



# Woodlands Hall

Expression of interest brief  
September 2024





**Woodlands Community Hall  
Larch Road  
Headley  
Bordon  
GU35 8AS**



# Introduction

The Council is seeking to transfer the Woodlands Hall and associated open space to another organisation, so the facility can be run locally to ensure the long-term protection of the Woodlands hall and the local community services that it provides.

This is a fantastic opportunity to empower local communities/organisations to take ownership of an East Hampshire District Council owned asset to foster community resilience and sustainability.

Expressions of interest will be considered for the whole or parts of the wider site. This approach aligns with the council's priorities as set out in our Council Strategy. We are seeking to devolve assets and services to community organisations where there is an appetite to operate community facilities locally.

Across the district the majority of community facilities are run by local community organisations and town and parish councils. These organisations can run services more efficiently and better respond to local demand to meet the needs of local residents. We are seeking a community organisation to take on this opportunity to establish this proven model in Headley.

We are inviting community groups and organisations to submit their interest in taking on Woodlands Hall. We want to see the hall to continue to operate as a multifunctional community facility, so groups should take this into consideration when submitting your expression of interest. However, we are open to all community use proposals.

A questionnaire has been prepared to collate feedback in respect of the opportunity.

## Complete the questionnaire

The deadline for completion of the questionnaire is Monday 30 September 2024.

All responses to the questionnaire will inform the council's decision making and next steps in relation to the disposal of the site to enable the council to determine the best way forward for its future use.

# Background

Heatherlands is a former landfill site (ceased accepting waste 1975) located at Headley Down, which is in the parish of Headley, approximately 4km northeast of Grayshott. The recreation ground and community hall were built over the disused landfill site.

Historically the Hall was run by a Community Association for many years but was taken over by EHDC when the Community Association was dissolved.

EHDC community officers were deployed to return the building back into a 'fit for purpose' community space that was compliant with all Health and Safety legislation. A nursery became the hall's main hirer in 2017. Due to the Covid pandemic, the hall was closed to all hirers and the public in March 2020. The nursery left the Hall in 2021.

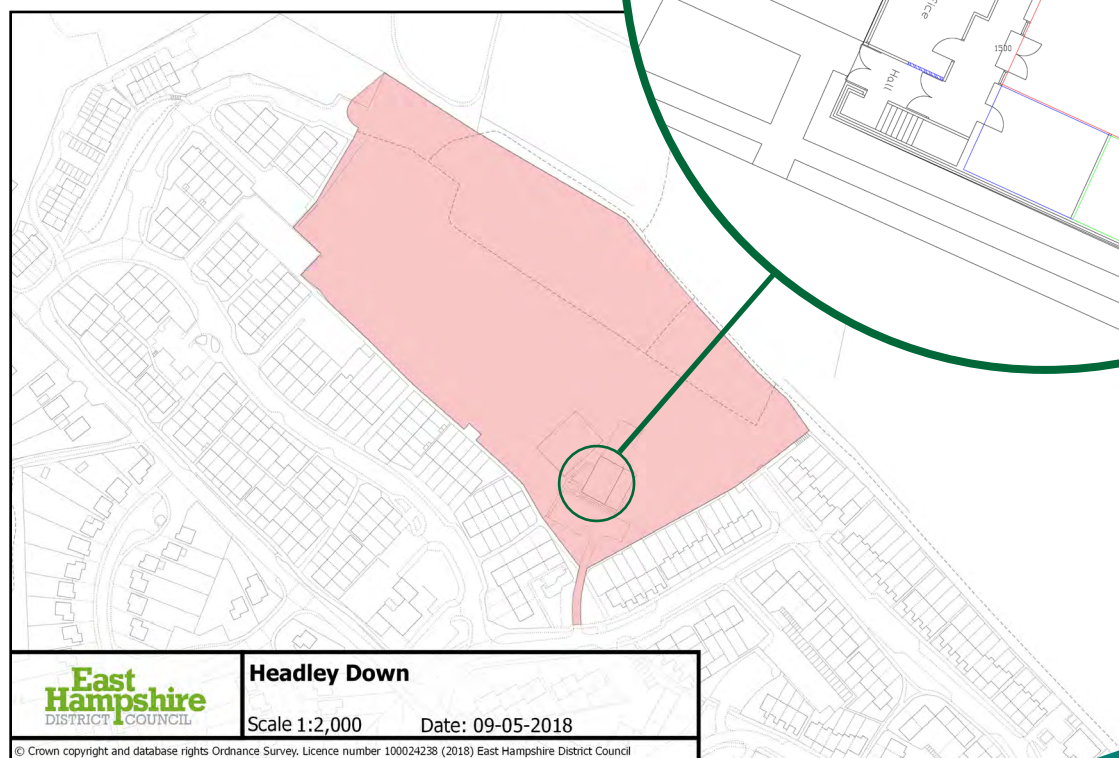




# The building

The Hall was built in the early 1990s. The Hall is a modern steel framed building with a steel flo-clad roof and some upper elevations, and brick to the remaining elevations. Windows are PVC framed and double-glazed replacements of the originals and are glazed with laminated or toughened glass.

The Hall and its outside space are shown below.



	<b>Headley Down</b>	
	Scale 1:2,000	Date: 09-05-2018
<small>© Crown copyright and database rights Ordnance Survey, Licence number 100024238 (2018) East Hampshire District Council</small>		

## Layout

The building is laid out with the entrance lobby with staircase to the first floor at the southern end of the building from where a corridor extends almost the whole length of the building with offices, male, female and disabled WCs and a meeting room on the west side of the building. On the east side at ground floor is the catering kitchen and the main hall, off which are three stores and fire escape door leading out to the enclosed play area to the east. Doors on the west elevation lead into the external service cupboard/store.

At first floor level at the southern end of the building is the stair landing and lobby with doors off to a room currently used as offices, with store and a small kitchen. There is a 'catwalk' area leading from the kitchen where the water heaters for main kitchen and toilets are located. There is a roof space over the stores at the northern end of the hall and, outside, on the west side of the building is a small electrical switch cupboard/store.

The building has automatic fire detection, emergency lighting, and CCTV systems.



## Energy

Mains three-phase electricity and water only are supplied to the building which is heated by electric storage/convector heaters and has electric water heating kitchen.





## Accommodation

The main hall can hold 60 seats and has a fully equipped kitchen. The main hall can also be divided into two separate areas with a partition wall. There is a second room which is suitable for meetings or other activities for up to ten people.

The first floor has a single room which is currently used as an office with a kitchenette and storage space.

Disabled access is available to the ground floor of the building, including a disabled toilet. Externally there is an enclosed artificially turfed garden area.

## Current users

Use of the hall has increased since the nursery vacated, and there is currently a vibrant community programme including Pilates, Chair Pilates, Bordon Amateur Boxing Club (only premises), Green Wave Football Club, Karma Cafe and DKK Dancing Club. All these activities generate income and provide vital services to residents, including providing a social facility and helping to reduce anti-social behaviour in the area.



The first-floor office space is currently let to a charitable company on a short-term agreement. The occupier has been in occupation for some years and pays a rent and is responsible for the business rates.



## Parking & outside space

The car park has 20 spaces and two disabled spaces.

The hall sits within a large area of open space which includes a multi-use games area and a play area. EHDC will consider proposals from interested parties to take the hall and the open space.

Works are planned to start shortly on major improvements and upgrades to the open space which include an upgraded play area with a new accessible surface, a new and improved multi-use games area.

The hall also has a small enclosed garden area which is astro turfed.





## Planning policy

The Local Plan: Joint Core Strategy sets out how the Council supports and protect community facilities. CP16 PROTECTION AND PROVISION OF SOCIAL INFRASTRUCTURE is the relevant policy, which seeks to retain and protect existing community facilities.

If interested parties wish to vary the current site/building layout or designated planning uses, enquiries should be made with the Planning Authority at EHDC, and the requisite statutory consents will need to be sought at the appropriate time.



## Tenure

The Council's will consider selling the freehold of the site or to lease the whole the site on a full repairing and insuring (FRI) lease.

Improvements to the Hall are welcomed but any change of use or redevelopment of the site will be restricted under any transfer of the freehold or lease.





# Financial considerations

The Council is required to obtain best consideration for any freehold or leasehold disposal, in line with its duties under s123 of the Local Government Act 1972. The Financial Regulations of EHDC require the Council to Dispose of assets in a way that realises best value.

This means that any transfer of an asset would be at a market rent or at market value. However, the council wants to support local community groups who are seeking to run services or provide facilities in their communities through the Community Asset Transfer process. The Community Asset Transfer (CAT) Policy aims to facilitate the transfer of appropriate EHDC-owned assets to community organisations, town or parish councils or other groups, enabling them to take ownership, management and control of these assets.

EHDC recognises the social value and community benefit that a community group can contribute when taking on a local service or facility and this will have a bearing on the terms that the Council and community group are able to agree on.

The aim is to find a viable future use for the Hall, in support of the Council Strategy and newly adopted Community Asset Transfer (CAT) policy.

Short, medium or long term lease or freeholder transfer will only be considered that transfer all liabilities to the third party for the agreed term of the lease. Tenants will be required to ensure they have the means to pay agreed rent, business rates, utilities costs and ensure they can comply with all health and safety requirements.

# Business rates

The current rating assessment for the building is split, as the first-floor space is let to a third party. It would be possible to seek to amend the assessment of the building in the future if the occupancy arrangements are altered.

Property	Rateable value 23/24
Hall and premises	£3,700pa
First floor	£2,900pa

# Running costs & income

Property	Running costs 23/24
Hall and premises	£26,296pa
Open space	£3,510pa

Property	Income 23/24
Hall and premises	£10,117pa
First floor rental	£3,000pa

Future running costs will vary and be dependent on the level of occupancy, future use of the buildings and any changes to energy costs.

There may be opportunities to apply for external funding, CIL or S106 funds to make improvements to the facility and improve energy performance for example. Some of these funds may also allow for an element of revenue costs to be included.



# Timescales and contact details

Viewing days and times are to be arranged by contacting:

Woodlands Hall Manager  
woodlandshall@easthants.gov.uk  
01428 717231  
mob 07590776375

Any queries should be emailed to Kirsty Cope, Community Support Team Leader at [kirsty.cope@easthants.gov.uk](mailto:kirsty.cope@easthants.gov.uk)

The questionnaire should be returned by Monday 30 September 2024.

## Complete the questionnaire

EHDC will consider the responses and it is currently anticipated that the council will contact interested parties in November 2024 with further information and to advise on next steps.

If you've printed this document, scan this QR code to complete the questionnaire. >>>

