

2009

MOULSHAM LODGE COMMUNITY CENTRE Draft Business Plan



Moulsham Lodge Community Association
Action Group

7/6/2009

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Moulsham Lodge Community Centre Group - Executive Summary



This is the view today of the entrance to Moulsham Lodge Community Centre, it's boarded up windows reflect the neglect that has befallen the building since it was closed in 2005 and the community lost a much needed facility.

The original Community Centre was established in 1972 after a number of years hard work and fundraising, to which the community contributed around 25% of the costs of the centre. Many residents that live in the area still feel they "own" a piece of the building.

We, the Moulsham Lodge Community Centre Action Group, seek to demonstrate that we, as a Community Association can provide the financial means and the willingness of the community to re-establish this building to provide the facilities and services that you would expect a thriving community to demand.

We provide a list of aims and objectives that will serve to support, develop and encourage the community. We will achieve this with the help of local and national partners, who will give us the best advice based on local needs. We provide solutions in response to Government Policy and Local Strategic Plans, ensuring that we work together as a team.

There are two options, one is to re-furbish the current building and one is to re-build it - each has its own merits. If we were to build a new centre it would not only give us a new start, but would allow us to have a purpose built modular facility, that would also be designed in an ecologically friendly way. To re-furbish, would mean adapting to meet the needs and may incur additional design and build costs. It may though, present a quicker route to re-opening.

Our analysis has included the results from a resident's questionnaire, they have stated exactly what they want to see when it is re-opened, ranging from Keep Fit to Tiddlywinks. The fantastic response the Action Group received back was overwhelming and proved there was the support and backing that would be essential if we were to succeed.

It is essential that we now enter into negotiations with Essex County Council and move forward and provide the community with a facility that will last as long as it needs it.

1. Background

Moulsham Lodge Community Centre (MLCC) was opened in 1972 to meet the needs of the local Moulsham Lodge community and subsequently the later housing development of Tile Kiln. The planning authorities at the time decreed that Tile Kiln could be served by the facilities at MLCC and therefore, no separate community facility was built or exists to this day. This meant that MLCC provided community facilities for nearly 2500 households, today this number is probably nearer 3500 with the building of new homes in and around the area since 1972.

The site and building was and is owned by Essex County Council and was originally paid for using grants and contributions from Central Government, Essex County Council, Chelmsford Borough Council with the Community Association making up 25% of the cost from public contributions. The Moulsham Lodge Community Association was granted a long lease of the site in 1972 by the County Council which expired in 1999 at a nominal rent.

In 2005, after over 30 successful years of operation, the tenants at the time abandoned the property leaving debts and in April 2006 the then Cabinet Minister for Finance and Performance declared the property surplus to County Council requirements and in light of local support to retain the community centre, determined that the property be offered to local community groups, having first been offered to Chelmsford Borough Council for continued community use.

In June 2007 Cabinet Member authority was granted to put the property on the open market and as a result of an extensive marketing campaign the County Council received 8 offers and one bid proposing to use the site for a medical facility to provide private elective surgery (a class 01 use). The bidder provided a written commitment to talk to potential community users about providing a community facility on site (a class 02 use) but this would be at the community use provider's own cost.

At the planning Committee meeting of 11th November 2008, the Borough Council decided that the property should remain as a community Hall, the County Council then had until 11th May 2009 to appeal against this decision.

Essex County Council has now submitted it's appeal against the imposition of condition 5 on application no. 08/01626/FUL (ref APP/W1525/A/09/2104429) and the community has until the 10th of July to make comments.

The residents of Moulsham Lodge, Tile Kiln and Princes Gate Estate have formed an Action Group (Moulsham Lodge Community Centre Action Group) and recommend this draft Business Plan as a way forward to re-opening the community centre as a viable, necessary facility, that serves the local community in providing the facilities and services in a common effort to advance education, improve social welfare, recreation and leisure time, with the object of improving the conditions of life for the community.

2. Proposal

- Moulsham Lodge Community Association will operate as a Company Limited by Guarantee or similar non-profit making Social Enterprise or Charity, to lease the community centre on a minimum 25 year lease with the first five years at a peppercorn rent
- To rejuvenate the centre for the benefit of the local community by either :
 - Re-furbishing the current buildings to modern day standards and meet the needs of the community
 - Demolishing the existing building and providing a new purpose built facility that meets the needs of the community and is designed to be ecologically friendly and reduce our carbon footprint.

In combination these improvements will :

- Provide much needed facilities for the whole community focusing on key priority groups such as the young and elderly as highlighted in the Essex Local Area Agreement 2008-2011
- Provide a sustainable and viable solution that will involve and employ local people committed to delivering the best community facilities and services in the local area.
- Meet nine out of the eleven priorities of the Essex Local Area Agreement 2008-2011
- Meet priority actions identified in the Chelmsford Borough Councils Community Action Plan

3. The Moulsham Lodge Community Centre Action Group

3.1. Aims

- Improve quality of life for residents
- Provide services and resources that will support the area and individuals
- Develop a community spirit and responsibility by encouraging people to participate in the management and day to day running of the community centre
- Identify needs of the area and devise ways in which we can respond to those needs

3.2. Objectives

The Moulsham Lodge Community Centre Action Group constitution provides for a committee as follows:

- Eight members elected comprising of:

President, Chairman, Vice Chairman, Treasurer, Secretary, Website, two Fundraisers - see Annex B for PROFILES of main members.
- A bank account to set up in the name of Moulsham Lodge Community Association in accordance with the Co-op Bank Mandate
- Four committee members were agreed upon as unrelated signatories on the bank account:

President, Chair, Vice Chair, Treasurer

Status of MLCC Action Group :

Currently the Action Group is operating under the Terms of Reference which was agreed at an Action Group meeting on Thursday 12th March 2009

It is proposed that The Moulsham Lodge Community Association Action Group will set up as a Company Limited by Guarantee or similar as described in section 2 . This ready made corporate structure is specifically designed for charities. It is a legal entity distinct from those who own and/or run it and the assets are locked in for community benefit.

A suggested Constitution of the Moulsham Lodge Community Association is shown in Annex F

4. Commitments made on the Project

4.1. Project Support - (see Annex D for letters)

The use of the Community Centre has already received letters of support from the following organisations.

Moulsham High School & Moulsham Junior School
 Moulsham Infant School
 Moulsham Lodge Community Police
 North Essex Health Authority
 Chelmsford Borough Council
 Age Concern
 British Army Recruitment Agencies
 Mid Essex Hospital Services NHS Trust
 Mid Essex Primary Care Trust - Black and Minority Ethnic Community Development
 Broomfield Hospital
 St Lukes Church, Moulsham Lodge and Tile Kiln
 Moulsham Lodge Methodist Church

4.2. Future User Groups - (see Annex E for letters)

Over 30 groups have expressed an interest in using the centre. This includes youth groups, health and fitness activities and groups, education and learning opportunities and skills development. A list of the some of these groups is shown in the table below.

INTERESTED GROUPS	
Talking Tots - preschool group to develop communication skills	Company Jazzasise Classes
Musical Minis - preschool and primary music groups	Karate club
Babydays - baby and toddler group	The Gallywood Ravens Youth Football Club Weightwatchers
Essex Multicultural Activity Network Community Group	ProAct Community Resource Centre - to promote better access to career and personal development
Dance classes	Guinness Residents Association Meetings
Indian Curry Classes	Chelmsford Deaf Club
Mini Tennis and Tiny Tees Golf sessions	Modern Jive Dance Organisers
Taoist Tai Chi Society of Great Britain	Ramblers Group
Caterpillar Music - children's music clubs	Yoga group
Weightwatchers	Local Horticultural
Slimming World	Moulsham Lodge Camera Club
German Lessons	Local Folk Dancing Group Kung Fu Club
North Essex Partnership Foundation Trust (NEPFT)	The Phoenix Theatre
Yong Shinavi Groups	Line Dancing Group

4.3. Future Partner Organisations

As part of our objectives to satisfy elements of The Essex Local Area Agreement and Chelmsford Borough Councils Community Action Plan as well as providing the community with local access to facilities and services, we would seek to partner with organisations identified below.

Volunteer Centre Chelmsford (VCC)



What VCC provide :

- Helping voluntary organisations with volunteer recruitment
- Promoting the benefits of volunteering to everyone in the community and telling them how they can get involved
- Providing information and contact details to prospective volunteers on a wide range of voluntary opportunities
- Offering support to volunteers who need it to enable them to volunteer, e.g. young people and those with mental ill-health or learning disabilities
- Co-ordinating one-off practical projects to enable people to volunteer for short periods

MLCC would work with VCC in providing volunteer services at the Community Centre focusing on key priority groups.

Essex Adult Community Learning (EACL)



They offer a huge range of courses and training programmes to help you :

- Gain a qualification and improve your job prospects
- Learn a new skill and increase your earning potential
- Keep your brain active and improve your health
- Make new friends and have fun

MLCC would work with EACL in providing facilities which would allow a flexible way for the local community to access additional learning

Job Centre Plus (JCP)

Jobcentre Plus is a government agency supporting people of working age from welfare into work, and helping employers to fill their vacancies. They are part of the Department for Work and Pensions (DWP) and play a major role in supporting the Department's aim to "promote opportunity and independence for all"



MLCC would work with JCP as a Third Sector Stakeholder, enabling us to campaign for change, deliver public services, strengthen communities and develop our relationships to make us effective local community stakeholders.

Chelmsford Borough Council (CBC) Mobile Customer Information Service (MCIS)



This service allows residents to effectively have access to the Council offices on their doorstep. This service recognises that older residents and those with young families or limited transport options that attending the Civic Centre to access services can be a problem.

The Mobile Customer Information Service can help with many types of enquiry including applying for bus passes and railcards, recycling waste, reporting environmental problems and how to apply for housing or for help with rent or Council Tax. There is no need for an appointment, you just drop in between the designated times.

MLCC would work with MCIS to provide this service at the community centre, by allocating a regular time slot for MCIS to be on-site. We would also consider providing space at the community centre for MCIS to display or leave information.

Action for Family Carers (AFC)

The Princess Royal Trust for Carers was created on the initiative of HRH The Princess Royal in 1991. At that time people caring at home for family members or friends with disabilities and chronic illnesses were scarcely recognised as requiring support.



The Trust currently provides quality information, advice and support services to almost 354,000 carers, including over 20,000 young carers nationally.

The nearest local centre is in Maldon so MLCC would seek to support AFC through more local representation.

Connexions



The Connexions service was established in 2001 with the aim of providing a comprehensive service to meet young people's needs for information, advice and support.

Through multi-agency working, Connexions provides high-quality, impartial, information, advice and guidance (including careers advice and guidance), together with access to personal-development opportunities to help remove barriers to learning and progression and ensure young people make a smooth transition to adulthood and working life. As part of the service, a dedicated website, Connexions Direct, is available for young people aged 13 to 19.

MLCC would work with Connexions by providing facilities that would allow representatives to provide localised support to its target group.

And finally

Local MP and Chelmsford Borough Council

An MP's job is to represent the public and their interests and concerns, to this end MLCC Action Group has asked for and received support from Simon Burns the MP for Chelmsford, he endorses our proposals and the need for the community Centre to re-open. We would seek further support in the form of representation if it would benefit the community centre.

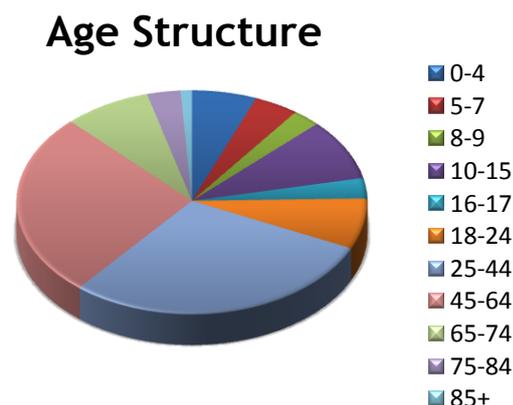
Chelmsford Borough Council (CBC) is also fully supportive of our proposals and would be a key partner in helping us to deliver their actions where they are complimentary to MLCC. These actions are contained within their Community Action Plan. These actions are addressed in section 6. *Government Policy and Local Strategic Plans* of this Draft Business Plan.

5. Key Demographics - Moulsham Lodge & Tile Kiln

We have extracted key statistics from the 2001 Census¹ and a summary appears below. We have concentrated on a few of the key priority groups to show where the community centre could provide the most benefit. *A complete analysis will be undertaken in the full Business Plan.*

5.1. Population

Households		
Total Households	3340	
Age Structure		
0-4	531	6.05%
5-7	364	4.15%
8-9	227	2.59%
10-15	783	8.92%
16-17	259	2.96%
18-24	641	7.30%
25-44	2549	29.05%
45-64	2343	26.70%
65-74	712	8.11%
75-84	274	3.12%
85+	93	1.06%
	<u>8776</u>	
Health		
General health "not good"	456	5.20%
Limiting long term illness	948	10.80%
Providing unpaid care	815	9.28%
	<u>2219</u>	



5.2. Housing & Households

Household Composition		
Lone Parents	152	1.74%
Pensioners	651	7.42%
Cars and Vans		
Household with no car or van	400	11.98%
Household with one car or van	1574	47.15%

5.3. Economy & Workforce

Economy & Workforce		
Working Age	5843	66.58%
Unemployed	127	1.45%
No qualifications ages 16-74	1640	25.22%

With the help of Partner Organisations and other Providers including small commercial interest clubs (e.g. keep fit clubs) we would seek to address the issues that affect these key priority groups.

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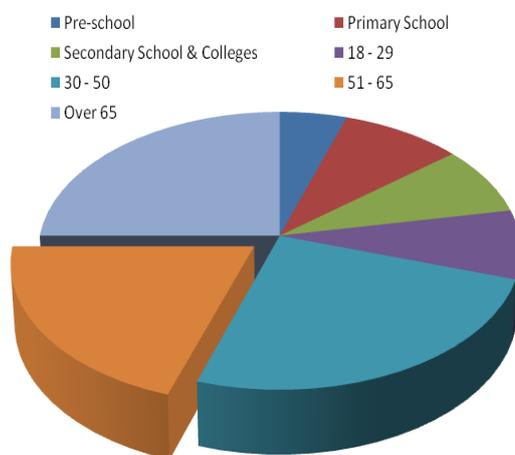
6. Feasibility Study - Questionnaire - February 2009

6.1. Analysis Results

A questionnaire was devised (see Annex C) and issued to the majority of households on Moulsham Lodge, Tile Kiln and Princes Gate. It received a good response with 273 households responding, of which 99% were in support of a community centre:

To summarise, the results received were :

The respondent households comprised 199 males and 247 females broken down into the following age ranges:



80% of respondents lived on Moulsham Lodge, 16% lived on Tile Kiln, 2% lived on Princes Gate and 2% were outside the area.

When asked about usage of the community centre, Evenings and Weekends were the most popular time (75% and 67%) although 52% responded that they would also use the centre Mid week during the day.

6.2. Activities by Popularity

When asked about the type of activities that would attract them to the community centre the following were the most popular:

<u>Activity</u>	<u>%</u>	<u>Actual Number</u>
Keep Fit	54%	146
Various Dance Classes	46%	126
Theatre Groups	39%	108
Lectures and Talks	37%	100
Lunch Clubs	26%	72
Yoga	26%	71
Camera Club / Photography	26%	71
Sports activities	25%	69
Bingo	25%	69
Art and Painting	22%	61
Health Advice	21%	56
Tai Chi	19%	53
School Holiday Play Schemes	18%	50
Youth Group	17%	49
Youth Café	17%	47
Languages	17%	48
After school clubs	17%	47
Playgroup	13%	36
Mother and baby group	13%	33
Bridge club	6%	16

Annexes G & H show an example of bookings for a Large Hall and Small Function Room/Refreshment Area and include some of the activities above and indicate bookings from groups that have shown support.

6.3. Other suggestions offered

Afternoon cards	Tea and Chat	Badminton
Boot / Jumble sales	Football team	Chess
Computer advice help	Craft Fairs	Darts team
Gardening Group	Horticultural Club	Line dancing
Mental health support group	Drama groups	Tribute bands
Pantomime	Whist Drives	Murder mystery
Organised walks	Book Club	Reading group
Remote control cars	Short mat bowling	WI Groups
Wine Tasting	Private Hire	
Crafts and scrapbooking		

Dancing - modern, jive, Latin and ballroom
 Tiddlywinks Tournament and other fun old games
 Music and Movement for Over 60s

6.4. Subscriptions

67% of respondents would be happy to pay an annual subscription fee to join the Moulsham Lodge Community Association.

When given different options, these were the most popular amounts for annual subscription with the majority (77%) preferring to pay one annual payment:

Single person £10 per year

Couple £15 per year

Family £25 per year

Senior £10 per year

Clearly there will be a need to have a fair, tiered pricing structure for groups & individuals (i.e. private functions would command a higher revenue than local Brownies)

6.5. Resulting Project Needs

From the consultations and questionnaire referred to in section 5, the following has been identified as the key project needs:

- Accommodation to meet the demand for more educational and leisure classes
- Accommodation to meet the demand from clubs and groups
- Accommodation and facilities that will attract the young e.g. youth cafe, discos
- Accommodation that will provide a focus for older people e.g. luncheon club
- A venue for bookings such as private parties and weddings
- Sustainable design
- Improved heating
- Improved / increased car parking
- Full disabled access and facilities
- Baby changing facilities
- A facility that will provide support to the community through key partners Identified in section 3

6.6. Local School Survey

Moulsham High School was asked to complete a survey similar to the main questionnaire. The results were encouraging with over 150 replies. The top 5 activities that children aged between 11 and 18 at the school wanted to see, were:

1. Keep Fit/Sports
2. Youth Cafe
3. Arts
4. Disco/Music
5. Drama Club

7. Competitor Analysis

Analysis of Similar Facilities in Chelmsford										
Name of Hall	MLCC	Moulsham Lodge Methodist Church	St Lukes Gloucester Avenue	Millenium Centre, Great Baddow	Baddow Parish	Keene Hall Galleywood	Springfield Parish Centre	Chelmer Village Hall	Broomfield Hall	Provision of Activity
Distance away MLCC		0.5 Mile	0.5 Mile	1.1 Miles	1.3 Miles	1.58 Miles	2.24 Miles	2.46 Miles	2.88 Miles	
Postcode		CM2 9NJ	CM2 9LG	CM2 9RL	CM2 7DW	CM2 8PT	CM1 6GX	CM1 6UR	CM1 7AH	
Adult Education										2
Art Groups										4
Bingo										2
Bridge										2
Brownies/Guides etc										3
Carpet Bowls										3
Chess										1
Computer Studies										1
Dance										7
Education										1
Fitness										7
Flower Club										1
Gardening										2
General Hire/weddings										2
Health/Slimming										4
Historical										1
Karate										6
Meeting Rooms										2
Music										1
Camera Club										3
Playgroup										4
Religious										1
Theatre										4
Toddler group										5
W.I.										4
Youth Club										1
Totals	20	5	4	7	7	8	13	5	4	

8. Project Outcomes and Benefits

Some of the Outcomes and Benefits are detailed below :

Increased availability of community accommodation on Moulsham Lodge designed to meet the need identified in the research questionnaire.

More activities for young people - to provide engaging out of school opportunities which could encourage them to become more active members of the community and also help to decrease the incidence of anti-social behaviour. Activities may include a youth café (with internet access), after school groups and for example a youth squash team and music and dance activities

- Less isolation for older people by enabling provision of e.g.
 - Luncheon Club
 - Drop in centre
 - Bridge club
 - Art classes
 - Tea dances
 - Greater social and cross community interaction
- Opportunity for the development of skills for people of all ages e.g.
 - Dance / ballet classes
 - Language courses
 - Yoga and exercise classes
 - Opportunities to develop life skills
- Greater community cohesion
 - Better opportunities for social and community interaction
 - Increased participation in local community events
 - Increase in volunteering in local community projects
 - Less social isolation
- Access to Local Services
 - Through Local Partners
 - On site information
 - Drop in “surgeries”
 - Mobile advice centres

9. Government Policy and Local Strategic Plans

The project meets a number of national, local and regional strategies including:

Essex Local Area Agreement (LAA) 2008-2011 “Liberating Potential Fulfilling Lives”

The LAA has been made between the Government and the Essex Partnership of public, private and third sector organizations to serve the overarching vision of the Essex Strategy:

“To support Essex People to liberate their potential to enjoy the best quality of life in Britain.”

NI 7 - Environment for the third sector - The Essex Partnership recognises the important role of the third sector in delivering the targets set out in the Essex LAA

N.B. NI 7 refers to a National Indicator in the LAA

Moulsham Lodge Community Centre, being a third sector organisation will add value to this vision in the following ways:

- **Priority One:- Children and Young People**
By providing a range of relevant activities in line with the 'Every Child Matters' Agenda
- **Priority Two:- Supporting independent living for older people and improving support for carers**
By providing a range of relevant activities in partnership with Age Concern and other health and voluntary organisations. Need for this already identified in Feasibility Study with over 45% of respondents being in the over 50 age group.
- **Priority Three:- Promoting Healthy Living**
By providing fitness and lifestyle activities in conjunction with North Essex Health Authority and a wide range of fitness and lifestyle groups who have already expressed an interest in providing a wide range of activities at the centre of the community.
- **Priority Four:- Children and Young People realize their potential in education**
Meetings have been held with Moulsham High School who have indicated a wish to become involved by involving students in community events as part of the Healthy Schools Initiative and Extended Schools Agenda.
- **Priority Five:- Everyone has access to essential services for the benefit of the whole community**
By providing access through “one stop shops” and Mobile Information Points in association with partners.

- **Priority Six:- More participation in sports, culture and volunteering for the benefit of the whole community**
Participation in regular volunteering is one sign of strong active communities & vital in supporting thriving third sector organisations. Adult participation in sport and active recreation is a significant contributor to positive physical & mental health.
- **Priority Seven:- Essex is a safe place to live**
We aim to provide a wide range of after school activities in conjunction with Essex Police to direct children and young people away from antisocial behaviour. Figures from Essex Police indicate that following the regular opening of the Youth Club on Moulsham Lodge for 8-13 year olds, figures for Nuisance Youths have decreased, as illustrated below:

2006 - 193
2007 - 181
2008 - 89

Local authorities have been advised to consider the strategic role of community centre organisation provision in relation to community strategies. For example, a target which aims to reduce youth crime can be achieved with assistance from community centre organisations that provide youth clubs and other activities.

- **Priority Nine: - A smaller carbon footprint with less waste of natural resources**

By refurbishing the community centre, environmental impact has been considered in respect of the energy provision and servicing. This has been considered in the following ways:

- A new effective boiler with the appropriate capacity for the whole building
- Heating installation will have automatic controls to operate and control the systems and insulated pipe work to minimize energy consumption
- Potential for using renewable energy sources will be investigated, including ground source heat pumps and solar panels
- Additional insulation will be added where appropriate and where the building work allows
- The possibility of designing a flat green roof with a thin layer of growing material such as sedum matting to provide an extremely constant temperature throughout the year.
- In line with the Government's initiative to reduce the carbon footprint of a building, the environmental impact will be further reduced due to users and residents not having to use their cars to access services and facilities currently unavailable in the local area

Chelmsford Borough Council - Community Action Plan (CAP) “One Vision - Chelmsford Tomorrow”

We would work with CBC as a partner in delivering it’s “Priorities for Action” contained within the CAP, where they complimented the objectives of MLCC.

The following states the CBC Priority and just some of the ways MLCC could contribute to that action.

“Our Community is Healthy and Active”

- **CBC** - Support work towards reducing levels of obesity, smoking and binge drinking in the working age population by promoting physical activity and sport as a vital component in good health.
- **MLCC** - By providing a range of keep fit clubs/activities we could run a range of “get back into” activity sessions to encourage residents to take up exercise for the first time or if returning to exercise. We could run men or women only sports sessions, again to encourage participation.
- **CBC** - Support the work to halt the increase in childhood obesity between Reception year and Year 6 of primary school.
- **MLCC** - Introduce a range of after school activities/clubs that would encourage physical exercise, we would seek to provide for children with disabilities. Also a range of exercise activities with Mum or Dad e.g. Rounders.
- **CBC** - Increase the involvement of older residents to improve their health and well being.
- **MLCC** - Age Concern has indicated that it would want to assist in any way possible to help older members of our community - we would seek their advice on the provision of any health and well being activities.
- **CBC** - Reduce the barriers to participation in physical activity.
- **MLCC** - Run activities to increase disabled participation, supporting the “Essex Disability Sport Academy” one sport that could be accommodated within the community centre without special adaptation would be wheelchair basketball.

“Our Community is Socially Inclusive”

- **CBC** - Continue, develop and extend activities and programmes aimed at young people
- **MLCC** - We would seek to build on the success of the Youth Clubs in the area by complimenting their activities and programmes.

- **CBC** - Maintain a safe place to live, work and visit for all residents and Reduce the fear of crime and anti-social behaviour
- **MLCC** - We would work with the local authorities in developing a local strategy for Crime and Disorder Reduction
- **CBC** - Improve the quality of life of residents living in our most deprived neighbourhoods.
- **MLCC** - Although the local area is not considered deprived, there are residents that fall within that criteria and we would develop specific action plans to focus on this group.
- **CBC** - Provide better access to services, including housing, especially for older residents.
- **MLCC** - Working with partners we could provide mobile information centres, one stop shops and information boards.

“Our Community is Thriving”

- **CBC** - To maintain above average (Essex) levels of employment thus providing more jobs and reducing the number of people on social benefits.
- **MLCC** - With just over 25% of the local population with no qualifications (census 2001) we would work with local partners in providing further education with a view to increasing the opportunities of people in this group.
- **CBC** - To engage adults in a wider range of learning opportunities including cultural learning, particularly those most excluded from the labour market, enabling them to improve their employment and career prospects and to boost their quality of life.
- **MLCC** - We would look at way of introducing a local employers event, including local partners like “Job Centre Plus”

“Our Community is Nurturing the Environment”

- **CBC** - To enhance public open space for the benefit of biodiversity and support climate change mitigation.
- **MLCC** - We would provide a “small” open space for members to enjoy, incorporating themed areas which reflect this objective.
- **CBC** - Reduce the impact of climate change on the borough
- **MLCC** - Through its design we would incorporate eco-friendly installations such as Solar Heating to reduce environmental impact.

- **CBC** - Reduce waste through increased recycling and partnership waste prevention initiatives
- **MLCC** - would address best practice for like for like facilities.

“Our Community is Well Connected”

- **CBC** - Increase the range and use of more environmentally sustainable travel options - walking, cycling and public transport to reduce congestion and contribute to reduced impact on climate change
- **MLCC** - by providing a “local” facility within walking distance, less people would need to use their cars, this would therefore contribute to reducing impact on the climate.

Other current and planned government priorities and programmes where community engagement is central to success include:

- Community engagement in policing
- Neighbourhood Management, Neighbourhood Wardens, Guide Neighbourhoods Programme
- Community Action 2020 - involvement in Sustainable Development
- Sport for All - commitment to creating more community amateur sports clubs (Manifesto commitment)
- Involving communities in Culture at the Heart of Regeneration - participation in cultural activities delivers a sense of belonging, trust and civic engagement, bringing far-reaching benefits including improvement in education and health, and reduction of crime and antisocial behaviour
- Better Government for Older People - shaping and evaluating services
- We are currently still investigating the recently published Health Inequalities document : Chelmsford Borough Joint Strategic Assessment, but can already see how the community centre will fit with many of these objectives.

10. Project Summary

The need, outcomes and benefits identified above will be achieved by the following:

It is proposed to either : (dependent on surveyors report & Committee decision)

1. Repair and Upgrade current buildings OR 2. Build a New Purpose Built Facility

1. Repair and Upgrade current buildings

Make repairs and upgrade facilities as necessary when a surveyors report has been received to include damaged roof, smashed windows and water damage to floor

Bar Servery - for occasional license only - adapted to allow use as second function room / luncheon club

Environmental impact will be considered in respect of the energy provision and servicing. This has been considered in the following ways:

- A new effective boiler with the appropriate capacity for the whole building
- Heating installation will have automatic controls to operate and control the systems and insulated pipe work to minimize energy consumption
- Investigation into the opportunities available to utilize green renewable technology
- Additional insulation will be added where appropriate and where the building work allows
- The possibility of designing a flat green roofs with a thin layer of growing material such as sedum matting to provide an extremely constant temperature throughout the year.
- In line with the Government's initiative to reduce the carbon footprint of a building, the environmental impact will be further reduced due to users and residents not having to use their cars to access services and facilities or to not travel outside the area for these amenities.
- Refer to Annex A for current plan of building

2. Build a New Purpose Built Facility

We would seek to build one of the most environmentally friendly community centres anywhere in the UK, we would consider constructing using largely a straw and timber frame as have other eco-friendly builds . It would use (as much is practical) materials with low embodied energy and will incorporate a number of eco-friendly features, such as green roofs, solar heating, rainwater recovery, etc...

Benefits of providing a New Build

- Many of these eco-friendly features will result in lower cost for water, heating and lighting
- The overall design could be made to reduce future maintenance and operating costs
- It would allow us to future proof the building to a high degree in designing a modular approach which would make any future extensions relatively easy and cost effective to incorporate
- Modular approach will allow us to develop to meet the needs of the community and expand using careful financial management and further grants.
- Allow us to design to meet the needs of the community, following further public consultation and analysis and input from our partners

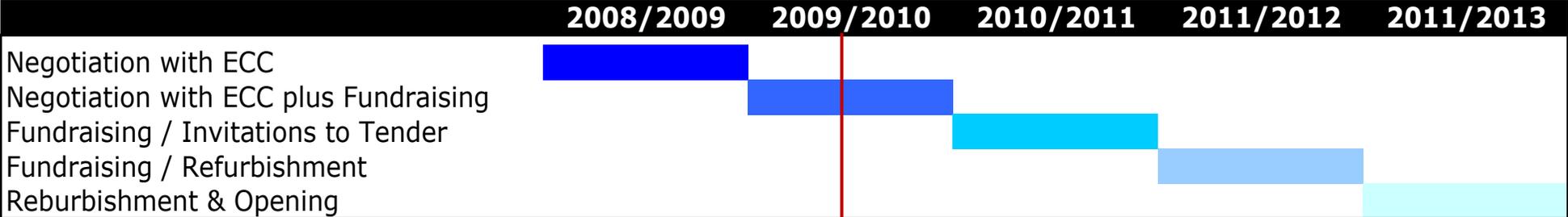
A further advantage of a new build is that VAT is zero rated which would give the project additional funds to allocate elsewhere. Also many of the eco-friendly installations could be subject to additional grant status, allowing us to maximize the “green” build.

The design could also be made to blend in with the neighboring residential buildings as much as possible, as it is recognized that co-existing with domestic properties has its problems and we would seek to reduce any form of nuisance as much as is possible. The new build would where possible be designed to absorb and insulate from noise egress and using straw provides not only insulation from heat but noise as well.

In commissioning the new build we would undertake to employ as many local tradesmen as possible ensuring that the grant money has two benefits, one would be the provision of the Community Centre, the other would be putting the money back into local companies, thereby investing locally.

11. Timescales for Implementation

The diagram below outlines the basic top level steps we need to take to achieve a fully functional Community Centre. These draft timescales reflect a realistic view of the projects time to completion based on Subject Matter Experts (SME) advice at each stage.



A more detailed project plan will be developed with SME's once we have moved into more detailed discussions with Essex County Council

12. Initial Estimates for Refurbishment & New Build

We have received an initial quote of Budgetary Costings from J.W.Steele which includes all the tasks required to bring the building back up to full spec.

The summary below provides an extract from that estimate

12.1. External Work

Roof	£ 55,725
Windows & Doors	£ 38,800
Sub Total	£ 94,525

12.2. Internal Work

Bar	£ 25,350
Toilets	£ 42,820
Entrance Lobby & Corridor	£ 865
Kitchen	£ 4,850
Office & Ante-Room	£ 4,750
Function Hall, Stage Areas	£ 38,450
Heating & Water	£ 38,500
Sub Total	£155,185

12.3. Electrical Work

Internal & External	£ 85,230
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12.4. Contingency

Unforeseen Work	£ 30,000
Total	£364,940

12.5. Rough Order of Magnitude (ROM) for new build

Given that we have limited funds to engage local professions, the ROM has been based on industry estimates for cost per square metre, a Low, Medium & High ROM is provided below for guidance only dependant on final building specification. Based on the current area of 545m² the 3 estimates are as follows:

Low £ 272,500 @ £500 per m²

Med £ 545,000 @ £1000 per m²

High £ 817,500 @ £1500 per m²

As the building will by en large be modular and would not include unique high cost design specifications, we would envisage the cost to fall at the high end of Low to Medium and therefore similar to the re-furbishment costs.

13. Sources of Income

Grants (to pay for the purchase of a long lease and some refurbishment work) may be available from the following sources. Research using Chelmsford CVS and a variety of fundraising databases, highlighted the potential funders to support the redevelopment of the community centre. At this early stage, none of these funders have been approached, but their guidelines and previous funding histories have been reviewed and the action group is confident that some of these funders will support this worthwhile project.

Funder	Potential grant	Time taken to known outcome of application
Big Lottery Fund - Reaching Communities	£200,000	6-8 months time
Chelmsford Borough Council	£5,000	3-6 months time
Futurebuilders	£100,000 (part loan)	6 months time
Awards for All	£10,000	3 months time
Essex Community Foundation	£5,000	6 months times
Barclays Stockbrokers Charitable Trust	£5,000	3-6 months time
Moody Charitable Trust	£5,000	3-6 months time
Smith & Pinching Charitable Trust	£2,000	3-6 months time
Albert Hunt Trust	£10,000	3-6 months time
Trusthouse Charitable Foundation	£10,000	3-6 months time
Tudor Trust	£30,000	3-6 months time
Walter Farthing Trust	£15,000	3-6 months time
Fowler, Smith and Jones Trust	£5,000	3-6 months time
Essex Environment Trust (Cory Environmental)	£60,000	6 months time
Community Initiatives Fund	£15,000	6 months time (not yet open for applications)
Garfield Weston Foundation	£20,000	4-6 months time (can only apply once registered as a charity)
TOTAL	£497,000	

A full Fundraising Strategy will be developed to include a time phased funding programme.

In addition to the above there are a whole variety of funders that can be explored for specific target groups : e.g. young people : funding from dormant bank accounts may be coming down, youth opportunity fund, youth capital fund. Big Lottery Fund are currently reviewing their priorities and it is hoped that they will again offer support for community spaces.

There are specific funds for sustainable energy resources that we can explore, e.g. the EON UK source fund, Low Carbon Building Programme.

The changing economic climate may provide opportunities in the near future for regeneration projects around the community

14. Financial Appraisal, Projected Income and Financial Planning

Income	Year 1	Year 2	Year 3	
Large hall hire	12,000	14,360	16,431	Assume increase in use until capacity reached & 3% inflationary uplift each yr.
Small function room hire	5,000	7,150	9,365	Assume increase in use until capacity reached & 3% inflationary uplift each yr.
Storage hire	350	361	372	3% inflationary uplift per yr
Donations	1,200	1,200	1,200	Assume same level each yr - local people and businesses
Membership fee	3,000	4,000	5,000	300 members at £10 per person, rising each yr by 100 - 500 members by 2012
Grants/fundraising events	15,000	15,000	15,000	Assume same level each yr - dependent on centre's needs for additional income
Raffles	650	700	750	Assume £50 increase each yr. as more people become aware of raffles and community centre & want to take part
Bar income	2,500	3,500	4,500	Increase in line with higher number of hall bookings each yr
Refreshments	650	800	950	Increase in line with higher number of hall bookings each yr
Sponsorship	300	300	300	Assume same level each yr from local businesses/Lions Club etc
Bank interest	121	300	461	Assume 3% interest on surplus
	40,771	47,671	54,329	
Expenditure	Year 1	Year 2	Year 3	
Development Mgr	25000	25750	26,523	Assume 3% inflationary uplift
Caretaker	2500	2575	2,652	Assume 3% inflationary uplift
Gas	900	927	955	Assume 3% inflationary uplift
Rent	500	500	500	Assumed fixed peppercorn rent
Electric	1500	1545	1591	Assume 3% inflationary uplift
Water	400	412	424	Assume 3% inflationary uplift
Rates	150	155	160	Assume 3% inflationary uplift
Insurance	1500	1545	1591	Assume 3% inflationary uplift
Telephone	650	670	690	Assume 3% inflationary uplift
Postage and stationery	700	721	743	Assume 3% inflationary uplift
Maintenance	650	670	690	Assume 3% inflationary uplift
Repairs and renewals	350	361	372	Assume 3% inflationary uplift
Cleaning	1200	1236	1273	Assume 3% inflationary uplift
Promotion	800	500	500	Less in Yr 2 & 3 as centre becomes established in the community
Annual audit	750	770	800	
Fire protection	100	103	106	Assume 3% inflationary uplift
Entertainment license	120	124	128	Assume 3% inflationary uplift
Waste services	100	103	106	Assume 3% inflationary uplift
Security	1,500	0	0	Set-up and purchase in Yr 1
	38620	37897	39,004	

The income and expenditure profile has been developed based on an analysis of similar community centres across the country. Although these figures are likely to differentiate when firms costings have been established, the profile does suggest

that a surplus will be generated each financial year from the community centre.

The table below details Current Expenditure, which currently is being met by the kind support of the community.

Current Expenditure	2008/09	
Legal Advise	£ -	In kind Support - Value £750
Website Development	£ -	In kind Support - Value £1200
Building Surveyor	£ -	In kind Support - Value £500
Volunteer Time of the Committee (labour rates included in values are based on National Minimum Wage of £5.73)		
Business Plan preparation	£ -	In kind Support - Value £424
Leaflet 1 Preparation	£ -	In kind Support - Value £42
Leaflet 1 Printing	£ -	In kind Support - Value £26
Banner Printing	£ -	In kind Support - Value £75
Leaflet 2 & Letter Delivery	£ -	In kind Support - Value £92
Leaflet 2 & Letter Printing	£ 152.00	
	£ -	
	£ -	

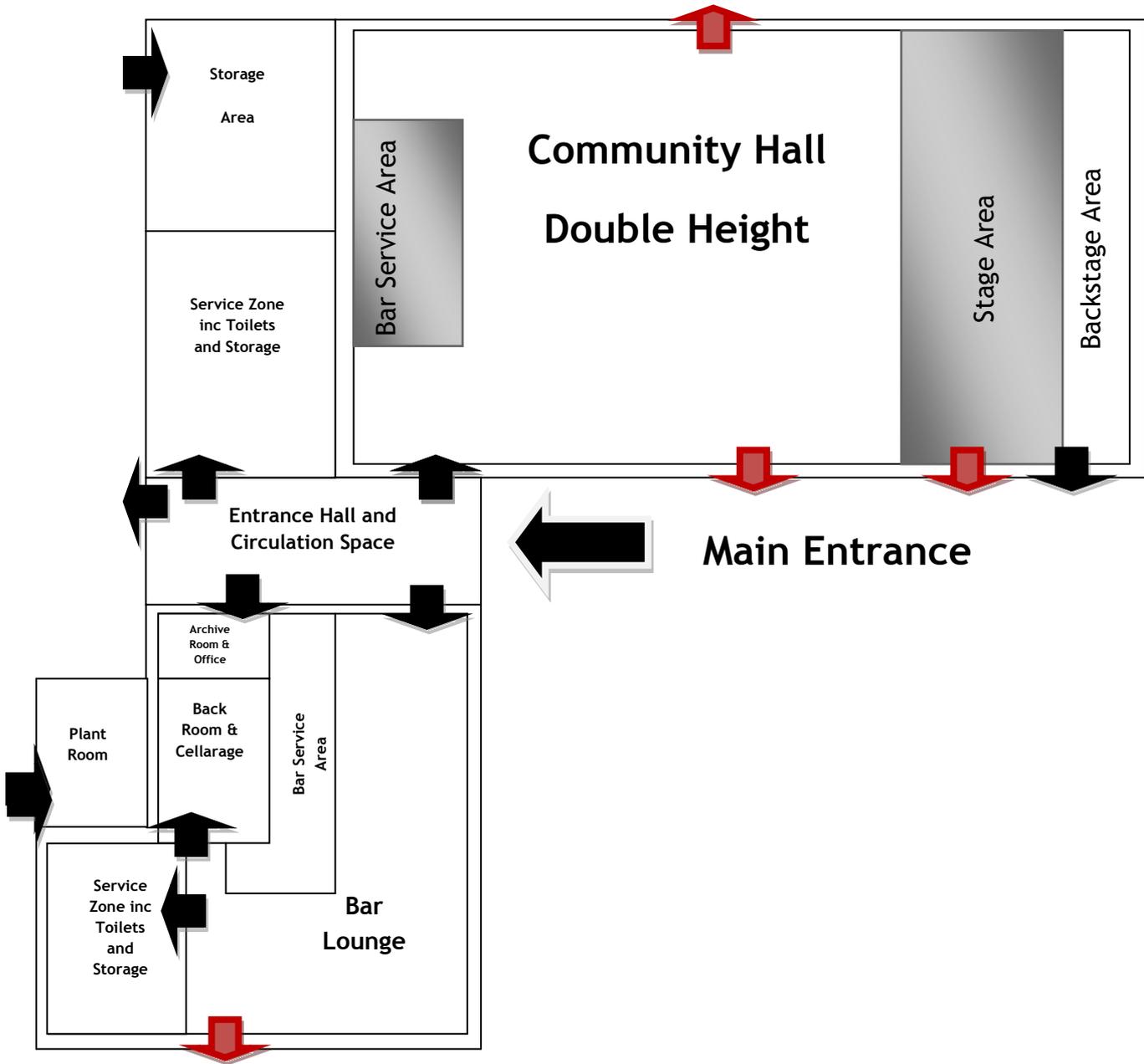
15. Risk Analysis

The risks to the success of the project have been examined by way of a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) shown below.

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Strong support from local residents • Current building can be refurbished • Strong support from Chelmsford Borough Council, Health authority, Help the Aged, Community Police and local schools • Will be able to offer a range of facilities i.e. hall, smaller function room, stage area • Meets 8 out of 11 priorities of the Essex Local Agreement • Overwhelming support from local community leaders/organisations 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Stigma attached to non payment of rent by previous tenants • Build of new users may not match forecast • Retaining skilled volunteers
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Attract back local residents who travel out of the area for clubs / activities etc • Redevelopment allows more energy efficient installations • Redevelopment will allow improved facilities for disabled / elderly • Redevelopment will allow additional facilities in area for young people • Increase revenue and thus improve sustainability • Chances for external agencies to work together to provide services e.g. health promotion, mental health promotion events 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Change of use leading to selling of land for redevelopment and profit • Energy costs increasing rapidly • Interest and support not sustained • Funders may not support the idea of a community centre

It is the intention of the Action Group to explore fully the operational risks of the proposed Community Centre and to put policies and procedures in place to mitigate those risks, e.g. , Health & Safety, Finance, Safeguarding, Fire Risk, Equal Opportunities and required Licensing arrangements.

Annex A - Plan of Moulsham Lodge Community Centre (current)



Annex B - Elected Committee Profiles

President - Philip Firth

I am 72 years old, and I have lived on Moulsham Lodge Estate for over 44 years. I was active in the fund raising for the original Community Centre from 1965 on until it's opening in 1972. I have been the Borough Councillor for Moulsham Lodge ward since November 1981, except for a sabbatical from 1995 to 1999. I was also Mayor in 1988/89 - Chelmsford's Centenary Year.

I work for various charities, such as Barnados, Marie Curie, and Farleigh Hospice. I have been a school governor on all three local schools, and am currently on Moulsham Infants, for which I have been Chairman of Governors for more than twenty years. I have been working to get back our Community Centre for nearly four years, because I sincerely believe it is the main reason we have such a strong sense of community on this estate.

Chair - Rosalind Webb

I first became involved in community work when my daughters belonged to the local Brownie Pack. I began as a helper and eventually became Brown Owl.

For a considerable number of years I was an elected member of Springfield Parish Council. During my time as Chairman I headed up the committee which was responsible for acquisition of the land together with the tendering and building process of the now very successful Springfield Parish Centre.

In 1998 I became a Trustee of the Chelmsford YMCA and I am still on the Board. I am also Vice Chairman of the Friends of Chelmsford Museums and Chairman of the Susan Trust which is raising money for the restoration of the last remaining barge purpose built for service on the Chelmer & Blackwater Navigation.

Vice Chair - Lorna Fuller

I am 37 years old and have three children, I have lived in this area for 5 years, I have been running Parent and Toddler groups now for 6 years and love every minute of it. I have been involved in various community groups ie, Parent Association for Moulsham Infant School (S.M.I.L.E) I am on the committee for Little Acorns Pre-School and always try to get involved in local events within the area.

The reason why I have joined the Moulsham Lodge Community Action Group is that I feel there is a strong community atmosphere in the area and strongly believe that a community centre is absolutely necessary to fulfil the needs of the whole area. There are not nearly enough facilities in the vicinity that cater for the large populated area. The centre if it was approved would provide an invaluable resource within the community.

Tony Griffiths - Honorary Treasurer

By background I am trained as a scientist and have many years experience as a manager running laboratories which test the quality of foods or pharmaceuticals. I am not currently not employed but undertake consultancy work when I can get it. I have lived with my wife and family in the Moulsham Lodge area for over 30 years. My knowledge and experience as a manager includes financial expertise having been responsible for operations with up to £2M pa budgets, I was also for nearly three years Honorary Treasurer for a local church so have experience of meeting the financial requirements of the Charities Act.

Having seen the Moulsham area grow over 30 years with no development of social amenities it is essential that the Community Centre is reclaimed and kept for the community. One only needs to look at Springfield or Great Baddow to see benefits of such a centre to a community.

Secretary - Dave Mack

I am 43 years young and live in Tile Kiln with my wife and children. I was born in Moulsham and spent my school years at all three Moulsham Schools. Most of my children have gone to Moulsham Schools. My Father still lives in Ash Grove. I grew up using the previous Community Centre and my parents also donated to help create it. I took part as a child in the street carnivals that were organised through the community centre. I have hired the hall for birthday parties.

I have worked for Canon uk as a professional print technician for the last 13 years. I work as a consultant to office managers giving advice on document management and print. I have also worked for Bass Taverns as a Public house Manager and have run my own print and design business.

In the past I have been active in Moulsham Infants School Parent association (SMILE) and stood as Secretary.

I am active in the local community. Apart from my support for Moulsham Lodge Community Association I am also Vice Chairman of Ravens Football Club. Ravens has been formed in 1988 and hence we will be celebrating our 21st season this winter. I have been involved with Ravens for all 21 years. Ravens have both Youth and Adult sections and at present have 6 Youth teams and 3 Adult sides.

Ravens have for a long time been looking to the community centre as a base for their club house and perhaps to use Moulsham School for their pitch and training. We tried to involve ourselves in the previous association but decided against as we thought they were unprofessional. Areas such as Broomfield (behind the Angel Public House) and Springfield (Arun Close) have areas dedicated to a team. They provide support and activity to the community especially youth. Moulsham does not have this facility. A valuable facility that could help the youth centre proposed by P.C. Sandra Strange, help with fitness and exercise and to give today's children focus. One of Ravens members is interested in starting a Tennis Club within the Ravens umbrella and we feel that Moulsham Community Centre would be an ideal place.

My experience as a Public House Manager will mean I can give valuable advice to the Association on Bar Management although I do not wish to run the Bar myself. My experience with Canon and my own business means I can help with office management and publicity.

Moulsham needs a centre to support both the original estates and the newer Tile Kiln and Burghley Way estates. To provide youth support and older people support. Moulsham has a split public of young and old and the centre can provide everything that they may need.

Karen OConnor - Fundraising

I was born and educated in Chelmsford, attending both Moulsham Junior and Moulsham High School. I have lived on Moulsham Lodge for almost two years and have a number of relatives living in and around the area. I have almost ten years experience working in the charitable and not for profit sector, predominately as a fundraiser and most recently as a Grant Manager for a housing association. I have extensive experience in raising significant sums of money for worthwhile causes, including central and local government, European funding sources, the BIG Lottery and charitable trusts and foundation. I believe in the value and worth of a revigorated community centre to serve as a much needed hub for Moulsham Lodge.

Christine Packer - Fundraising

TBA

Website - Mark Springett

I have lived on Moulsham Lodge for 22 years, nearly all my married life. In that time my wife and I have brought up 2 daughters, and have attended the local Moulsham Schools through Infant to Senior - In their early years they both attended Toddler Groups at the Community Centre, and still have friends to this day from their time there, my eldest in 19! I think that shows real sense community belonging.

I have worked in the Chelmsford area all my life since leaving school, after a couple of initial jobs I ended up working for Marconi and recently left after nearly 22 years service (now called BAE Systems INSYTE) - I now work for SELEX Communications in Basildon, but only after we had to move off the New Writtle St. site (SELEX was Marconi Comms !) - The many changes of the Marconi company have confused even the best of us ! I have worked in a Commercial and Sales & Marketing environment for the last 15 or more years and latterly as a Bid Manager responsible for tenders in the defence sector, managing large and disparate groups of people. I can use my experience and skills in a number of areas e.g. marketing the centre.

Having been involved in the Moulsham Infants PTA (called SMILE), it is easy to see how community spirit brings people together. During the time when the Community Centre was open, we were members and enjoyed great events like New Years Eve and Family Day BBQ's - My wife also attended Keep Fit classes - my Mother also performed on stage when I was but a wee lad! All this at the bottom of the road!

It is now clear the community needs a facility that combines and brings back all of the separated and disbanded groups and individuals that once used it. The local churches were never designed to accommodate the community in the same way and other facilities are full to bursting.

Additional Non Elected Committee Members

The Revd Carol Smith

Originally from Kent, I have lived and worked in the City and various parts of the UK, and also in the Middle East, in a variety of secretarial/high profile support roles.

After due training and qualification, in July 2004 and following ordination and licensing to the Church of England, I moved to Epping, where I was ordained priest the following year. In October 2007, I moved to Moulsham Lodge, Chelmsford, when I was appointed Vicar of St Luke's, which is the Parish Church for Moulsham Lodge with Tile Kiln.

Mission and outreach are key areas of my work as a parish priest. St Luke's serves Moulsham Lodge and Tile Kiln, and its position on Gloucester Avenue puts it at the heart of this thriving community. Local groups enjoy the regular use of our large and small halls for their activities and we run a Saturday Coffee Morning for local residents on a weekly basis.

I am involved in the work of all five schools in the parish (Moulsham High School & Humanities College, where I am a Community Governor; Moulsham Infant School, Moulsham Junior School, Mildmay Junior School and Mildmay Infant School, where I regularly take school assemblies). I am also a member of the NAP; Community Association (led by our Ward Councillor); the Moulsham Campus Alliance (Combined schools' group); an Ecumenical Partners Group (i.e. Churches Together in Moulsham Lodge); and more recently, the Moulsham Lodge Community Centre Action Group, which is seeking to restore the Community Centre to the residents, for their use.

Within the wider church, I sit on the Chelmsford Diocesan Bishop's International Group (which keeps track of our overseas Diocesan Companion links, e.g. in Kenya, Trinidad & Tobago, Sweden and others). In 2006 I was a member of a Study Group which visited Kenya and have subsequently set up link projects between a Medical Dispensary in Kenya and St John's Church, Epping; and between a Street Children's Project in Kenya and St Luke's Church, Moulsham. I have also been appointed as Commissary (ambassador) to the Bishop of Meru in Kenya.

From 2004 to 2006, I also provided part-time hospital chaplaincy at St Margaret's Hospital, Epping; ambulance station chaplaincy in Epping, and workplace chaplaincy at Epping Forest District Council Offices. Since moving to Chelmsford in 2007, I provide weekly Workplace Chaplaincy sessions to Essex County Council in County Hall and have more recently been piloting a Workplace Chaplaincy Scheme in Her Majesty's Court Services at Priory Court, Chelmsford.

Annex C - Example of Questionnaire used in Feasibility Study

MOULSHAM LODGE COMMUNITY CENTRE

Community Centre Research Questionnaire

Dear Resident

We are currently trying to reclaim the Community Centre following repossession by Essex County Council. In order to do this we would like your views to formulate an action plan.

We have organised a list of drop off points where questionnaires can be left. Your views would be very much appreciated.

MLCC Action Group

Do you support the idea of a Community Centre Yes No

Male Female in household

Age: Pre-school Primary School Secondary School

18 - 29 30 - 50 50 - 65 Over 65

Do you live on : Moulsham Lodge Tile Kiln

Princes Gate Outside the area

At what time of day do you think you would use the Community Centre?

Morning Afternoon Evenings Midweek Weekends

Please indicate which of the following would attract you to the Community Centre - You may tick as many options as you wish.

Photography Languages Keep Fit

Tai chi Yoga Singles night

Bridge Bingo Health advice

Lunch Clubs Painting/art Various Dance Classes

Lectures/talks Sports Theatre Groups

Mother/baby group After School Club School Holiday Play Schemes

Playgroup Youth Group Youth Café

Further suggestions:

Moulsham Lodge Community Centre - DRAFT Business Plan

Which events would you support:

- Tea dances Theatre Outings Dinner / Dance
Under 16 disco Fashion show Race night
Quiz night Fun Day

Further suggestions

Do you think the club should have a licensed bar?

Yes No

What do you enjoy when relaxing in a bar?

- Background music Loud music Slot machines TV
Pool table Darts

Would you pay a small annual subscription to become a club member or do you feel that the Community Centre should be used by all regardless of residency? Yes No

What do you think would be a fair annual subscription to be a member of the Community Association?

- Single £10 £20 £30
Couple £15 £30 £45
Family £25 £50 £75

2 adults and up to 4 children

- Senior £ 5 £10 £20

If you joined, would you prefer to pay your subscription:

- One annual payment Six monthly Quarterly Monthly

Do you know of or belong to any groups who would be interested in hiring the hall?

Please give details

Please return your questionnaire by 20TH February 2009 by to one of the following locations:

Co-op, Moulsham Shops (drop off box) Lidl, Princes Road (drop off box)

Post through letter box to any of the following committee members

69 Lucas Avenue, Moulsham Lodge 48 Lucas Avenue, Moulsham Lodge

5 Waltham Glen, Moulsham Lodge 6 Sandpiper Walk, Tile Kiln

26 Swallow Path, Tile Kiln

The questionnaire can also be completed online at www.mlcc.co.uk

Thank you for your assistance.

Annex D - Letters of Support from National and Local Organisations & Individuals

Essex Police Partnership Working with Moulsham High School May 2006 to May 2008

From May 2006 we saw the start of the new Neighbourhood Policing style and from the very first day I have instilled in the teams that cover Chelmsford Rural area, that the Every Child Matters agenda is important when preventing and deterring crime for young people. The team that has the most success in this area comprises PCSO Sandra Strange, NSO Annette Lucking and SSP Graham Thomas who have worked so hard with the children, youth workers, teachers, volunteers helpers, Sarah Fleming Family Support Worker from Barnado's, and the school nurse. Chelmsford Borough Council have fully supported this project with money from David Archer (Parks & Play). The TASC team has fully supported this project with staff and need to continue with their support.

As a result of this great partnership working, there has been a great drive and energy to take this further and extend the support to children and young people after school and during the working day, to make sure all parents and children are supported. The result of this work has meant that PCSO Sandra Strange was recognised by the High Sheriff, with an award recently and a donation of a £1,000 to support the youth work.

Without this project more children would have been at risk of becoming young victims of crime or had the potential to become offenders. We have seen a drastic reduction in anti-social behaviour in this area and criminal damage relating to youth. We have had a reduction in young people going missing and the community spirit has meant we pick up quickly when a young person needs support and care by all agencies.

The local Neighbourhood Action Panel, a police meeting (bi-monthly) with key members of the community on the team, make decisions to make sure their communities are safe. This group has all worked so hard to support this initiative.

In the most recent meetings (16th January, 19th March, 14th May 2008), it has been identified that more money was needed to carry on and grow this project. Hence this bid being initiated by all partners.

The Chelmsford rural team have excelled this year and the Moulsham Goat Hall team is no exception to this. We have the highest detection rate ever at 32%, crime reduction at 14% and ASB at 31.5%. These are the figures for March 2007 to March 2008. So far this year the ASB has reduced again by 33%. The criminal damage for this area has reduced by 19%. This is excellent. The force had set a target for each area to reduce its ASB and criminal damage by 5%. This policing team and its partners have achieved this with ease. This is outstanding and I know that this project is an integral part to my plans for the Neighbourhood Policing Strategy.

Please support this bid to take it to the next stage and for it to have a greater impact on the children and young people of the local area. This project will be able to be showcased to other schools and policing teams as an excellent project supporting ECM.

Cheryl Callow
Inspector 3013 QPM



Essex County Council
Moulsham Infant School
Princes Road, Chelmsford, Essex CM2 9DG

10th February 2009

To: Whom it may concern

Re: Moulsham Lodge Community Centre

As Headteacher of Moulsham Infant School, I would like to whole heartily support the cause of maintaining a Community Centre in Moulsham Lodge.

The group of schools in which we belong, the Moulsham Campus Alliance, have been very aware of the community need for facilities. Young people need a centre to encourage purposeful Out of Hours Learning i.e. clubs. I have been approached on numerous occasions to ask if we can host clubs, but have been unable to meet these needs. Our three schools (Moulsham Infant School, Moulsham Junior School, Moulsham High School) cater for 2500 young people. The Government's commitment to Every Child Matters promotes the need for children to have purposeful Out of School Hours learning and family support.

The provision of a community centre will, therefore, enhance these opportunities for young people.

Yours sincerely,

Alison A. Smith (Mrs.)
Headteacher



Headteacher Mrs. Alison Smith B.A., Cert. Ed.; Deputy Headteacher Mrs. Lorraine Cannon B. Ed. Hon.
Telephone Chelmsford (01245) 392742; Fax Chelmsford (01245) 352347

63 Fourth Avenue
Chelmsford
Essex CM1 4EZ
Ch 351938 e-mail: jvm.bliss@virgin.net

15 January 2009

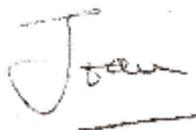
Dear Lonna

Just to say congratulations on achieving such a wonderful turnout for the public meeting for reviving the Moulsham Lodge Community Centre. You have obviously been very busy and have put in some valuable groundwork towards promoting the future of this project. I am glad that Cllr. Philip Firth has now dropped the idea of the centre being taken on by the Royal British Legion. A lot of valuable time was wasted in exploring this option when it was obvious that the Community Association should be re-grouped and take it on again. It was thanks to your approach to Peter Dixon and his subsequent action to force the County to get planning permission that put it to the front of the agenda again.

I hope there is a lot of support coming forward both to act as a steering committee and to help fund-raise. Although it involves a lot of hard work by a lot of people it is also great fun and is a terrific spur to creating a good community spirit. I recall we had for several years a Moulsham Lodge Carnival in the summer with our own Carnival Queen and parade around the estate followed by stalls and rides on the Moulsham School playing fields. I am sure you will find a lot of ideas being floated.

I also know that Lorraine at CVS will give invaluable advice on setting up the new Community Association, applying for charitable status and for approaching different sources for funding. Obviously lessons must be learnt from mistakes of the past and there would need to be good governance and supervision of those managing the hall. Also, as I mentioned at the meeting, the project should be based on widespread support in the community and not be allowed to be used to further the interests of any one particular group - political or otherwise. I think it would be sensible to engage the support of the Borough Council's Conservative group in backing the project and strengthening your approach to Cllr. Martin and the County Council. For my part, I will be meeting the Leader of the Labour Group on the County Council this Saturday and will make sure he is fully aware of the situation and is fully behind the project.

Good luck and do not hesitate to contact me or Peter if we can be of assistance.



Joan Bliss



PCSO S Strange
Moulsham Lodge Police Station
Gloucester Avenue
Chelmsford
Essex

20 January 2009

Dear Sandra

Communtiy Centre – Waltham Glen

Following our discussions today I am writing on behalf of the Guinness Trust with our support for the future of the Community Centre in Waltham Glen.

If the centre was to re-open Guinness Trust residents of Burghley Way would be able to use the facilities of the centre and it could also be used as the venue for holding resident meetings.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sue Robinson'.

Sue Robinson
Housing Officer
01245 228180
susan.robinson@guinness.org.uk



St Luke's Church

Moulsham Lodge and Tile Kiln, Chelmsford
The Revd Carol Smith, Vicar, St Luke's House,
26 Lewis Drive, Chelmsford CM2 9EF
Tel. 01245 354479 Email: carolrev@gotadsl.co.uk

January 25th 2009

Mrs Lorna Fuller
6 Sandpiper Walk
Chelmsford
CM2 8XJ

Dear Lorna

Moulsham Lodge Community Centre

Following the Public Meeting held on the premises of the Church of the Holy Name on January 13th, which I and several members of St Luke's Church, Moulsham Lodge attended, I am writing on behalf of St Luke's to commend you on your efforts to see the Moulsham Lodge Community Centre returned to local residents for their use.

We believe that the overwhelming attendance at that meeting was a sure indication of the need for such a facility for the residents, not only of Moulsham Lodge but also of Tile Kiln. As a Church, we too are very pleased to be able to serve the community through the regular letting of our halls to local groups who, as you are no doubt aware, provide a wide range of services to the local people. However, we also recognise your concern that there is no regular meeting place where local residents can go and meet with each other and to share fellowship. As was expressed at the Public Meeting, the community spirit enjoyed in this parish was likely founded during the successful running of the Community Centre in its first 30 years.

We therefore wholeheartedly support your initiative to re-establish a Community Centre for the benefit of all those who live on both estates, and wish you and the Steering Committee every success with the plans which you are preparing to present to Essex County Council in defence of the retention of the site.

Yours sincerely,

Revd Carol Smith
Vicar of St Luke's Church,
Moulsham Lodge with Tile Kiln

Moulsham Lodge
Methodist Church
Lime Walk
Chelmsford
CM2 9DP
19-1-2009

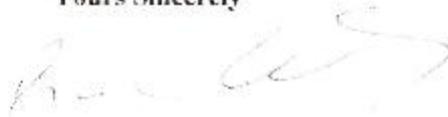
Dear Lorna

Our minister has asked me to write to you to convey our support for Your proposal and efforts to reopen the Moulsham Lodge Community Centre, your plans for it to once again serve the local residents are excellent, and judging by the huge response you received at the open meeting we attended on the 13th it is an important issue to the majority of the community.

We congratulate you on your achievements so far and wish you and your steering committee every success at your meeting with the County Council. Undoubtedly if its reinstatement for community use gets approval the centre will serve the needs of not just Moulsham and Tilekiln but also the two new local Estates built since its closure.

If you think we could be of help to you in the future please do not hesitate to contact myself Tel. 359318 or our minister Rev. Stephanie Hibberd. Tel. 262595

Yours Sincerely



R. W. Cleverley

MR. A WHITE
2 SANDHURST WALK,
CHICHESTER.
(THE KINN)

RE: M.W.C.A. WALTON CHEN

AS A FORMER MEMBER OF ABOVE
COMMUNITY ASSOCIATION, I AM WRITING
TO OFFER MY FULL SUPPORT TO HAVE
THIS CLUB RE-OPENED AGAIN.

BOTH THE KINN + MOULSHAM LODGE
ESTATES ARE IN DIRE NEED OF A LOCAL
CLUB, AVAILABLE TO ALL FAMILIES.

I HAVE SPOKE TO MANY LOCAL
PEOPLE INCLUDING FORMER MEMBERS, AND
ALL ARE OF THE SAME OPINION.

Yours faithfully - A White

To Whom It May Concern,

I am angry that it is possible the Moulsham Lodge Community Centre may be closed. I lived on St. Anthony's Drive from 19~~61~~ until 1995 and it was an asset to everyone. We paid a regular amount to help to build and maintain the building in the early days. It was useful for wedding receptions and parties; there were regular drama productions. Please think again.

Yours,
Lily Dixon

Mid Essex Hospital Services 
NHS Trust

15 January 2009

Corporate Offices
Court Road
Broomfield
Chelmsford
Essex CM1 7ET
Tel: 01245 514442
Fax: 01245 514675

Letter of Support
c/o Mrs Lorna Fuller
6 Sandpiper Walk
Chelmsford,
Essex
CM2 8XJ

To Whom It May Concern:

A member of staff and local resident of the Moulsham Lodge estate has brought to my attention that a community centre within the estate was closed down in 2005 due to poor management of the establishment. I have been informed that since this time, Essex County Council, whom own the land on which the building is situated, have received applications for the change of the buildings use that has subsequently been refused by Chelmsford Borough Council. I understand that the residents of this area wish for the building to be re-opened as a community centre and that before this can happen the county council must be made aware of the potential use this building could provide.

Mid Essex Hospitals Services NHS Trust (MEHT), which provides hospital care for the residents of this area, and in some specialities care in the community setting, I would like to take this opportunity to support the community centre. If it were to be restored as a community centre, it would give us an excellent opportunity to hold public forums. For example, regarding the promotion of the work of our medical and nursing staff, the possibility of helping patients and their families suffering certain medical conditions by being able to hold support meetings, hold events for our team to hear from the public their views on their local health service.

In conclusion, MEHT supports the re opening of the community centre on the Moulsham Lodge estate.

Yours sincerely,



Ruth May
Chief Executive

Caring for you, Caring about you

To whom it may concern

3rd February 2009

Dear Sir/Madam,

Mid Essex Primary Care Trust (Mid Essex PCT) Black and Minority Ethnic Community Development Worker for mental health.

This is a letter to introduce myself, I am a Community Development Workers (CDW) working specifically with Black and Minority Ethnic (BME) residents in the Mid Essex .

By way of background information, In January 2005, the Department of Health published a report called 'Delivering Race Equality in Mental Health Care' to address and improve on the delivery of mental health services to people from BME communities. It was considered that the people from BME communities do not have fair access to mental health services or they do not access the services due to stigma attach with mental health issues.

The recommendations made by the report were:

To promote greater understanding, better dissemination of information and ownership of issues faced by people from these communities.

To reduce and eliminate race inequalities in mental health.

My Job as a CDW is to work with these communities, encourage them to reduce isolation increase integration in the wider community and tackle stigma attached with the mental health sickness. Mid Essex pct is committed to develop BME Community by series of educational and vocational training for them.

Community development work requires people in the community to come together and celebrate diversity. The presence of a community centre is so vital for the whole community. In my opinion if there is a community centre in this area the BME communities will also benefit from it. We have BME communities groups in the local are who are committed to social and cultural integration. If we have this community centre we can have series of social and vocational clubs for people from all ages and it will give communities a chance to come together and learn from each other.

My roles is to support both statutory and voluntary organisations to develop better joint up working practices to enable and empower BME communities to successfully access services that matters to them. This will only be possible if there is full participation and community engagement in the development of effective health and social care services.

I would strongly recommend Moulsham Lodge community centre for this area.

Thank you

Kind regards

Rizwana Siddiqui

BME Community Development Worker for Mental Health

Mid Essex Primary Care Trust

Swift house - Chelmsford, CM2 5P1

Tel: 01246 458268

Mob: 07951 650349

email: rizwana.siddiqui@midesssexpct.nhs.uk

Intentionally Blank

Annex E - Letters from Groups Interested in using the Community Centre



Taoist Tai Chi Society of Great Britain

Please reply to:
Taoist Tai Chi Society – Mid Essex Branch
Maldon Clubhouse
19 London Road
Maldon
Essex CM9 6 HD

28th January 2009

Dear Lorna

Re: Move to develop Moulsham Lodge as a community centre once again

Further to our telephone conversation a few days ago, I apologise that I haven't written more quickly to confirm the Society's interest in potential facilities that might hopefully result as an outcome of your efforts.

The Society has been teaching classes in Chelmsford for over twenty years now, using several locations across the town for these classes and a couple of the venues having now been used for the full period we have been teaching in Chelmsford. However, we do not currently have any classes within the Moulsham Lodge area and would be very interested in the possibility of being able to do so. Classes normally last two hours and are held mornings, afternoons and evenings, with a recent venture working successfully at the end of the afternoon. All of these time periods are of interest to us.

However, further than that, while we are not (yet at least) in a position to take on full time premises for a clubhouse in the town, the idea of maybe being able to use one location for a longer period, say a full day, has been mooted and, if practical and acceptable to your 'members' would be something we would like to look into as well!

It would be good to develop the communications and perhaps it might be advantageous for you to meet with me and some of the other local leaders at our Maldon Clubhouse at some stage, if that is practical.

With something like 300 members in Chelmsford we must have a number living within your area and I am sure that it could be of mutual interest to the area if a link could be developed.

We very much support your aims and hope that you are successful. If you wish to talk at any stage my telephone number is below.

Yours sincerely

Mike Gates
Branch Chair - Mid Essex Branch
Tel: 01376 513513

cultivating mind and body

Subj: FW: Community centre use
Date: 29/01/2009 23:44:54 GMT Standard Time
From: Sandhya Oza@Aristoss.com
To: hlorandy@aol.com

Please confirm receipt

From: Sandhya Oza [mailto:Sandhya.Oza@Aristoss.com]
Sent: 29 January 2009 23:36
To: hlorandy@aol.com
Subject: Community centre use

Dear Lorna,

As discussed I write to say that if the facilities are right at the community centre ie a kitchen to use for cookery classes I may be interested in using it. I am planning to run Indian Curry Classes, currently from home. Do please update me with the progress of the community hall.

For me to be able to run curry classes at the community centre it would be ideal to have a fully functional and professional kitchen with parking facilities. Something like this would give a boost to the small business that I am trying to set up.

All the best to you and Rosalind. Looking forward to hearing from you.

Regards,

SANDHYA OZA
www.cookingclasses.com

Sandhya Oza
Aristoss Limited
Director & Company Secretary

30 January 2009 AOL: HLORNANDY

NAME ; Mandy Morris

ADDRESS : 31 Alder Drive
Chelmsford
Essex
CM2 9EZ

CONTACT : 07891 953749

If the community centre were to become available at any time I would love to run my tennis and golf sessions in there. I run mini tennis clubs in schools as after school clubs and during school time for the school sports partnership. I also run Tiny Tees Golf on weekends and after school.

The venue would be perfect for these sessions and I teach 3 years plus for both sports. This could also be run for toddler mornings, nursery sessions, or clubs during the mornings for parents and young children.

I look forward to your reply, for any information or leaflets just contact me as above.
Many thanks

Subj: **FW: Community centre use**
Date: 29/01/2009 23:44:54 GMT Standard Time
From: Sandhya.Oza@Aristoss.com
To: hlornandy@aol.com

Please confirm receipt

From: Sandhya Oza [mailto:Sandhya.Oza@Aristoss.com]
Sent: 29 January 2009 23:36
To: lornandy@aol.com
Subject: Community centre use

Dear Lorna,

As discussed I write to say that if the facilities are right at the community centre ie a kitchen to use for cookery classes I may be interested in using it. I am planning to run Indian Curry Classes, currently from home. Do please update me with the progress of the community hall.

For me to be able to run curry classes at the community centre it would be ideal to have a fully functional and professional kitchen with parking facilities. Something like this would give a boost to the small business that I am trying to set up.

All the best to you and Rosalind. Looking forward to hearing from you.

Regards,

SANDHYA OZA
www.curryclasses.com

Sandhya Oza
Aristoss Limited
Director & Company Secretary

30 January 2009 AOL: HLORNANDY

Subject: Re: Moulsham Lodge Community Association

Hi Dave

Thank you for your email. I appreciate you contacting us to advise us of your appointment.

As you are no doubt aware, The Phoenix Theatre Company (formerly Moulsham Lodges Amateur Dramatic Society) has a long association with the site at Waltham Glen and we would welcome the opportunity to return to the premises at the earliest opportunity. I would therefore be grateful if you could keep us fully informed on matters and to let us know how we can assist in taking matters forward.

I look forward to hearing from you in due course.

Best wishes.

David Hancock
Chairman
The Phoenix Theatre Company
Chelmsford

David Hancock ACIB
27 Ashurst Drive
Chelmsford
Essex
CM1 6TN

Telephone Number - 01245 468956
Mobile Number - 07885 956250
email - drhancock@blueyonder.co.uk



Warrant Officer Class One D Crawford
Bowman Training and Advisory Group (South)
(Command & Control Development Centre)
Ward Barracks, Bulford Camp, Salisbury, Wiltshire SP4 9NA



Telephone: Military: 9(4321) 2375 Civil: 01980 672375
Fax: 9(4321) 2700 01980 672799
E-mail: LWC-BOWTAGS-WO1
Internet: dean.crawford180@land.mod.uk

Reference: Recruitment Assistance

Date: *Monday 19 January 2009*

Dear Lorna,

I am writing to you with reference to our conversation, with regards to the Moulsham Community Centre and your efforts to attempt to keep the Centre open. As discussed, I have made inquiries with British Army Recruitment Agencies to see if they may be of help to you, in your campaign and have received some very positive feedback that may assist you. I have been informed by British Military Recruitment that they would be very interested in attending any suitable events to promote recruiting within your area, whether social events (Open Days, etc) or working with local Tri Service Cadets Groups, considering any invite to your centre, as to promote the Army, Navy and Air Force in you area.

I have spoken to the Senior Recruiter, Warrant Officer Class Two, Bob Bell, at the Southend Recruitment Office, (contact details, please ring him on 01702 436383). He has a number of agencies available to him that he may call upon to support any future events as required.

Please if I may help in any other way, do not hesitate to contact me.

Regards

D Crawford



"Babydays" Baby and young Toddler Group!

6 Sandpiper Walk
Chelmsford
Essex
CM2 8XJ
01245 290277
hlornandy@aol.com

20 January 2009

Re: Moulsham Lodge Community Centre

I am writing to you with regard to the Moulsham Lodge Community Centre, and the need to re-open the building.

At present I run the baby group, age 0 - 18months and for new parents at the Springfield Parish Centre, Springfield. This has become an invaluable part of the community bringing new parents together with others in the same situation in a friendly and social atmosphere.

I have tried on several occasions to find premises in the local area of Moulsham Lodge and Tile Kiln in which to run the group but cannot locate a community based building that can cater for this.

If the Moulsham Lodge Community Centre was to re-open I would gladly like to run my Baby group there for one morning a week.

Yours Sincerely

Lorna Fuller



5, Barnmead Way, Burnham on Crouch, Essex CM0 8QD
01621 783133
Fax: 01621 786886 email: morris0110@hotmail.com

5th January 2009

Lorna Fuller
lorna@lorna.com

Dear Lorna,

Moulsham Lodge, Waltham Glen, Chelmsford

Further to our conversation, I confirm that we would be interested in running Musical Minis classes from Moulsham Lodge.

We have been running classes across Essex for the last eight years, where the parent/carer attends the class with the child and we aim to encourage a little bit of rhythm but hopefully lots of fun. We also attend the 3 Foot People Festival in Chelmsford every year.

Please let me know what days and time slots you will have available.

Kind regards,

Yours sincerely,

Tina Carter



Helping your pre-schooler to communicate with confidence.

Talking Tots
26 De Vere Close
Hatfield Peverel
Chelmsford Essex
CM3 2LS

07887 955741

amanda@talkingtots.info

9th January 2009

Dear Sir/Madam,

Re:- Moulsham Lodge Community Centre

Talking Tots is an exciting and important opportunity designed to help pre-school children develop fundamental communication skills during their early years. This is achieved through unique classes that follow the developmental stages of language.

These fun, interactive classes will help children to develop excellent:

- social confidence
- listening and attention skills
- sharing and turn taking skills
- word meaning and vocabulary

As with most pre-school classes, in the Chelmsford area, morning sessions are often preferred by parents, hence the fact that venues are highly sought after and few and far between.

I feel that there is a great need for the Community Centre at Moulsham Lodge to be re-opened and I have offered my full support to M's. Fuller in her campaign. I would certainly be interested in at least one regular weekly booking with a view to extending this further.

If I can be of any further help please feel free to contact me by email or on 07887 955741.

Yours faithfully,

Amanda Smith

www.talkingtots.info

Helping your pre-schooler to communicate with confidence.

Registered Office: 108 Warton St, Lytham, Lancashire.FY8 5HA
01253 735355 www.talkingtots.info
Company Number 8078513

Station: Moulsham Lodge

Officer: Pc 3186 Lucking

Subject: Moulsham Lodge Community Centre - Waltham Glen, Chelmsford

Date: 29th November 2008

Ref:



To Lorna Fuller,

With regards to the attached letter I wish to report the following in relation to Moulsham Lodge Community Centre located in Waltham Glen.

I have been the Neighbourhood Specialist Officer for Goat Hall since November 2006 and I am aware that the Community Centre has been closed since August 2005, during this time it has suffered several episodes of damage including arson and as a result the area is surrounded by security fencing and the building is boarded up, and it is an eyesore.

I am also aware that in the Goat Hall area there is no other building used as a community centre and therefore facilities for the community are very limited. Since the closure of the community centre the local community has increased with new developments in the Burghley Way & Waterson Vale area, as well as the proposed new development on the site of St John's Hospital in Wood Street which is planned for 2010.

I feel that there is a strong need for a Community Centre in which to bring the community together and to focus on improving the quality of life for residents of all ages. I would support the aim of the local residents to have the Community Centre returned to them and for the residents to work together to raise funds and re-furbish the building in order to be used by various groups in the community.

From a Police point of view I have the example, with the opening of the Youth Centre at Gloucester Avenue for one evening a week, reports of Criminal Damage and Anti-Social Behaviour fell dramatically, and this was the result of catering for just one group in the community.

PC 3186 A.E. Lucking, NSO Goat Hall

A.E. Lucking PC 3186



Ms Lorna Fuller
6 Sandpiper Walk
Chelmsford
Essex
CM2 8XJ

112 Springfield Road
Chelmsford
Essex
CM2 8LF

T 01245 346106
F 01245 346107
E info@agconcernessex.co.uk

www.agconcernessex.co.uk

Registered Charity No. 1031068

14th January 2009

Dear Lorna

Moulsham Lodge Community Centre

We spoke yesterday about the plans to reopen Moulsham Lodge Community Centre.

If it were reopened, we would see it as an opportunity to help older members of the local community in whatever way we can. For instance, if it were felt that a weekly social club for older people was wanted, we could assist with the formalities of setting this up and in running it, and in finding funding for activities and equipment – we have a member of staff whose role is to support clubs and groups for older people and who has experience of setting up new clubs.

We could also tie this in with regular advice surgeries, where our trained and experienced staff could advise older people, their families and their carers on such matters as pensions, benefits, personal care, consumer matters and home adaptations.

May I wish you every success with the project, and please be assured we will support it.

Kind regards

Yours sincerely

A handwritten signature in blue ink that reads 'Peter Bland'.

Peter Bland
Deputy Chief Executive

18 Rose Glen
Chelmsford
Essex
CM2 9EN

7th March 2009

Dear Lorna

Re: Moulsham Lodge Community Centre

I would like to make you aware of my interest in the above centre for our Ceroc dance classes. We currently use the Shire Hall, but due to increasing numbers and also alternative and complimentary dance styles, we would like a second venue in the Chelmsford area. Having visited the community centre on several occasions, I feel this would be an ideal venue for our classes.

Our classes are held on a weekly basis from 8 till 11 pm starting with a beginner's class and then an intermediate class later in the evening. All evenings end with freestyle dancing until 11pm. The age group is from 18 upwards and you do not need a partner to join. Everyone has to join ceroc as members. Not only would we use the centre for our weekly class but because we like to promote the social aspect, we would also use the centre for monthly dances. This is where we hire the venue and our members come along and dance from 8 till midnight or later. They only stop for about 20 to 30 minutes for refreshments and a small buffet, to give them energy to keep dancing. A licensed bar is also useful for our members use. We also hold 4 hour dance workshops to help members progress their dancing further from beginners to intermediate which focuses on style, footwork, dips and drops.

Good venues in the Chelmsford area are difficult to obtain, so we would be really please if the centre is reinstated and we can utilise the facilities to promote our healthy and social events for our community.

I hope you will consider the above as a reason to reinstate the Community Centre and look forward to making use of it facilities.

Kind regards,

Mitzi Jefferies
Venue Manager - Essex
07851 922651





Happidayst Grown ups and tots Group

9th March 2009

To whom it may concern

Re: Moulsham Lodge Community Centre

I am writing to you with regard to the Moulsham Lodge Community Centre, and make you aware of our interest in using the hall if it was to re-open.

At present we run a very successful toddler group at the Springfield Parish Centre, Springfield. I used to run a toddler group at the Moulsham Lodge Community Centre before it closed. The group was running 2 mornings a week and from our previous records it was always booked up .

I have tried on several occasions to find premises in the local area of Moulsham Lodge and Tile Kiln in which to run the group but cannot locate a community based building that can cater for this. We would need premises that has parking facilities and the Community Centre would be an ideal place to cater for this.

If the Moulsham Lodge Community Centre was to re-open we would gladly like to run our Toddler group there for one morning a week.

Yours Sincerely



Lorna Fuller, 6 Sandpiper Walk, Chelmsford, Essex, CM2 8XJ Tel: 01245 290277
Lisa Harris, 19 Willow Grove, South Woodham Ferrers, Chelmsford, Essex, CM3 8RA

Annex F- DRAFT Constitution for Moulsham Lodge Community Association

DRAFT Constitution for Moulsham Lodge Community Association

1. Name

- (a) The name of the association shall be Moulsham Lodge Community Association.

2. Objects.

The objects of the Association shall be:

- (a) To promote the benefit of the inhabitants of Chelmsford and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex, sexual orientation, race or of political, religious, age or other opinions by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants;
- (b) To establish, or secure the establishment of, a Community Centre (hereinafter called “the Centre”) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) The Association shall be non-party in politics and non-sectarian in religion.

3. Powers

In furtherance to the said objects, but not otherwise, the Association shall have power to:

- (a) Bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals;
- (b) Arrange and provide for, either alone or with others, the holding of exhibitions, meetings lectures , classes, seminars or training courses, and all forms of recreational and other leisure time activities;
- (c) Collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the
United Kingdom or elsewhere;
- (d) Write, print or publish, in whatever form, as shall further its objects, and to issue or circulate the same whether for payment or otherwise;
- (e) Purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objects, and to construct, maintain or alter the same, SUBJECT TO the provisions of clause 14 hereof;
- (f) Make regulations for the proper supervision, control and management of any property which may be so acquired;

- (g) Sell, let, mortgage, charge, dispose of or turn to account all or any of its property or assets SUBJECT TO such consents as may be required by law;
- (h) Raise funds and invite or receive donations and contributions, whether by subscription or otherwise, PROVIDED THAT the Association shall not undertake or in any way engage in any permanent trading activities in raising funds for its objects;
- (i) Receive money on deposit or loan, in such manner as the association may think fit, SUBJECT TO such consents or on such conditions as may be required by law;
- (j) Invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, SUBJECT NEVERTHELESS to such conditions (if any) as may for the time being be imposed by law;
- (k) Affiliate to the National Federation of Community Associations and to other organisations with similar objects;
- (l) Do all such other lawful things as shall further the objects of the association.

4. Membership

- (a) Membership shall be open, irrespective of sex, sexual orientation, political opinion, nationality, religion or race to:
 - i) Individuals aged eighteen years or over and who live within the area of benefit;
 - ii) Individuals aged eighteen years or over who live outside the area of benefit, who shall be known as Associate members, and who shall have the right to vote at General Meetings of the Association;
 - iii) Individuals aged under eighteen years whether living within or outside the area of benefit who may be admitted into junior membership as and when, and subject to such conditions as the General Committee that decide. Junior members shall not have the right to vote at General Meetings of the Association;
 - iv) Associations and organisations, whether corporate or otherwise, and whether local, national or international, which are voluntary or non-profit distributing, and which wish to support or further the objects of the Association, which shall be known as Affiliated Groups;
 - v) The Statutory Authorities in whose administrative area the area of benefit lies.
- (b) Sections shall be such groups of individual members as may, with the permission of the General Committee (hereinafter mentioned), be formed within the Association for the furtherance of common activities. The general Committee shall determine the terms of reference and powers of each such section and may also determine the duration of its activities.
- (c) Each member organisation as set out in clause 4 (a) (iv) and (v) and each section established in accordance with Clause 4 (b) shall appoint one individual person to represent

it and vote on its behalf at meetings of the General Committee and at General Meetings of the Association.

5. Subscriptions

All individual members and affiliated groups shall pay such subscriptions as the general Committee may from time to time determine.

6. Termination of Membership

The General Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any person or group if in its opinion such person or group has been guilty of conduct prejudicial to the Association or its objects, provided that the person or the individual representing the group shall have the right to be heard by the general Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

7. The General Committee

Subject as hereinafter mentioned the policy and general management of the affairs of the Association shall be directed by a General Committee which shall meet not less than 6 times a year.

(a) The General Committee shall consist of;

- i) The Honorary Officers elected under Clause 8 hereof
- ii) 4 representatives of individual members, or such larger number as shall be equal to the number of General Committee members appointed in accordance with the sub-clause 7a(i) above. Representatives of individual members shall be elected from among and by themselves at the Annual General Meeting. If casual vacancies occur among the elected members of the general Committee it shall have the power to fill these from amongst the members of the Association. Any person appointed to fill a casual vacancy shall hold office until the next Annual General Meeting of the Association and shall be eligible for election at that meeting.
- iii) In addition to the members so elected and those serving by virtue of Clauses 8 and 4 (c) hereof the General Committee may co-opt individually up to 4 further persons, whether members of the Association or not, who shall serve on the General Committee with full voting rights until the conclusion of the next Annual General Meeting, provided that the number of co-opted members shall not exceed one quarter of the total number of members elected and appointed to the general Committee in accordance with sub-clause (a) (i) and (ii) of this clause.

(b) The proceedings of the General Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

(c) The General Committee may appoint such special or standing committees as may be deemed necessary by the General Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the General Committee as soon as possible.

(d) No person under the age of eighteen shall be a member of the General Committee or of any special or standing committee of the Association, but such persons may be invited to attend such committee as non-voting observers.

8. Honorary Officers

(a) Only members of the Association shall be eligible to serve as Honorary Officers.

(b) At the Annual General Meeting hereinafter mentioned the Association shall elect a Chair, Vice-Chair, Treasurer and Secretary and no more than one of each will come from the same family or household other such honorary officers as the Association shall from time to time decide. The chairperson shall be ineligible for a fourth consecutive year.

(c) The Chair, Vice-Chair, Secretary and Treasurer of the Association shall be ex-officio the Chair, Vice-Chair, Secretary and Treasurer respectively of the General Committee. The Honorary Officers may be appointed members of such special or standing committees as are appointed in accordance with Clause 7 (c) hereof.

(d) If a vacancy occurs among the Honorary Officers, the General Committee shall have the power to fill it from among its members. Any person appointed to fill such a casual vacancy shall hold office until conclusion of the next Annual General Meeting of the Association and shall be eligible for election at that meeting.

9. Paid Officers

(a) The General Committee may appoint and dismiss such staff as it may from time to time determine, and shall fix the amount of any remuneration to be paid and the terms and condition of employment.

(b) A member of the Association's staff shall not be eligible to be a member of any committee of the Association, but may be invited to attend such committee as non-voting adviser.

10. General Meetings of the Association

(a) Annual General Meetings: Once in each year an Annual General Meeting of the Association shall be held at such time and place as the General Committee shall determine, being not more than fifteen months after the holding of the preceding Annual General Meeting, or the adoption of this constitution. At least 21 days notice shall be given by the secretary to the members.

The business of each Annual General Meeting shall be:

- i) to consider the annual report of the General Committee on the work of the Association and its activities during the preceding year;
- ii) to approve the audited or assessed accounts as appropriate of the Association;
- iii) to elect the Officers of the Association in accordance with clause 8 hereof;

- iv) to elect representatives of individual members to serve on the General Committee, in accordance with Clause 7 (a) (ii) hereof;
 - v) to appoint an independent auditor or independent auditors or assessors for the coming year;
 - vi) to consider and vote on proposals to alter this constitution in accordance with Clause 16 hereof;
 - vii) to consider any other business of which due notice has been given.
- (b) Special General Meetings: The Chair of the General Committee may at any time at his/her discretion and the secretary shall within 21 days of receiving a written request to do so signed by not less than 12 members, whether individual or representative, and giving reasons for the request, call a Special General Meeting of the Association to consider the business specified on the notice of the meeting and for no other purpose.

11. Rules of Procedure at All Meetings

(a) Voting

Subject to the provisions of Clause 16, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes, the Chair shall have a second or casting vote.

(b) Quorum

i) Committee Meetings: One third of the members shall form a quorum at meetings of the General Committee and all other committees and one honorary member of the committee .

ii) General Meetings: Twenty five members or one third of the members including at least one honorary officer, whichever is the less, shall form a Quorum at General Meetings of the Association.

In the event that no quorum is present at an Annual General Meeting of the Association, the meeting shall stand adjourned and be reconvened fourteen days later, and those members present at that meeting shall be deemed to form a quorum.

(c) Minutes:

Official records of minutes shall be kept by the Association, the General Committee and all other Committees and the appropriate secretary shall enter therein a record of all proceedings and resolutions.

12. Standing Orders and Rules for the use of the Association

The General Committee shall have the power to adopt and issue Standing Orders and/or rules for the management of the association. Such standing orders and rules shall come into operation immediately, provided always that they shall be subject to review by the

Association in General Meeting and shall not be inconsistent with the provision of this constitution.

13. Finance

(a) All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of out-of-pocket expenses.

(b) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

(c) The accounts shall be audited or assessed at least once a year by the auditor or assessor appointed at the Annual General Meeting.

(d) An audited statement of the accounts for the last financial year shall be submitted by the General Committee to the Annual General Meeting as aforesaid.

(e) An account shall be opened in the name of the Association with such financial institution as the General Committee shall from time to time decide. The General Committee shall authorise in writing the Treasurer, the Secretary of the Association and two members of the General Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.

14. Trust Property

The General Committee may appoint a custodian trustee, or a trust corporation or not less than three nor more than four named individuals (not being members of the General Committee) to hold any real or personal property held by or in trust for the Association, or may, with the agreement of the Official Custodian for Charities, vest in him any property so held.

In the event of the resignation, death or disqualification of an individual trustee, the General Committee shall be empowered to appoint a replacement.

15. Dissolution

The General Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Director of the national Federation of Community Organisations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable purposes for the benefit of the inhabitants of the area of benefit as the General Committee may decide and as may be

approved by the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction.

16. Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered. An alteration will require the approval of both:

(a) A simple majority of members of the General Committee present and voting at a General Committee meeting:

(b) A two-thirds majority of individual members and representatives of the Affiliated Groups and Sections of the Association present and voting at a General Meeting.

Notice of each such meeting must have been given in accordance with normal procedure but not less than 14 clear days prior to the meeting in question and giving the wording of the proposed alteration.

This constitution was adopted as the Constitution of the Moulsham Lodge Community Association at a meeting duly convened at _____, Chelmsford Essex.

Dated _____

Annex G - Example of Booking Schedule for Large Hall

■ = Received letters from groups that would like to use Centre ■ = Waiting for letters from groups that have approached us that would like to use hall

	Morning 9am-12pm	Afternoon 12.30-3.00	After school 3-4.30pm	Older 5-7.30pm	Adults 8-10.30 pm
M O N	Musical Minis 10-11.30 Toddlers Music Group	Yoga (mixed ability) 1pm-2.30pm	Brownies/Cubs etc 3.30-5pm	Majorettes/ Cheerleading 5.30-7pm	Dance Classes 8.00-10.00pm
T U E	Happidays Toddler Group 10 -12pm Toddlers Parent and Toddler		Under 7's 5 a side Football club 3.30-5pm	Phoenix Theatre Company (Adults) 6pm - 10.00pm	
W E D	Baby Group get together babies up to 18 months 10-12pm	Old Time/T-Dance/ Ballroom/Salsa 12.30- 2.30	Mini Tennis Club 3.45-5pm	Stageability Drama group Age 5 -18 years 5.30-9.30	
T H U R	Messy Playtime/ Toy Library 10-12pm	Tai Chi Society 12.30 -2.30pm	Tai Chi Society 2.45-4.45pm	Tai Chi Society 5.00-7.00	Teenage group Rock Bands/Talent Nights
F R I	Tumble tots/ Gym Babes 10 - 12pm	Carpet Bowls/ Age concern 1.30pm- 4.00pm	Ballet Group/Dance group for Young children 3-5pm	Karate/Judo 5.30-7.30pm	Babminton Adults 8-10pm
S A T	Babminton Any age Or Kids club	Kids Club	Reserved for Parties Functions/Exhibitions	Reserved for Parties Functions/Exhibitions	Reserved for Parties Functions/Exhibitions
S U N	Further Education Classes	Art Class/sculpture/ Private Hire	Reserved for Children's Parties	Private Hire	

Annex H - Example of Booking Schedule for Small Function Room/Refreshment Area

■ = Received letters from groups that would like to use Centre ■ = Waiting for letters from groups that have approached us that would like to use hall

	Morning 9am- 12pm	Afternoon 12.30- 3.00pm	After School/Late afternoon 3.00-4.30	Early Evening 5.00- 7.30pm	Late Evening 8.00- 10.30pm
M O N	Aerobics Mixed Ability 9am- 10.30am	Counselling Sessions 11-3pm	Further Education/ After school Homework Workshops 3.45-7.00pm		Slimming World 8.00-10.00pm
T U E	BME Community Health Worker Primary Care Trust 9.00-3.00pm		Youth Club 8-11 years 3.30-5.30pm	Youth Club 11-13 years 5.45-8.00pm	Youth Club 13-16 years 8.30-10.30pm
W E D	Talking Tots 10.00-11.30am		Further Education/ After school Homework Workshops 3.45-6.30pm		Private Meetings Function Room 7.00-10.00pm
T H U R	Health Issues/Talks Counselling sessions 9.00-12.00pm	Mid Essex Hospital Support Meetings 12.30-3.00pm	Youth Club 8-11 years 3.30-5.30pm	Youth Club 11-13 years 5.45-8.00pm	Youth Club 13-16 years 8.30-10.30pm
F R I	Art Class or Photography 10.00-11.30am	Age Concern Lunch Club Bingo 12.00-3.00pm	Bridge Club/ Social Afternoon 3pm-6.30	Social Evening 7.00- Onwards Quiz Nights/Race Nights etc	
S A T	Indian Cookery Classes 10.00-12.30pm	Private Hire for childrens party's etc 1.00-6.00pm	Social Evening /Entertainment Evening/Live Music/ 7.00- Onwards Quiz Nights/Race Nights etc		
S U N	.	Social Afternoon	Closed	Social Evening	