, East Wittering, West Wittering, Earnley and Birdham.

Bracklesham:

The facilities, which can offer public events within Bracklesham, comprise of the Royal British Legion Club hall. As this is a commercial organisation with a closed membership list, it is not generally available for public use.

East Wittering:

This can offer the hall adjacent to the church. This venue is now outmoded and undersized for a number of the events, which it are envisaged as would be offered in Bracklesham.

The village Primary and Junior school has a hall and youth club building. However the hall is not available for public use

The United Reform church hall can be hired but is very small with very limited facilities.

The St Peters RC Church hall can be hired but again the hall is very small with very limited facilities.

West Wittering:

This can offer the memorial hall. This venue is fairly old and limited in the events that can be offered. The hall is some 2.8 miles from Bracklesham but is located adjacent to a public transport route, however the public transport stops at 10:30 pm.

The Primary school has a small hall, which is generally available for public use and parking is very restrictive. This venue is some three miles from Bracklesham and a reasonable walk from the public transport route.

The Anglican Church hall is very small with very basic facilities.

Birdham:

This has a recently refurbished village hall and sports facilities. The facilities of offer include Football changing rooms and pitches.

However the hall is some 2.8 miles from the centre of Bracklesham.

There is reasonable public transport access, but this is obviously limited to people with reasonable mobility. Again the public transport stops at 10:30 pm.

Summary of Status.

SWOT Analysis of proposed community facility in Bracklesham.

<p style="text-align: center;">Strengths</p> <p>Highly active committee High demand for facility New design to reflect demand</p>	<p style="text-align: center;">Weaknesses</p> <p>Not built yet</p>
<p style="text-align: center;">Opportunities</p> <p>Building design can reflect demand New housing Limited facilities in locality High demand for such a facility in community</p>	<p style="text-align: center;">Threats</p> <p>Facilities in Chichester Other Community/Private facilities in the locality. Apathy by residence</p>

The Future.

Option Appraisal.

Option 1: Do nothing.

This option would deny the local residents of any community facilities within the village of Bracklesham, which has an expanding community due to an ongoing house-building programme. Therefore the community has expanded with a significant increase of people across all the age groups.

This option would have no capital cost, but would impact both socially and economically on the locality. Socially as the local residents would either travel outside of the village for events or if unable to travel raise the possibility of unsocial activities being experienced.

Option 2: Allow a building developer to provide the facility.

This would possibly be the least costly proposal but would the facility be fit for the purpose required by the community. There would be little or no scope for the committee to influence the design.

This option would have no capital cost to the community, but

Option 3: Instruct architectural team to design facility.

This option would allow the greatest flexibility to have a facility fit for use by the community. The constraints would primarily be the cost of the facility, which would need to be properly funded.

The Finances.

The financial review is based upon figures received from other facilities of a similar nature and energy industry estimations.

Financial review.

As the building has not yet been constructed there is no historical data for this plan

Receipts/Income	2009	2010	2011
Hall Hiring charges			
Membership Fees			
Fund Raising			
Grants			
Donations			
Total Receipts:			

Payments/Expenditure	2009	2010	2011
Heating/Lighting			
Rates/Rent			
Insurance			
Cleaning			
Maintenance			
Management costs			
Fund raising costs			
Equipment			
Total Payments:			

Profit/Loss	2009	2010	2011
Total Receipts less Total Payments:			

BBCA financial record:

Assets	2007	2008	2009
Cash in Hand			
Bank Account			
Total Assets:			

Financial Projections

Funding for construction and fit out.

The construction and basic fit out of the facility would cost in the region of £2000 per m² for a reasonable standard of building. The facility would be envisaged as approximately 530 m².

The cost for the construction would be provided from a number of sources, including the CDC (from section 106 agreements), grants (EW&BPC, CDC, WSCC etc) and fund raising by the BBCA.

The operation and upkeep of the facility should be self-funding from lettings. The facility would probably be available from 09:00 to 23:00. Estimated available letting time would be approximately 12 hours per day allowing for changeover of use and say 340 days of the year. This could be broken down into morning, afternoon and evening sessions and priced accordingly

The use of the facility would have to be promoted initially to generate interest. It is envisaged that in the initial period that the hall would not be fully utilised. Therefore assuming that the hall is used for 35% of the available time in the first year rising to 65% in the second, 75% in the third and 85%

Financial projections.

Centre Income	Year 1 (pre-occupancy)	Year 2 (occupancy)	Year 3	Year 4	Year 5
Centre hiring Charges:- Main Hall:	£ 0	£ 9,000	£18,200	£21,700	£21,700
Other Rooms:	£ 0	£ 5,460	£ 7,020	£ 8,580	£ 8,580
Changing area:	£ 0	£ 64	£ 128	£ 249	£ 249
Fund Raising	£ 4,500	£ 4,500	£ 4,750	£ 5,000	£ 5,000
Brought forward	£ 0	£ 7,000	£ 7,069	£ 7,862	£ 8,135
Grants	£ 0	£ 5,000	£ 5,000	£ 5,000	£ 5,000
Donations	£ 3,000	£ 3,000	£ 3,000	£ 3,000	£ 3,000
Total Centre Income:	£ 7,500	£34,024	£45,167	£51,391	£51,664

Centre Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Heating/Lighting	£ 0,000	£ 5,350	£ 5,800	£ 6,200	£ 6,200
Rates/Rent	£ 0,000	£ 2,100	£ 2,200	£ 2,300	£ 2,300
Insurance	£ 0,000	£ 2,900	£ 3,000	£ 3,100	£ 3,100
Cleaning	£ 0,000	£ 3,000	£ 3,100	£ 3,100	£ 3,100
Maintenance	£ 0,000	£ 1,200	£ 3,400	£ 5,600	£ 5,600
Administration costs	£ 0	£ 2,200	£ 2,400	£ 2,600	£ 2,600
Fund raising & marketing costs	£ 500	£ 1,050	£ 1,100	£ 1,150	£ 1,150
Equipment	£ 0,000	£ 0,500	£ 2,300	£ 3,450	£ 3,450

Car Park & CCTV (50%)	£ 0	£ 1,655	£ 1,705	£ 1,756	£ 1,756
Centre Expenditure:	£ 500	£19,955	£25,005	£29,256	£29,256
Maintenance fund	£ 0	£ 4,000	£ 7,300	£ 8,000	£ 8,000
Equipment fund	£ 0	£ 3,000	£ 5,000	£ 6,000	£ 6,000
Total Centre outgoing	£ 500	£26,955	£37,305	£43,256	£43,256
Balance	£7,000	£7,069	£7,862	£8,135	£8,408

Assumptions:

The financial appraisal is based on assumptions for funding, which may be subject to change. Any funds remaining at the end of each year will be transferred into the centre maintenance and/or equipment fund. Should the income not reach the expected predicted level then appropriate funds will need to be transferred from the maintenance/equipment fund to support the short term loss of income. Yr 1 above represents the cost centre accounts for the construction period for the facilities. Initial cleaning and management costs are based on volunteers carrying out these activities.

Appendix 1.

Receipts /Income	2008	2009	2010	2011	2012	2013
Hall Hiring Charges	£0,000	£9,000	£18,200	£21,700	£26,000	£27,500
Membership Fees	0	0	0	0	0	0
Fund Raising	£4,500	£4,500	£4,750	£5,000	£5,000	£5,500
Grants	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000
Donations	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000
Total Receipts:	£12,000	£21,500	£30,950	£34,700	£39,000	£41,000

Payments / Expenditure	2008	2009	2010	2011	2012	2013
Heating/Lighting	£0,000	£5,350	£5,800	£6,200	£6,650	£7,100
Rates/Rent	£0,000	£2,100	£2,200	£2,300	£2,400	£2,500
Insurance	£0,000	£2,900	£3,000	£3,100	£3,200	£3,300
Cleaning	£0,000	£3,000	£3,100	£3,100	£3,200	£3,300
Maintenance	£0,000	£1,200	£3,400	£5,600	£5,800	£6,000
Management costs	£0,250	£2,200	£2,400	£2,600	£2,800	£3,000
Fund raising costs	£1,000	£1,050	£1,100	£1,150	£1,200	£1,250
Equipment	£0,000	£1,150	£3,300	£3,450	£3,600	£3,750
Total Payments:	£1,250	£17750	£24300	£27500	£28850	£27200

Balance	£10750	£3750	£6650	£7200	£10150	£13800
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