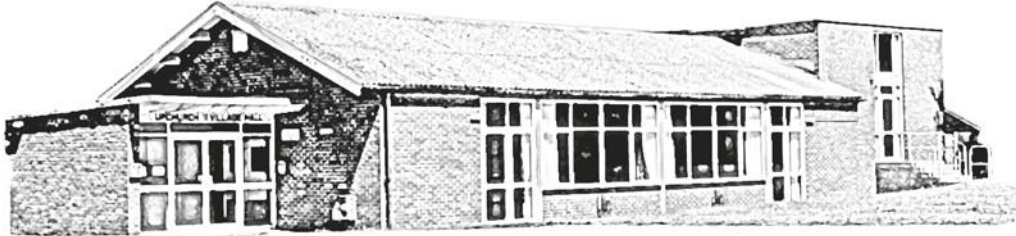


UPCHURCH



VILLAGE HALL

UPCHURCH VILLAGE HALL REFURBISHMENT PROJECT.

Work Completion Report

November 2020

Introduction

This report has been produced by the Upchurch Village Hall Management Committee (UVHMC) to record recent works carried out to the village hall and by its issue, a means of saying a big 'thankyou' to all those involved whether by fund raising, donations or providing grants.

Executive Summary

Upchurch Village Hall has been at the centre of the community since it first opened in 1961 and still plays a vital role for the mental health and physical wellbeing of many people in the village. The hall is situated at the heart of the village of Upchurch, located within the Borough of Swale near Sittingbourne in Kent. It is a registered charity and is run by a group of volunteers who are Trustees of the charity and comprise the UVHMC.

Due to its constant use over the last 60 years, elements of the building had become worn or out of date and in some cases in need of attention for health and safety reasons. It was therefore necessary for the hall to be refurbished to ensure it continues to serve the community in the future.

The Committee therefore initially undertook an extensive fund-raising exercise to secure money to address the immediate health and safety needs and additional funds to support a more wider refurbishment project. In total the UVHMC raised over £50,000 and subsequently have been able to undertake not only the essential health and safety work but to also carry out most of the extensive refurbishment works planned for the future work as well.

With the village hall closed due to the COVID-19 lockdown the UVHMC was able to take the opportunity to undertake the works without a further shut down in the future and the subsequent loss of income.

The works carried out include: -

- Rewiring and upgrading and replacement of the electrical mains switch gear
- Installation of a brand-new fire detection and alarm system
- Installation of a new suspended ceiling with insulation, and integrated high efficiency LED lighting and integral emergency lights.
- New illuminated emergency exit lighting
- New flooring in the main hall.
- New internal fire doors in the main hall to comply with BS standards
- New more efficient LED lighting and integrated emergency lighting within the toilet and corridor areas
- New electric timed heaters in the toilets and corridor areas
- New more efficient gas heaters in the back hall
- New high efficiency lighting in the back hall.

Many of these improvements will not only improve the maintenance and running costs of the village hall, particularly with respect to the costs associated with the lighting and heating, which itself is also a small contribution to reducing our environmental carbon foot print. They will also provide a much improved experience for the community users as well as ensuring that the hall is up to date with current Health and Safety requirements and subsequently prolong the life of the hall for many years to come.

Funding Sources

None of this work could not have been carried out without the donations received from village organisations and other generous grant providers. The UVHMC would like to thank the following village organisations for their donations:-

- Upchurch Active Retirement Association (UpARA)
- Short Mat Bowls Club
- Women’s Institute
- Upchurch Parish Council
- Local Councillors

Their donations enabled the UVHMC to apply and receive significant grants from the following organisations:-



Kent County Council



Queenborough Fisheries Trust



Garfield Weston Foundation



Swale Borough Council



Co-op

The UVHMC would like to thank all those involved in securing these funds.

Details of the Works Carried Out

Electricity Work

UVHMC priority was to address health and safety concerns. This included the re-wiring, upgrading and replacement of the electrical mains switch gear, which had been a cause of some growing concerns over the past few years now. Since the initial construction of the building back in the 1960's there had been many additional electrical items added such as a noise limiter, timer clocks and the like and each one of these had been installed as an 'add-on' to the originally installed apparatus. Also, the fuses and associated switches were beginning to trip on an increasing regularity and advice was that they were old and in need of replacement. With the refurbishment and updating of the main apparatus in the electrical cupboard we have been able to carry out a significant health and safety improvement to the hall.



Replaced and upgraded electrical mains switch gear

Fire Detection and Alarm System

Our recent Fire Risk Assessment noted that the hall did not have a suitable fire detection or alarm system, in fact there were some areas of the hall where users would not hear the domestic type of alarms that were currently installed should a fire scenario occur. The report strongly suggested that a more suitable electrically operated system be installed.

After carrying out a significant amount of research into the different options available the UVHMC decided to install a hard-wired system throughout the entire building. The installation of a completely new fire detection and alarm system was installed and completed as part of the refurbishment works during July 2020. As well as the main control panel, the system includes 15 smoke, heat and alarm detectors, 2 visual alarms, 7 alarm call points.



Main control Panel



Manual call points (6 locations)



Visual alarm

Fire Doors

Our recent Fire Risk Assessment also noted that our fire doors to the main hall did not comply with the latest fire regulations. Having been originally installed in the 1960's they were also showing signs of use and subsequent wear and they no longer closed properly. Three new sets of fire doors that were in compliance with the latest fire requirements were installed during October 2020



Picture shows new fire doors and illuminated emergency exit sign.

Main Hall Flooring

Over the past 60 years the numerous Trustees of the UVHMC have shown care of the original sprung elm tonged and grooved stripped flooring laid in the main hall. This has been by applying surface coatings and when deemed necessary, occasional sanding down the top surface. Over the years the sanding has reduced the thickness of the sprung flooring such that it would not have been appropriate to have continued to do so. There were a few areas where small sections of the floor had become loose and lifted slightly thus becoming a trip hazard and gaps had begun to form between adjacent wood strips in a large are of the flooring. The loose strips had been screwed back into position but it was not possible to easily repair the gaps.

Advice was sought from a number of expert Companies who deal with repairing floors such as ours and short of its complete removal and replacement, which would obviously be very expensive, the general recommendation was to cover the existing floor with a hard-wearing strip sheeting material. This option was adopted and the work was completed in October 2020.



New floor being installed



Finished floor with Lining

Main Hall Ceiling Insulation and Integrated Lighting

A lack of insulation in the ceiling caused the hall to be cold in the winter, and too hot in summer. The main hall lighting was poor and because of its age and with its odd size of the tubes, it was becoming more difficult to purchase replacement ones when they reached the end of their life expectancy. As well as this, the ceiling was found to contain asbestos when a full survey was carried out back in 2011 albeit because of its inaccessible location and paint coating it was deemed to be safe. Unlike other areas of asbestos that were identified at that time, and have since been removed, the UVHMC always had its existence in mind and always wanted to do something that would make the situation even safer than it was.

To address all these issues a new suspended ceiling has been installed along with insulation between it and the existing ceiling along with new flush high efficiency LED lighting along with new flush integrated replacement emergency lights. Additional switches have been installed adjacent to the main hall entrances so that a User/Hirer no longer have to walk through the hall and into the internal corridor to be able to access the lighting controls. The new controls include a dimmable feature which will make them more user friendly when the stage is being used for plays and other like productions. All this work was completed during September 2020.



Pictures above show the new suspended ceiling being installed and the integrated lighting



The main hall before refurbishment works.



The main hall after completion of the new flooring, ceiling with integrated lights and emergency lighting, fire detection system and new fire doors with illuminated fire exit signs.

Lighting and Heating in the Toilets, Corridors, Meeting Room and Store Room

Whilst the UVHMC have maintained the emergency lighting, those in the toilet and corridor areas had become more and more unreliable over the past few years. The heaters which were a mixture of both storage and electric type, were old, inefficient, unreliable and in general bad condition. Their controls were such that they were either 'on' or 'off' and were often left 'on' when a Hirer left the hall, bringing additional un-necessary expense to the hall.

The emergency lights have been replaced with integrated Emergency and LED lights fitted with PIR sensors to automatically switch on and illuminate only those areas in use. The old storage heaters have been removed and replaced with new electric heaters fitted with timers to ensure they operate only as required and cannot be left on continuously. The work was completed in October 2020.



New lighting in the corridor with PIR sensors



New electric heaters with timers

Back Hall Heaters and Lighting

Because they were no longer efficient and spare parts were no longer available the UVHMC replaced all the heaters in the main hall in 2018. Unfortunately, finances did not permit similar heaters in the back hall to be replaced at the same time. Similar to the main hall the lighting installed when the hall was first built was poor and again, because of its age and with its odd size of the tubes, was becoming more difficult to purchase replacement ones when they reached the end of their life expectancy.

As part of the refurbishment works the old and inefficient gas heaters were replaced with more efficient ones and the old original strip lighting replaced with high efficiency LED units. This work was completed in Oct 20.



New back hall gas heaters



Replacement back hall LED strip lighting

Future Work

Having now completed the refurbishment works the UVHMC now plan to carryout decoration of the hall. This is both necessary to cover areas of undecorated surfaces that have become exposed as part of the works and to add that 'extra smartness' to the whole hall upon its completion. The UVHMC currently have an agreement with the Prison Service whereby we provide all the tools and materials and they provide the labour. It is hoped that this will begin as soon as the COVID-19 situation has been fully resolved.

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