

Report to Council/Business Case for Memorial Hall Extension 2025.

This project is to increase the overall size of the Trimley St Martin Memorial Hall. The reason for this is that the Memorial Hall Management Committee have flagged up that they are having to turn away a lot of bookings due to the hall being at capacity with bookings. This means that a lot of groups/organisations are unable to run in the Parish as there is no availability and this has a negative impact on the issue of rural isolation within the Parish.

The Memorial Hall Management Committee have advised that on average they are turning away approximately 2 clubs/groups per week. They are also turning away a number of private booking for events such as childrens parties, weddings, funerals etc.

There has been a large increase in properties and population in the community and therefore the demand for community space is increasing.

A consultation was carried out in 2021 asking members of the community their thoughts on what was required. Although very few responses were received, those that did respond stated that a large memorial hall, or community space in general, would be beneficial.

From then the Management Committee in conjunction with the Parish Council looked at the regular bookings of the Memorial Hall, alongside those requested and turned away, and deciphered that a smaller hall/meeting room would be ideal as not all groups need a large hall. By having a second smaller hall/meeting room, it would mean that two groups could run at a time in a space which is most suited to their needs. Due to the location of the disabled toilet and kitchen area being in the main hall, a design was produced incorporating a separate disabled toilet and kitchen and store room in the new extension. This would therefore allow the two spaces to be booked independently.

The Parish Council have been putting the Community Infrastructure Levy aside and in 2024 final designs were drawn up and planning permission was obtained. The plans and designs have been available to view at each Parish Council meeting.

In 2025 a community consultation was held including a meeting in the Memorial Hall and an online survey promoted on social media regarding the extension. The responses from the survey were all positive with all responses in favour of the extension and all in favour of a council tax increase to help fund the extension. Full results of the survey can be seen on the Trimley St Martin Parish Council website.

Funding

As previously mentioned Community Infrastructure Levy (CIL) payments have been put aside to go towards the Memorial Hall Extension. Now some of this needs to be used up the Parish Council are looking to push forward with this project.

A grant from East Suffolk Council Rural Community Fund was also applied for and approved for £30,000.

East Suffolk Council have also approved CIL forward funding for the development currently in progress at Kingsfleet Park. Therefore current funding position is as follows:

CIL monies currently held as of 31st March 2025 - £108,290.01

East Suffolk Grant	£30,000
CIL Forward Funding agreed	£51,615.60
TOTAL	£189,905.61

In 2025 a tender was put out on the Governments Contract Finder, and the Tender awarded to Oliva Contracts. Following on from amendments made to the design to reduce costings the quote is £265,477.33 excl. VAT.

Therefore the Parish Council are £75,571.72 short of what is required.

The Clerk will continue to look for grants however as the Parish Council want and need to get the project going, a loan from the Public Works Loan Board (PWLb) is being considered. This would be for a total of £80,000 which would allow some funds to be held as 'contingency' for issues that may arise whilst the work is ongoing. As per the figures available as of March 2025 borrowing £80,000 over 10 years would be a 6 monthly repayment of £4940.55. This equates to approximately £11.38 per household per annum or 95p per household per month. This is an increase of 29.9% on the precept based on the tax base for Trimley St Martin Parish Council Band D equivalent properties in October 2024. As we know there is a lot of development in the area at the moment so the amount of properties will increase in the next year although it is not known exactly how much. The Parish Council have enough in reserves to cover the first years payments prior to the precept increase.

We also know that as per the Felixstowe Peninsula Infrastructure Delivery Plan provided by East Suffolk District Council, that another development in Howlett Way is estimated to be completed within the next 10 years. This will mean that the Parish Council will be

in receipt of more CIL (although it is unknown how much exactly) which could be used to pay off a lump sum from the loan.

The contractor that has been awarded the tender has advised works can start July 2025 and estimate works should be completed by December 2025. The dedicated webpage on the Trimley St Martin Parish Council website will be updated regularly to inform residents on the progress of the works.