

1. Scouting in Henfield

- 1.1 Scouting has played an important part in the Henfield community for over 100 years providing help and support to all ages within the village community.
- 1.2 The 1st Henfield Scout Group now comprises 2 Beaver colonies, Cub, Scout and Explorer units and they meet every week, throughout the year, in the existing wooden scout hut. There are currently 110 boys and girls aged between 6 and 18 from Henfield area in the Group together with 20 Scout Leaders and support staff.
- 1.3 The activities currently offered to members include badge work, camping, hiking, climbing, wind surfing, target shooting, service within the community, working towards Duke of Edinburgh and Queen's Scout Award schemes, but above all, acquiring life skills and having fun.

2. Existing site and building

- 2.1 The current building used by the 1st Henfield Scout Group which was erected by volunteers in the 1960's on freehold land administered by the Clarkes Mead Trust (registered charity no. 305885) is rapidly deteriorating structurally and it is anticipated that the building will soon become too unstable to continue for use as a scout hut.
- 2.2 The proposal is to demolish the existing building and construct a replacement centre with the intention that the proposed building will not only be used for the primary purpose of scouting in Henfield but will also provide contiguous meeting facilities for use by all sections of the community such as clubs and charities and non-profit making groups such as local clubs and societies and parent and toddler groups on the basis that only costs of use are recovered; the building is on a fully enclosed centrally located site with a safe, open grassed area of circa 1 acre.

3. Planning

- 3.1 Planning permission was obtained in May 2016 for a simple rectangular shaped, framed building having overall dimensions of 24m x 15m and comprising a gross internal area of 360 sq.m. The proposed building has an eaves height of circa 2.7m and a ridge height of circa 4.35m.
- 3.2 The proposed elevations comprise insulated Dura Cladding Flush Cedar (code FC03090) and a Kingspan "Kingzip" standing seam insulated panel roof. The proposed fenestration is aluminium faced softwood double glazed velfac and the glazing will have a low emissivity coating and provide for solar energy heat gain.
- 3.3 The roof of the proposed building incorporates 5 large fixed skylights to provide natural lighting into the main hall when in use and to the roof space storage area at the northern end of the proposed building.

4. Proposed construction method

- 4.1 The brief was to produce the largest and most flexible facility possible capable of being shared by a variety of community groups; the project involves the construction of a single storey framed building on a grid.

- 4.2 The Clarkes Mead Trust has put together a volunteer professional team drawn from a broad base of commercial experience, with many experienced in construction matters including practising general practice, building and quantity chartered surveyors, an architect, a member of the Chartered Institute of Building, a structural engineer and a chartered accountant. The planning permission was achieved for a nominal cost.
- 4.3 The proposed construction methodology is to undertake the demolition of the existing scout hut and preparation of the site through donations of goods, services and labour from local companies under the supervision of a Principal Designer appointed in accordance with the provisions of the Construction and Design Management Regulations 2015.
- 4.4 It is envisaged that once the existing building has been demolished and the site preparation works completed the shell building and core service facilities (first phase WCs, power and lighting) will be constructed as a first phase by an appointed contractor following a tender exercise.
- 4.5 It is anticipated that the second phase fit out will be carried out by volunteer labour over an estimated period of up to 12 months, with provision for continuity of use by the Scout Group and community groups throughout the fit out period. Again, the work will be carried out under the supervision of a Principal Designer to comply with CDM regulations.
- 4.6 Temporary off-site storage for scout equipment will be organised during the construction and fit out periods.
- 4.7 It is proposed that the final phase of external landscaping will be carried out by a managed force of volunteers drawn from the local community to be organised in a similar fashion.

5. CONSTRUCTION COSTS

- 5.1 A volunteer quantity surveyor (QS) considered the cost of the project as at 31st December 2016 as if the entire demolition of the existing building, site preparation works, rebuilding and landscaping were to be undertaken by a single contractor. In his opinion the cost of the project undertaken in this way would cost £565,000 exclusive of VAT.
- 5.2 However the proposed methodology substantially using volunteer labour and donated goods and services for all works excepting the principal shell and core of the building results in a much lower estimated cost of the project. The QS estimated a cost in the region of £225,000 exclusive of VAT based on this assumption.

6. Health and Safety

- 6.1 Health and safety will be taken into account at all stages of the design and construction by the involvement of a Principal Designer (appointed in accordance with the requirements of the Construction Design and Management Regulations 2015). The Principal Designer will notify the Health and Safety Executive about the work and confirm that an adequate Construction Phase Plan is in place prior to the work starting on site. The basis of appointment of the Principal Designer is that the project will be charged at a rate reflecting the impact on his professional indemnity insurance only; to all intents and purposes the input of the Principal Designer is on a voluntary basis.

- 6.2 Similarly, it is anticipated that the Employer's Agent for the shell and core building contract will be the same individual as fulfils the role of Principal Designer and the terms of appointment will be similar.
- 6.3 Following completion of construction works the Principal Designer will collate the Health and Safety file for the building comprising all the relevant information about its design and construction.

7. Other material considerations

- 7.1 The charitable status of Clarkes Mead Trust, the site owner, and 1st Henfield Scout Group who will be a frequent user of the building plus the intended community use of the building provides encouragement that a significant proportion of the shell and core works will be VAT exempt. The 2016 Upper Tribunal case of HMRC v Caithness Rugby Club clarified the position.
- 7.2 An audit by specialist VAT advisers will be sought prior to going out to tender in respect of the shell and core works. The risk for payment of VAT lies with the building contractor and it is anticipated that the selected contractor will require reassurance in this regard.

8. The Henfield Scout Community Centre Appeal – the situation as at the end of 2016

- 8.1 The Clarkes Mead Trust's Henfield Community Scout Centre Building Appeal (registered charity no 305885) has enjoyed substantial local support as evidenced by the cash raised as at the end of 2016 of £75,000. This sum has been raised largely through local fund raising activities involving all parts of the community from the scout group itself through to completely unconnected local events such as the Henfield Festival of Gardens and Arts weekend.

The appeal is endeavouring to be innovative in encouraging local participation in fund raising from all sections of the community. For instance, the "buy an engraved brick or pavior programme", a pumpkin growing competition and sponsored activities.

- 8.2 Corporate donations of money, goods and services will be sought both locally and from within the broader West Sussex area from January 2017 onwards.
- 8.3 The Henfield Scout Community Centre Building Appeal has already been awarded a grant of £1,000 from the Kindersley Trust and £5,000 from the Sussex Community Foundation; further grants are currently being applied for. We are hopeful that we will receive support from a range of grant awarding bodies because of the flexible, multi-purpose character of the proposed building.

9. Operation of the completed Henfield Scout Community Centre

- 9.1 A building management committee will be set up on behalf of the Clarkes Mead Trust to manage and operate the proposed building once it has been completed and is available for scouting and community purposes.
- 9.2 Advice will be taken with regard to the existing lease dated 26th November 2001 made between Clarkes Mead Trust and 1st Henfield Scout Group to enable the building management committee appointed by the Clarkes Mead Trust to manage bookings for the benefit of the community and ensure that pro-active maintenance is undertaken. Both parties have agreed to surrender the lease to give effect to the stated intention that the proposed building shall be used as Scout Community Centre.