

Council Motion – Cllr Karl Straw

Title: Allocation of CIL funds towards feasibility and delivery of a Community / Sports Hall at Tithebarn

Motion:

Following the approval of the Councils CIL policy, that Broadclyst Parish Council, in alignment with the Broadclyst Neighbourhood Plan objectives for community infrastructure, the Parish Strategy priorities for equitable provision across new and existing settlements, and the NCIL scoring and allocation framework, resolves to:

- **Approve** the allocation of £50,000 to commission a detailed feasibility study, commencing in January 2026, for the development of a Community / Sports Hall on the site of the proposed Tithebarn School. The study will examine design options, shared-use arrangements, environmental standards, and long-term management models, ensuring that the facility can be utilised by both the local community and the school if it is delivered.
- **Note** that the allocation of monies for a feasibility study does not constitute a commitment to proceeding with the project.
- **Earmark** up to £650,00 of Community Infrastructure Levy (CIL) funds towards the capital delivery of the Community / Sports Hall, subject to the outcomes of the feasibility study and subsequent full Council approval of a final business case.
- **Investigate** other funding streams including the Public Works Loan Scheme and grants to cover the remaining costs (i.e. £350,000 plus annual build cost increases)
- The Council acknowledges that construction costs may increase by 12–20% by 2027 and will review allocations annually.
- Encourage community groups and other parties to raise funding a further £500k via grants and community involvement.
- To explore and secure, where possible, access to the site at no cost to the parish, subject to agreement with developers and Devon County Council. Explore alternate site access to the sites at no cost to the parish, subject to agreement with developers and Devon County Council.
 - **If agreement cannot be reached with the developers and Devon County Council for a site that has not capital costs the project will cease, and no further funds will be allocated or spent.**
- To appoint a working group of three councillors to form and lead a steering group.
 - Steering group to comprise of three councillors and three community representatives.
 - Steering group to report to the Councils Chair, Vice-Chair, and Chair of Finance who will provide strategic direction and financial oversight.
- Adopt an indicative timetable of:
 - Feasibility study: January – September 2026
 - Design, planning, and procurement: October 2026 – December 2027
 - Construction and fit-out: January – December 2027
 - Completion and opening: January 2028

Rationale:

This proposal directly supports the Broadclyst Neighbourhood Plan's aim of creating accessible, multi-purpose community facilities; addresses the Parish Strategy priority to meet the needs of Tithebarn residents and the wider parish; and is consistent with NCIL guidance that CIL funds be applied to infrastructure that mitigates the impact of development. Delivery of this facility will provide a sustainable, shared community space, helping to ensure that Tithebarn develops as an integrated and well-served settlement.

Supporting Note – Community / Sports Hall at Tithebarn

Prepared by Cllr Karl Straw

For: Broadclyst Parish Council

Date: September 2025

1. Purpose

This note sets out the strategic context and justification for the proposed allocation of CIL funds to undertake a feasibility study and subsequently deliver a Community / Sports Hall at Tithebarn, in line with the Neighbourhood Plan, Parish Strategy, and NCIL framework.

2. Strategic Context

Broadclyst Neighbourhood Plan (2019–2031)

- **Policy CF1 – Community Facilities:** commits the parish to safeguarding and expanding opportunities for accessible community and recreational spaces.
- **Policy HBE2 – Healthy Built Environment:** promotes the integration of facilities that support physical activity and wellbeing within new developments.
- **Tithebarn development:** identified as a major growth area requiring equitable access to social and recreational infrastructure.
- Broadclyst Parish Strategy (2024)
 - Prioritises **balanced investment across all settlements** including Tithebarn, West Clyst, and the historic village.
 - Highlights the urgent need for **multi-use community space** in the eastern expansion areas, to foster social cohesion and deliver health, wellbeing, and youth engagement outcomes.
 - Calls for **sustainable and flexible building design** to ensure value for money and long-term benefit.
- NCIL Expenditure Policy
 - NCIL funds must mitigate the impact of development and be applied to projects that enhance community infrastructure.
 - The proposed facility is a direct response to **the scale of residential development at Tithebarn**, where existing infrastructure provision lags significantly behind population growth.
 - The NCIL scoring framework supports projects with parish-wide benefit, health and wellbeing outcomes, and shared-use potential.

3. Proposal Summary

- **Feasibility Study (£50,000):** to begin January 2026, covering design options, land and planning constraints, shared-use governance, environmental standards (e.g., BREEAM/Passivhaus), costings, and funding model.
- **Capital Allocation (£650k):** Earmarked funds from Community Infrastructure Levy (CIL) funds towards the capital delivery of the Community / Sports Hall, subject to the outcomes of the feasibility study and subsequent full Council approval of a final business case.
- **Investigate (£350k):** other funding streams including the Public Works Loan Scheme and grants to cover the remaining costs (i.e. £350,000 plus annual build cost increases)
- earmarked from parish CIL funds for the delivery phase, subject to feasibility outcomes and final business case approval.
- **Further Funding (£500k):** to be raised by local groups from grants and community activities
- **Indicative Timetable:**
 - Jan – Sep 2026: Feasibility
 - Oct 2026 – Dec 2027: Design, planning, procurement
 - Jan – Dec 2027: Construction and fit-out

- Jan 2028: Completion & opening

4. Benefits

- Provides a **dedicated community hub** for Tithebarn residents, addressing the lack of social infrastructure in a rapidly expanding settlement.
- Supports **educational partnership** by being designed for shared use with the proposed Tithebarn School.
- Promotes **health and wellbeing** through sports and physical activity.
- Ensures **equity of provision**, complementing existing and planned facilities in West Clyst and Broadclyst village.
- Strengthens **community identity and cohesion**, reducing the risk of isolation in new housing estates.

5. Conclusion

This proposal represents a **strategic investment of CIL funds** that is fully consistent with the Neighbourhood Plan, Parish Strategy, and NCIL policy framework. The Council is therefore recommended to approve the motion to initiate a feasibility study in January 2026 and earmark £650k for delivery, aiming for completion by January 2028. This allocation is subject to review should construction inflation materially alter cost assumptions.

Draft Broadsheet Article to be published if council decide to go ahead.

A New Community / Sports Hall for Tithebarn – Have Your Say!

Broadclyst Parish Council is excited to share news about a potential new project that could make a real difference for our growing community.

As many of you know, Tithebarn has expanded rapidly in recent years, but community facilities have not kept pace. To help bridge that gap, the Council has set aside funding to explore building a **Community and Sports Hall** on the site of the proposed Tithebarn School.

Why a feasibility study?

Before the Parish Council can spend funds on any capital project it needs to make sure that the project is achievable within the available money and that the cost of running the project in the long term is affordable without increasing taxation.

The feasibility study may conclude that the project is unaffordable or present an undue burden on taxpayers, and therefore the project may not go ahead.

What's being proposed?

The vision is for a modern, flexible building that could serve both **residents** and, if it goes ahead, the **school community**. The hall would provide space for:

- Indoor sports such as badminton, 5-a-side football, exercise classes
- Community events, youth clubs, and social gatherings
- Meetings, training sessions, and wellbeing activities
- We want this to be a facility that works for **all ages and all parts of the parish** – from young families to older residents – and complements existing venues in Broadclyst village and West Clyst.

The feasibility study

Before anything can be built, we need to test what's possible. The Council has agreed to fund a **£50,000 feasibility study** to be carried out by independent specialists.

The study will:

- Look at design options ranging from a basic £1m building to an enhanced £1.5m version with more features
- Explore funding opportunities from Sport England, the Lottery, and other partners
- Consider how the hall could be run – for example, by the parish, a community trust, or in partnership with the school
- Crucially, involve the **community at every stage**, with surveys and open meetings so your views shape the outcome

Timetable

- **Late 2025:** Consultant appointed
- **Jan – Sep 2026:** Feasibility study and community engagement
- **Autumn 2026:** Report and decision on the next steps
- **2027:** Design, planning and procurement
- **2027–2028:** Construction
- **Jan 2028:** Target opening date

Why it matters

This is a chance to deliver a much-needed hub that strengthens community life in Tithebarn and across the parish. It would give us a space not just for sport, but for connection, learning, and celebration.

We'll keep you updated as the study progresses – and most importantly, we'll be asking for your input. **Your ideas, your priorities, and your support will shape whether and how this project goes ahead.**

Tender Specification Document

Feasibility Study – Community / Sports Hall at Tithebarn

Issued by: Broadclyst Parish Council

Date: [Insert Issue Date]

Prepared by:

Cllr Karl Straw

Broadclyst Parish Council

1. Introduction

Broadclyst Parish Council (“the Council”) invites tenders from suitably qualified external consultants or consortia to undertake a **comprehensive feasibility study** for the development of a **Community / Sports Hall** at the proposed Tithebarn School site.

The study will be wholly managed by the appointed consultant team, with oversight from the Council, and must include meaningful community involvement to ensure that outcomes reflect local needs.

Funding of **£50,000** (inclusive of all expenses and VAT) is available for this study.

2. Background

- The **Broadclyst Neighbourhood Plan (2019–2031)** identifies a need for new community and recreational facilities to support growth areas, including Tithebarn.
- The **Broadclyst Parish Strategy (2024)** highlights equitable investment across settlements and prioritises provision of health, wellbeing, and youth facilities.
- The **Parish NCIL Expenditure Policy** requires CIL funds to mitigate the impact of development and provide parish-wide benefit.
- The Council has earmarked **up to £1m of funds** (comprising of CIL, Loans and Grants) towards delivery of the Community / Sports Hall, subject to feasibility, with an indicative project completion date of **January 2028**.

3. Objectives of the Study

The feasibility study shall:

- Assess the viability of a **Community / Sports Hall** on the Tithebarn School site, including technical, financial, and governance considerations.
- Define **design options** that enable shared use by the community and the school (if delivered).
- Explore **management and operating models** (parish-led, trust/charity, school partnership, commercial hybrid).
- Provide **robust costings** (capital and operating) including whole-life costs.
- Ensure **meaningful community engagement**, capturing needs, aspirations, and concerns from residents across the parish, including Tithebarn, West Clyst, and Broadclyst village.
- Produce a clear set of **recommendations** and an outline **business case** to inform Council decision-making.

4. Scope of Work

The successful consultant shall be responsible for:

4.1 Technical Assessment

- Site constraints and opportunities (access, servicing, ground conditions, planning status).
- Options appraisal (building scale from £1.0m baseline to £1.5m enhanced).
- Environmental standards (BREEAM/Passivhaus principles, renewable energy integration).
- Parking, landscaping, and integration with wider community facilities.

4.2 Financial Appraisal

- Capital cost estimates with 2027 price escalation.
- Potential external funding sources (Sport England, Lottery, LEP, education partners).
- Revenue projections and operating models.

4.3 Governance & Delivery

- Evaluation of governance structures (Parish Council direct, Community Trust, shared school use, etc.).
- Phasing and procurement options.
- Draft risk register.

4.4 Community Engagement

- Prepare and deliver a **community engagement plan** (surveys, workshops, focus groups, online platforms).
- Ensure representation from all parish sub-communities (including young people, families, elderly residents, and under-represented groups).
- Provide feedback reports showing how community input shaped recommendations.

4.5 Reporting

- Interim report at midpoint (for Council review).
- Final feasibility report including:
 - Executive summary (public-friendly)
 - Full technical, financial, and engagement findings
 - Recommendations and outline business case
 - Suggested timetable through to construction

5. Deliverables

- Inception meeting and project plan
- Engagement plan and delivery (min. 2 community events + online survey)
- Draft report (for review by Council)
- Final feasibility report (digital & 5 bound hard copies)
- Presentation to Full Council

6. Programme

- **Contract award:** December 2025
- **Study start:** January 2026
- **Community engagement period:** February – June 2026
- **Draft report:** September 2026
- **Final report & presentation:** October 2026

7. Budget

Maximum fee available: **£50,000 inclusive of VAT, expenses, and disbursements.**
Proposals exceeding this limit will not be considered.

8. Tender Submission Requirements

Interested parties must submit:

- Company/consortium profile and relevant experience.
- Proposed methodology and programme.
- Details of lead consultant and key team members.
- Examples of at least two comparable feasibility studies or community facility projects.
- Approach to community engagement.
- Fee proposal (fixed price, inclusive).
- Two references from recent clients.

9. Evaluation Criteria

Submissions will be assessed on the following weighted criteria:

- **Relevant experience & track record:** 30%
- **Methodology & approach (including engagement):** 30%
- **Team skills & capacity:** 20%
- **Value for money:** 20%

10. Submission Details

- Deadline: **[Insert Date – e.g., 30 November 2025, 12:00 noon]**
- Format: Electronic PDF (max. 20 pages)
- Submissions to: **[Clerk's email address]**
- Clarification questions to: **Parish Clerk, Broadclyst Parish Council**

11. Contract Terms

- The final form of contract will be agreed with the appointed consultant, proportionate to the scope and value.
- Consultant must hold Professional Indemnity Insurance (£1m minimum).
- The Council reserves the right to adapt contract form in line with best value and proportionality.
- All reports and outputs will be the property of Broadclyst Parish Council.

Supporting Note - Community / Sports Hall – Tithebarn (2027 build costs)

Core Scheme (£1.0m baseline)

This is the essential build, deliverable within a £1.0m allocation, excluding land.

- **Size:** ~500 m² gross internal area
- **Main Sports Hall (~280–300 m²)**
 - Marked for **1 badminton court**
 - Suitable for 5-a-side, volleyball, exercise classes, community events (120 seated capacity)
- **Multi-use Room (~60–70 m²)**
 - For youth, meetings, training, wellbeing
- **Support Facilities**
 - Compact foyer & reception
- **Kitchenette/servery** (light catering only)
 - 2 compact changing rooms + 1 accessible/family change
 - 2 unisex WC blocks + 1 accessible WC
 - Storage (~25–30 m²)
- **Services & Sustainability**
 - Air-source heat pump
 - Mechanical ventilation with heat recovery in key spaces
 - LED lighting & daylight sensors
 - Solar PV array (12–15 kWp)
- **External Works**
 - 15–20 parking spaces (ducted for EV future use)
 - Secure cycle storage
 - Landscaping (basic grass and planting)
- **Construction & Fit-out**
 - Durable sports flooring in main hall, vinyl in support rooms
 - Modest AV provision (projector point, Wi-Fi enabled)
- **Budget:** ~£1.0m (including professional fees & 10% contingency)

Optional Enhancements (up to £0.5m)

To be pursued **if external funding, school contributions, Sport England or other grants** become available, or if additional NCIL is allocated.

OPTION A – Larger Sports Hall (+£150k)

Enlarges hall to 1.5 court size (~380 m²), expanding event capacity to ~180 seats.

OPTION B – Commercial Kitchen Upgrade (+£90k)

Upgrades kitchenette to full catering kitchen (vents, appliances).

OPTION C – Enhanced Changing Facilities (+£120k)

Expands to 4 team changing rooms + officials, Sport England compliant.

OPTION D – Enhanced Acoustics & AV (+£40k)

Acoustic ceiling, fixed projector, community performance capability.

OPTION E – Expanded Parking & Landscaping (+£75k)

25–30 bays, 2 EV chargers, landscaped outdoor space.

OPTION F – Additional Solar PV (+£40k)

Increases system to ~30 kWp, moving towards net-zero operation.

Total optional uplift: ~£515k

Overall Envelope

Minimum deliverable (Core): £1.0m

Maximum with enhancements: ~£1.5m

Core budget is protected to ensure a viable hall can be built within NCIL allocation, while external funding can unlock greater functionality.

2027 Cost Adjustment Factors

Construction costs are subject to inflation and market risks. Based on **BCIS and industry forecasts**:

- **Annual construction inflation (2025–2027):** 3–5% per year average
- **Materials volatility:** steel, timber, and M&E systems may rise faster (5–8% p.a.)
- **Labour shortages:** adding 2–3% per annum risk premium
- **Professional/legislative risk:** Building Regulations Part L/F tightening (energy) and biodiversity net gain requirements may add 2–4%

Overall allowance

A scheme designed in 2025 at £1.0m core would likely cost **£1.15m–£1.2m by 2027** (12–20% higher). The £1.5m “maximum” envelope therefore provides resilience against inflation while still enabling optional items.

Terms of Reference

Tithebarn Community / Sports Hall Steering Group

Broadclyst Parish Council

Date: [Insert adoption date]

1. Purpose

The Steering Group is established by Broadclyst Parish Council to oversee and guide the feasibility study and subsequent development stages of the proposed Community / Sports Hall at Tithebarn. The group will act in an advisory capacity, ensuring that the project reflects parish priorities, secures community input, and provides assurance to the Council on progress and risks.

2. Objectives

The Steering Group will:

- Provide oversight of the **feasibility study** commissioned by the Council.
- Ensure that the study is delivered on time, within the allocated £50,000 budget, and to the agreed specification.
- Support and promote **meaningful community engagement**, ensuring the voices of residents across Tithebarn, West Clyst, Broadclyst village, and outlying hamlets are heard.
- Liaise with **developers, Devon County Council, schools, funding bodies**, and other stakeholders.
- Review draft outputs and provide feedback to consultants.
- Recommend to Full Council whether to proceed to the design and delivery stage, based on feasibility findings.

3. Membership

- **Chair:** Appointed Parish Councillor
- **Parish Councillors:** Up to 3 additional members appointed by Full Council.
- **Community Representatives:** 2–3 residents nominated from Tithebarn development
- **Stakeholder representatives:** By invitation (e.g., school representatives, sports clubs, youth groups).
- **Council Chair, Vice Chair, Chair of Finance:** as required to provide strategic support and advice
- **Council officers:** To provide secretariat support.

4. Governance & Accountability

- The Steering Group is **advisory only** and has no delegated authority to make financial or contractual commitments.
- All decisions on funding, contracts, or land agreements rest with **Full Council**.
- The group will report formally to the **Finance & Governance Committee** and, through it, to Full Council.
- Minutes of meetings will be recorded and published on the parish website.

5. Meetings

- Meetings will be held **quarterly** during the feasibility study stage, or more frequently if required.
- A quorum shall consist of **at least 3 members**, including at least **1 Parish Councillor**.
- The Chair will agree agendas with the Clerk.

6. Community Engagement

- The Steering Group will help design and deliver community consultation events, surveys, and publicity.
- The group will act as a conduit between consultants and local residents, ensuring transparency and accountability.

7. Duration

- The Steering Group will operate from **October 2025** until the completion of the feasibility study, design, build tender completion, and planning permission completion in **December 2026**
- Subject to Council decision, its role may then be extended to oversee the design and delivery phase through to project completion in **January 2028**.
- The Steering Group will disband if the council decides not to go ahead with the project at any point (e.g. if landowners or stakeholders are unwilling to participate)

8. Review

These Terms of Reference will be reviewed annually or sooner if required by Full Council.

Prepared by:

Cllr Karl Straw

Broadclyst Parish Council

Funding Strategy Paper

Tithebarn Community / Sports Hall

Prepared for: Broadclyst Parish Council – Finance & Governance Committee

Date: [Insert date]

1. Purpose

This paper sets out a proposed funding strategy for delivering a Community / Sports Hall at Tithebarn, with an overall project cost envelope of £1.5m (excl. land). It recommends capping Broadclyst Parish Council's (BPC) direct NCIL contribution at £650k, with the remainder to be secured through borrowing, external grants, and community fundraising.

This paper is not to be actioned until the project is underway and the site has been secured.

2. Cost Envelope

Core build: £1.0m baseline facility

Optional enhancements: up to £0.5m (commercial kitchen, larger hall, improved changing, extra PV, landscaping)

Total potential cost: £1.5m

Inflation risk: 12–20% increase by 2027 (already factored into £1.5m envelope)

3. Proposed Funding Mix

Parish Council Contribution

- £650k from NCIL funds
- This represents 45% of the maximum project cost.
- Maintains a significant parish commitment while preserving funds for other community priorities.

Borrowing (PWLb)

- Up to £350k via Public Works Loan Board (subject to DLUHC approval).
- Repayment illustration (25 years @ 4.5%):
- Annual repayments ~£17k.
- Equivalent to ~£5.50 per Band D household per year (based on c.3,000 tax base).
- Borrowing only triggered if external grants do not cover shortfall.

External Grant Funding

- Target £350–450k from national and regional sources:
- Sport England – Community Investment Fund (£200–400k likely range)
- National Lottery Community Fund (Reaching Communities) (£100–300k)
- Garfield Weston / Bernard Sunley Foundations (£30–50k each typical)
- Devon Community Foundation & local trusts (£10–20k)

Community / Partner Contributions

- £50–100k target through:
- Local fundraising campaign (events, donations, “buy a brick” scheme).
- Business sponsorship (naming rights for rooms).

- Developer in-kind contributions (site access, servicing).
- Partnership with Devon County Council / proposed school (potential equipment/furniture funding).

Phasing

- Feasibility study (2026): £50k already allocated.
- Funding applications (2026): prepare bids to Sport England, Lottery, and foundations, supported by feasibility outputs.
- Borrowing decision (late 2026): only taken if grant awards <£400k.
- Construction (2027): phased contracts allow optional elements to be added if funding secured.

Risk Management

- Grant shortfall: Core £1.0m facility deliverable with £650k NCIL + £350k PWLB = £1m baseline secured.
- Inflation: Annual review of cost plan; £1.5m ceiling allows for 20% increase.
- Borrowing impact: Consultation with residents before PWLB application to evidence support and affordability.
- Delivery partner: If school or trust partnership arises, reduce BPC exposure through shared capital or revenue contribution.

Recommendations

- Cap BPC NCIL contribution at £650k.
- Authorise officers and members to pursue grant applications totalling £350–450k.
- Prepare in-principle PWLB borrowing application for up to £350k (subject to public consultation and Full Council approval).
- Launch a community fundraising campaign in partnership with local groups, targeting £50–100k.
- Use feasibility study outputs to underpin all external funding bids.

Prepared by:
Cllr Karl Straw
Broadclyst Parish Council