

## Briefing note for Epsom & Ewell Borough Council from Horton Chapel Arts & Heritage Society

### Overview and vision

Our vision is to renovate and convert Horton Chapel into a new community arts centre that will provide a suitable space for local people of all ages and backgrounds to enjoy a programme that enriches, educates, entertains and inspires. Our aims are:

- to provide a year-round focus for the vibrant artistic talent, culture and creativity in Epsom and Ewell
- to provide creative and educational opportunities for the local community
- to preserve and maintain Horton Chapel on a sustainable income generating model and,
- to ensure the heritage of the area is retained and promoted through a permanent exhibition, accessible free of charge.

Further details are on our website: <http://hortonchapelarts.org>

### Current status/work completed to date:

The following lists the key achievements since we were formed in January 2016:

- The establishment of a strong Committee with wide-ranging skills
- Receipt of a Heritage Lottery Fund Start-up grant of £10,000 in April, to fund
- preliminary architect's drawings, costings, and market research
- Architects drawings have been completed, retaining the key elements of the building's heritage, and reconfiguring its internal space to allow for galleries, exhibitions, performances (approximately 120 seats), learning spaces, café and bar, hireable community spaces and artists' studios. Plans have been submitted for pre-application planning advice
- Market research was completed by Chrysalis Research in May 2016 with extremely positive findings. There were 430 respondents – of which 91% agreed or strongly agreed with our vision

- Targeted consultation mailshot to Livingstone Park residents carried out (specifically those houses covered by one of the covenants on the building). These had a 22% response rate, with respondents unanimously in favour of our plans
- Received confirmation of our status as a Charitable Incorporated Organisation on 6 June. Our constitution includes provision allowing us to ask the Council to nominate a Trustee if we so wish.
- Extensive commercial fact-finding research carried out across other similar arts centre sites, and potential users and suppliers of services.
- Establishment of a viable financial business plan, showing a self-supporting organisation after Year 3 of operation. The plan includes a broad portfolio of revenue streams, including: learning and education; hospitality; performance; community space hire; corporate hire; events; studio hire; exhibitions; fairs.
- Initial costings for the building and related costs received from Quantity Surveyor, based on architect's design to our brief.
- Draft First Round grant application for HLF prepared, seeking c£1.8m of funds to support building, fitting out costs and over-runs until self-supporting.
- Other potential sources of supplementary grants have been identified, but currently being treated as contingency sources, with emphasis being on HLF.
- Links with other stakeholders created (community, heritage, art, educational)

### **Future work & timescales:**

- The main piece of outstanding work needed prior to submitting Heritage Lottery Fund grant application is a formal valuation of the Chapel now and post-renovation. This is needed due to mechanics of grant assessment. Quotes for this work are being obtained.
- We originally intended to submit a First Round application for the grant to HLF by 13 June, so as to meet the timetable for the quarterly assessment of bids by the HLF. (First Round applications are expected to be less detailed in terms of, for example, building costs, than Second Round).
- However, HLF gave us a very strong message that they would not

expect applicants to move so quickly from receiving a Start-up Grant to submission of a First Round application for a main grant. In particular HLF would like to work closely with us to develop our application, rather than just receiving it “cold”. We have accepted this advice.

- Hence the next deadline is to submit the First Round application by 5 September, for a decision by HLF in December 2016.
- If that decision is favourable we would use the funds received in December 2016 to finance structural and other surveys that are necessary to finalise quotes for building and other expenditure, to submit planning and listed building applications, to conduct further market research, and to pay for consultants to appraise our business case, as required by the HLF .
- That information would form part of the detailed Second Round application to be submitted in 1Q2017 for a decision by HLF by 2Q2017 (precise dates for 2017 are not yet available on the HLF website).
- If that decision was favourable then building work would commence as soon as legal details were finalised, with an indicative start date for work in 3Q2017

Ian Reeves – Chair  
David Gulland – Treasurer  
Horton Chapel Arts & Heritage Society  
8 June 2016