



NEW HALL BUSINESS PLAN
JANUARY 2022

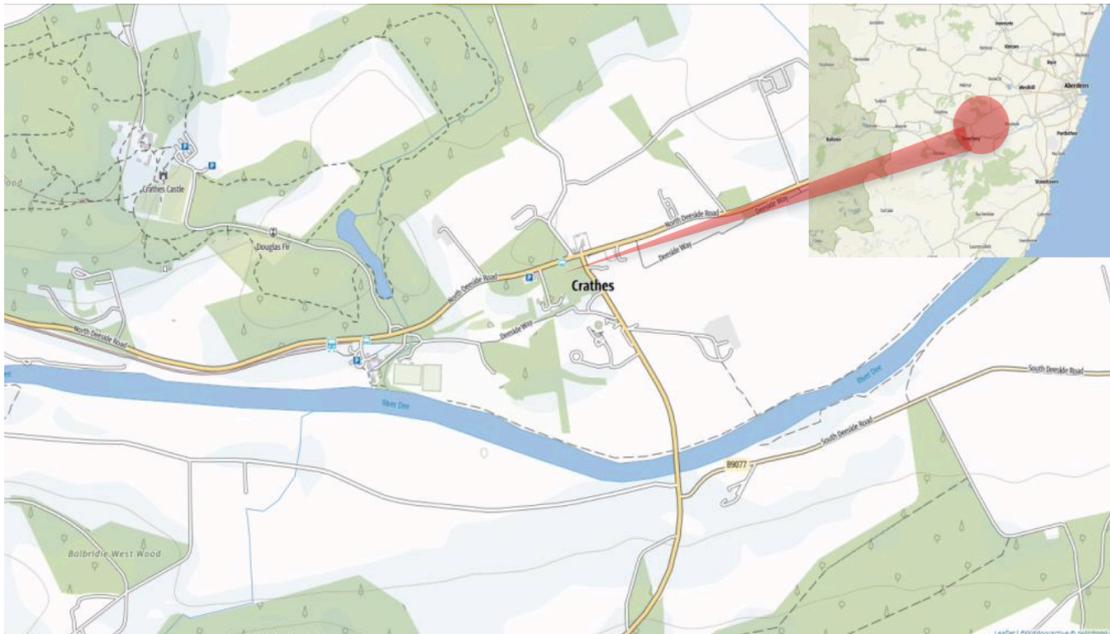


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1. PROJECT OVERVIEW

This project for a new Crathes Hall is an ambitious one with the vision to provide a sustainable community space, with an efficient modern future proof structure attracting a wide range of uses, a centre for communities of place and interest, an iconic lasting legacy for a dynamic growing community, supporting east and west links to the wider towns of Banchory and Aberdeen



Crathes lies in Aberdeenshire about 15 miles west of the City of Aberdeen and 3 miles east of Banchory. The community comprises a central village area (only houses) which has been extended in recent years with a housing development of 45 new family size houses including 2 terraces of 5 affordable homes, administered through a housing association. In addition to the village there is a wide scattered rural hinterland of farms and cottages, some of which are owner occupied but others rented from local landowners.

There are no community facilities in Crathes apart from the village hall, therefore limited opportunities for interaction. The primary school (roll 33) is 2 miles away. The community have missed any opportunity to get together over the last 2 years. There is a demand for a focal point for the many elderly residents in the area. It is a challenge to create an identifiable Crathes community spirit where everyone gets involved. The 45 new houses have brought an influx of people who are slowly integrating with the more established residents. 600 people reside within the environs of Crathes.

A wide range of local groups use the current hall (Appendix 3) which is managed by a committed group of local volunteers who are the Board of trustees. The new hall will provide a more energy efficient space for local groups and those from further afield.

This project is led by a small sub group of the board who are meeting fortnightly to bring the project to fruition. This group of local people have a range of backgrounds

and experience in the public and private sectors. (Appendix 9) They are also experienced in running the current hall, which is a Scottish registered charity.

A feasibility study was undertaken to determine the future vision for a Crathes community space and a community consultation led to the decision to build a new hall with a funding strategy for circa £700,000.

2. AIMS AND OBJECTIVES

Vision/ Mission Statement

A vibrant building aiming for close to zero emissions appealing to a wide range of individuals and user groups. To provide a new energy efficient hall for the future that provides opportunities for all present users plus a wider range of activities and events for local people and others from out with the area.

Principle Aim

To provide a fully accessible carbon neutral community space
This fully accessible building will be a cultural and heritage hub, a home to local arts and providing a safe space for learning as well as health and wellbeing.

Culture and arts

Aims/goals

- Amplify the voices of the community and strengthen cultural identity
- Celebrate the history and traditions through music and arts

Objectives

More varied concerts and events
Increased attendance at events

1. Partnership with NEAT to host plays and concerts
2. Provide a venue for the annual NEOS exhibitions
3. Build on the schedule of traditional music events
4. Partner with Sound Festival

The hall already partners with NEAT, North East Arts Touring to host plays and music events. Traditional Scottish music concerts have also been a feature of the current hall featuring popular well known bands like The Old Blind Dogs and The Chair. These concerts bring in an audience from out with the community with people travelling some distance to attend. There are several visual artists living in Crathes exhibiting in NEOS, North East Open Studios.

Health and well being

Aims/goals

- Provide opportunities for improved wellbeing

Objectives

Increased community health support within the hall

The hall becomes an exemplary venue for health and wellbeing

1. Work with mental health support groups inc SAMH Scottish Association for Mental Health, One to One counselling
2. Invite wellbeing practitioners to utilise the facilities
3. Cookery classes for alcohol and addiction recovery group

The current hall acts as a community hub for local people particularly through the monthly Fly, which is a coffee morning with a bookstall, bringing together all ages who may not ordinarily have the opportunity to meet. A yoga class meets twice a week in the hall with both physical and mental benefits for participants.

Recreation and leisure

Aims/goals

- Provide a safe environment for sport and recreation

Objectives

Increase sports club membership by 3 times

Incentivise new recreation use in the hall

1. Work with local sports hub
2. Establish relationship with new sports groups

As well as yoga there are 3 adult fitness groups in the hall, TRX, Core Strength and HIT High Intensity Training. There is also a Morris men troupe who balance fitness with artistic endeavour.

Footstars is a football class for under 5s children which meets twice a week.

A table tennis group meet weekly with 2 tables and fulfils a social as well as a fitness purpose. There is also a Zumba class once a week.

A very fit Crathes resident also ran 52 km from Benachie to Banchory in support of the hall and raised over £1000 towards the new hall funds.

Learning

Aims/goals

- A welcoming accessible learning environment for all ages

Objectives

Greater Provision of all age learning

1. Partner with the schools to identify school age learning in and around the hall including an after school club
2. Partner with other agencies and local people to provide adult learning opportunities

Mesolithic Deeside is another user of the hall as the Crathes area is rich in Mesolithic material. They recently launched an online book at an event in the hall with an audience of 60. The Crathes in Flower group hosted a sell out talk in the hall in 2020 from 2 local Crathes residents who are environmental scientists. There is scope for more of this type of event using the skills and expertise of the local community.

Economic diversity

Aims/goals

- Support economic growth in and around the community

Objectives

Work with existing businesses to utilise the new facility to mutual benefit

Encourage new groups to utilise the facility as a stepping stone to upper Deeside

1. Agreement with crematorium/ catering company for the provision of funeral teas
2. Reach out to outdoor groups going up Deeside to utilise as a stop over
3. Popup produce market (this was requested just prior to lockdown)

Climate Challenges

Aims/goals

- Provide an example of construction build and operation of a modern hall for all users

Objectives

Raise awareness and stimulate improved climate aware practice-

1. Seminars
2. Talks
3. EV points for electric cars

3. SCOPE

The hall will be a carbon neutral energy efficient building that will meet the needs of the community of Crathes and communities of interest.

Zero Waste Scotland were consulted and have produced a report on the new hall
(Appendix 4)

Building costs	
Main contractor preliminaries - scaffolding etc	£38,000.00
Sub structure	£67,500.00
Timber frame kit (including construction)	£194,000.00
External Block work	£13,400.00
Roof	£54,600.00
Fittings - kitchen, toilets, signage & fire extinguishers	£35,500.00
Wall/floor finishes and painting	£45,500.00
Heating/electrical/plumbing	£91,800.00
Drainage/external paving/soft landscape	£36,600.00
Demolish existing hall and level site	£78,000.00
Contingency	£35,000.00
Sub total	£689,900.00
Total building/Construction costs	£716,311.38

+ planning and professional fees and project management

The new community building will provide improved space and facilities.

The main hall will be the same size as the existing hall but will benefit from increased storage space. This will enable regular users of the hall to store equipment and will encourage those looking for suitable regular use establishments, to consider Crathes Hall thus generating previously unavailable income.

The main hall will be complemented by a smaller more intimate “hall” on the opposite side of the building. This opens increased possibilities for those who are not looking for the larger function space, but who are seeking a more private, small meeting sized area for their business, events or general use.

These practical spaces will be serviced by a large kitchen, designed in conjunction with established catering companies to identify their requirements to make their use of the facility an efficient and pleasurable one. The kitchen will also have its own entrance / exit to enable easy access for catering companies.

There will be generously sized gender specific toilets and showers, as well as excellent facilities for those with disabilities.

Heating and electricity consumption will be held to a minimum by use of modern technologies to maximise natural resources and green energy with air source heating installed.

The new hall will realise previously untapped opportunities for those looking for functional facilities at realistic costs and provide opportunities for new groups across a diverse spectrum to meet and establish organisations, clubs, groups, and private events.

One significant element of the project is the acquisition of 2.2 acres of woodland that surrounds the hall from the National Trust for Scotland. The negotiations for this are on going and will enable an outside wooded space for the hall and for other outdoor activities including weddings, open air events, barbecues and children's forest play. There are no costs included in this document, as an application to the Scottish Land Fund is in progress and is intended to cover these costs

Floorplan: *see Appendix 5*

Action Plan with Timeline and milestones: *see Appendix 6*

4. BACKGROUND

The current hall, built in 1929 is owned by Crathes Public Hall Trust which has charitable status (SCIO 043007) and is run by a Board of Trustees for the benefit of the Community. Their purpose is to manage and maintain the hall to provide facilities for recreational, cultural, and community-centred activities and to develop opportunities for the Crathes Community.

In 2015 the Trustees sought funding from the LEADER programme to explore options to make the hall fit for its evolving and expanding purpose, essentially refurbish or replace.

The options were presented to the community as part of a consultation process. This extensive consultation produced a clear preferred option and in July 2018 it was unanimously decided to build a new hall.

In February 2018 an architect prepared plans as a part of a feasibility study. Two costed options were presented to the Community at a 2 day consultation in June 2018.

1. Refurbish the existing hall – a full top to bottom rejuvenation of the hall to provide up to date, fully modernised facilities. This option meant that a significant amount of money would require to be invested in potentially expensive structural, and therefor unseen, improvements. The hall itself would remain the same size.
Estimate - £450 000
2. A new hall – construction of a bespoke facility located at the opposite end (west) of the car park. The proposed plans created a facility with two halls; one the same size as the existing hall, and a second smaller hall that would offer a more intimate option for use as a meeting space or for smaller groups of visitors. Space was provided for a fully sized, caterer standard kitchen with

its own external access, as well as proportionately sized toilets and showers and an office.

Estimate - £650 000

Being an open-door consultation, members of the public were able to attend and view the architect drawings that had been prepared to visualise each option.

Consultation details: see Appendix 7

Based on the results of the community engagement exercise the hall board of trustees decided in July 2018 to build a new hall. Planning permission was gained in August 2019 and a building warrant obtained in February 2020.

5. FINANCE AND FUNDRAISING

Capital Funding

The cost estimate for the new hall was prepared by a QS in June 2018 and will be revised when there is sufficient funding in place to go to tender.

At present there are funds which have been raised through donations and fundraising events totaling £25,231 and an operating surplus from ordinary activities of £8,054 giving a starting balance of £33,285. The Cash Flow Projection table shows a quarterly forecast of various income streams for 2021 and 2022 with annual totals for 2023-2025. No adjustment for inflation has been included and the annual surplus from ordinary hall activities is based on the 'base' case. The quarters refer to the financial year which runs from 1st April to 31st March and not to the calendar year.

Fundraising events which have already taken place are included in Q1 and Q2 2021 with the Gift Aid associated being reclaimed in Q1 2022. It is assumed that specific fundraising for the new hall will raise £2,000 in each quarter including the 200 Club and that target will be monitored by the steering group. These events will also serve to engage and inform the local community of progress.

There is known to be £30,000 from the local development fund which is earmarked for the new hall. This will be released once expenditure has commenced.

There is planned to be a black-tie dinner and fundraising auction in October 2022 which can be repeated annually if it proves successful.

Donations from private donors will be sought based on a list of local 'high worth' individuals and a similar list of local businesses will be used to seek additional funds. A generous donor has already pledged £50,000 once fundraising has reached 50% of the total required.

Regular applications to major funders will be made including Landfill funds, wind farm funds and various other trusts listed separately.

Appendix 8

It is assumed that match funding will become a more significant contributor as time goes on and the funds raised through other streams grow.

This plan will be reviewed and revised at regular intervals by the steering committee and at least annually by the full board of trustees.

Crathes Hall - New Hall Fundraising - Potential Cash Flow Projection

Income	Notes	2021					2022					2023	2024	2025	
		Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total				
Starting Bank Balance		£25,231.28													
Surplus from normal Operations	Actual 2021	£8,054.22													
	Future Est														
Fundraising events - new hall															
May Challenge	Actual	£1,646.95	£50.00			£1,696.95									
Donations to VM Just giving	Actual	£843.50	£20.00			£863.50									
Geoff Knight sponsored run	Actual	£533.92	£476.90			£1,010.82									
Reclaimed Gift aid o/s	Actual					£0.00	£812.50								
From Development Fund	1								£30,000.00		£30,000.00				
Future fundraising events	2														
Annual Black tie Ball	3			£2,000.00	£2,000.00	£4,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£8,000.00	£8,000.00	£8,000.00	£8,000.00	
Ongoing from Private Donors	4														
Applications to business donors	5			£5,000.00	£5,000.00	£10,000.00	£5,000.00								
Applications to Funders	6					£0.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£20,000.00				
						£0.00		£25,000.00		£25,000.00	£50,000.00	£80,000.00	£100,000.00	£250,000.00	
Total Raised in period		£3,024.37	£546.90	£7,000.00	£7,000.00	£17,571.27	£20,202.50	£32,000.00	£67,000.00	£32,000.00	£151,202.50	£180,390.00	£150,390.00	£300,390.00	
Running Balance		£36,309.87	£36,856.77	£43,856.77	£50,856.77		£71,059.27	£103,059.27	£170,059.27	£202,059.27		£382,449.27	£532,839.27	£833,229.27	

Notes

- 1 Aberdeenshire council are holding funds from the development of new houses at Crathes which will be released when we have started to spend on the project ?
- 2 Ongoing events in and around the hall are needed to keep the local community engaged with the project. This assumes annual net income from these events of £8k.
- 3 An annual black tie ball is planned beginning in Oct 2022 and will raise funds from table ticket sales and the auctioning of donated gifts and activities. Future years should be more profitable based on reputation.
- 4 Direct approach to local high value individuals will seek to secure a number of substantial donations (possibly in exchange for some hall related incentive). £50k as been pledged when we reach half way to our target.
- 5 Local businesses can also be targetted for donations towards the project cost. Letters to be drafted and sent at appropriate time.
- 6 Major funders including Landfill, wind farm and various trusts listed separately will be targetted with applications where appropriate.

Operating Income and expenses

Under normal circumstances, the hall generates income from recreational activities, private hires and fundraising events which exceeds the operating costs. Over the most recent 4 years this excess has ranged from £5,384 to £8,529 (the latter figure includes a government grant during the Covid pandemic).

It is expected that the new hall with two areas that can generate income as well as improved catering facilities will increase the opportunities for improved revenue, while a more efficient building will reduce heating and maintenance costs. The extent to which hire rates can be increased and the opportunities to attract new groups to use the hall will be subjects for ongoing studies.

The figures used in the 'Normal Operations' section of this financial plan start with a base case, which assumes similar rates and levels of usage to historic and current activity. These assumptions result in an annual operating surplus of £7390.

The 'Realistic' estimates assume hire rates increase by 20% and there is a 25% increase in usage.

The cost of putting on events is increased by 25% and the combination of these assumptions result in a surplus of £13,690.

In the 'Optimistic' case, hire rates are increased by 60%, usage increases by 50% and the costs for events and licenses go up by 40%. This gives an annual operating surplus of £24,270.

A study into comparable hire rates for other village halls is being undertaken with input from a student under the 'Foundation Apprenticeship' scheme run by Aberdeenshire Council Education department. The results from this study will be used to review existing hire rates and justify any changes.

In each of the above scenarios there is a healthy operating surplus to fund ongoing operations.

Crathes Hall Statement of Receipts and Payments - Normal Operations

Historic and potential Cash Flow

<u>Receipts</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	New Hall		
						<u>Year 1</u>	<u>2</u>	<u>3</u>
Cultural Activities	£696.00	£1,382.00	£1,934.00			£2,000.00	£3,000.00	£4,800.00
Recreational Activities	£6,243.00	£5,550.00	£5,047.50	£1,314.00		£5,500.00	£8,250.00	£13,200.00
Private Hire	£3,552.00	£4,865.00	£3,940.50	-£93.00		£4,000.00	£6,250.00	£9,000.00
Council/School Hire	£1,034.00	£150.00	£591.50			£500.00	£750.00	£1,200.00
Grants	£7,918.00	£4,000.00		£12,393.01				
Donations		£46.00	£200.00	£31.00				
Fundraising	£4,854.00	£662.00	£594.00			£1,000.00	£1,500.00	£2,400.00
Total Receipts	£24,297.00	£16,655.00	£12,307.50	£13,645.01		£13,000.00	£19,750.00	£30,600.00
Payments								
Cost for Hall Events	£2,156.00	£1,396.70	£1,190.00			£1,500.00	£1,875.00	£2,100.00
Hire deposit returns	£669.00	£400.00	£471.50					
Utilities	£3,631.00	£4,785.04	£3,545.35	£1,683.94		£1,000.00	£1,000.00	£1,000.00
Wi Fi				£216.00				
Maintenance		£289.11	£417.00	£444.68				
Cleaning	£2,956.00	£1,325.00	£1,160.00	£895.00		£1,500.00	£1,500.00	£1,500.00
Consumables	£619.00	£343.32	£84.50	£318.28		£400.00	£400.00	£400.00
NEAT membership				£75.00		£75.00	£75.00	£75.00
Certification & Licences	£75.00	£372.20	£54.20	£64.20		£300.00	£375.00	£420.00
Hall Redevelopment Project	£7,518.00							
Independent Examiner	£35.00		£20.00			£35.00	£35.00	£35.00
Insurance		£704.52	£712.17			£800.00	£800.00	£800.00
Other		£154.80	£200.00	£53.99				
Replacement Chairs		£5,955.29						
Table Tennis Table			£550.00					
Floor Washer				£1,090.20				
Christmas Lights				£119.97				
Tables				£154.65				
Total Payments	£17,659.00	£15,725.98	£8,404.72	£5,115.91		£5,610.00	£6,060.00	£6,330.00
Excess Income for year	£6,638.00	£929.02	£3,902.78	£8,529.10		£7,390.00	£13,690.00	£24,270.00
Bank Balance at Start of year				£9,525.12		£10,000.00	£10,000.00	£10,000.00
Bank Balance at year end				£18,054.22		£17,390.00	£23,690.00	£34,270.00
Retained reserve to cover operating costs				-£10,000.00		-£10,000.00	-£10,000.00	-£10,000.00
Balance to redevelopment account				£8,054.22		£7,390.00	£13,690.00	£24,270.00
New Hall - Income & Expenditure options								
1	Base Case	Usage and income rates remain similar to recent levels of activity. Utilities and maintenance costs reduce with improved insulation and new build not requiring repairs.						
2	Realistic - Lr	Hire rates increase by 20% and usage increases by 25%. Costs for events and licences increase by 25% - other Costs remain constant.						
3	Optimistic	Hire rates increase by 60% and usage increases by 50%. Costs for events and licences increase by 40% - other Costs remain constant.						

6. PROJECT RISK ASSESSMENT

The project is taking a very cautious approach to the project to ensure that risk is minimised and the weight of financial and legal responsibility does not become a heavy burden for the steering group.

- **Phasing of the project**

The steering group has adopted a phased approach to the different elements of the project. The phasing is described in detail in the previous section of the business plan outlining timescales and funding sources. This phasing demonstrates a sequenced approach in manageable chunks and realistic assumptions for delivering each phase. This approach also builds capacity and

confidence within the team but also manages expectations and confidence of the community.

Phasing delivers discrete portions of the project and minimise the risk of failure.

With each project phase the Crathes team can demonstrate to new funders for each subsequent phase that they have managed and delivered a significant element of the project.

Example of phasing:

- Woodland purchase
- Foundations
- Services
- Frame
- Heating system
- Wind and watertight
- Fitting out

- **People and community**

This is a project that will be built around the community with a significant volunteer effort. The opportunity for involvement spans across the variety of interests as well as the age spectrum. A recent survey gauging support for the purchase of the woodland was answered by 70 people with a third of those respondents interested in getting involved in a voluntary capacity.

The inclusion and accessibility of the project for the community and visitors is reflected in the vision and embodies the aspiration for the community to make this project their own.

- **Funding**

The phases allow the group to explore enough funding options to ensure a variety of funds can be raised to cover the costs of the particular phase. Again, this minimises the risk of ending up with significant funding shortfalls. The steering group has prepared a funding strategy with funds identified for each aspect of the project. It details values, contacts and deadlines to ensure the project doesn't miss opportunities or fall behind on milestones of the project.

- **Trustee Skills**

The group has enlisted trustees within the board bringing a range of skills including organisational and financial management, engineering and technical ability as well as project management and community engagement. This diverse capacity within the board mitigates against shortcomings for delivery and the risks associated with the project.

The Board of Trustees numbers 12 with one current vacancy. All trustees live in Crathes and volunteer to take turns on hall duty to open and close for private hires and keep essential stock up to date. Many have served on the board for several years and show a great degree of commitment to the hall.

The Board is also supported by the Marr Area Partnership, Aberdeenshire Council and has also linked up with several other organisations, who have offered support and guidance at any stage of the project.

The board is acutely aware of the importance of succession planning and is working to ensure new trustees are a constant element to refresh the board and reflect the wishes of the community.

- **Partnerships**

Finally the board will be/ are proactively engaging with other projects and organisations in Banchory and surrounding area to build relationships and explore mutual partnerships that will be supportive to the delivery of the different phases.

These include Crematorium, secondary school, primary school, Woodend Barn, Banchory Sports Village, Banchory Initiative, One to One counselling and Number One café,

Risk	Impact	Probability	Existing Controls	Action Required	Lead Responsibility
Failure to cost the infrastructure and equipment costs with sufficient accuracy to control expenditure	High	Low	Ensure all major items of expenditure are quoted for by contractors/supplier.	Ensure all quotes received are exclusive of VAT and added to total project costs. Charity projects can opt out of VAT payment	Steering group
Failure to raise sufficient funds to pay for the development of the project	High	Medium	Broad spectrum of funding sources identified for the funding package	Steering Group to keep funding package and grant applications under continuing review and broaden scope of applications if needed.	Steering group
Planning permission expires before funding complete	High	Low	Planning application has been approved.	Dig trench to make a start to gain planning in perpetuity	Steering group
Cash flow problems	High	Low	Clarity of claims process of grant funders known at time of grant application		
Delays in work being completed in relation to grant claim deadlines due to adverse weather and difficulties in instructing contractors	High	Low	Clarity about grant claims deadlines and works scheduled to meet these.	Work scheduled over winter and spring, with sufficient time allocated to allow for adverse weather conditions. Contractors identified early in process and works scheduled in with long lead in time.	

Unforeseen problems during construction phase necessitating additional costs	High	Low	Planning process robust and all costs identified as far as possible. Risk assessment produced to identify any likely problems.	Risk assessment produced at early stage of planning process. Close liaison with contractors during construction works and reassessment of activities if needed to keep project within budget. Fixed price contracts to be negotiated in advance.	Steering group Project Manager
Sufficient volunteers to assist with activities during construction phase not materialising	High	Medium	Members of community who are keen to be involved in construction phase of project have been identified and contact details available.	Community and potential users to be kept informed of project progress and working parties organised when volunteer input required.	Steering group and Project Manager

Appendix 1:

Crathes Public Hall Trust SCIO043007

Constitution on Crathes Hall website [here](#)

Appendix 2:

Crathes Public Hall Trustees

On website [here](#)

Appendix 3:

Current Hall Groups

- **Monday** – Yoga, Zumba and TRX Suspension training
- **Tuesday** – Footstars, HIT and Morris Dancing
- **Wednesday** – Table Tennis and Yoga
- **Thursday** – Core Strength
- **Friday** – Footstars
- First Saturday of every month – Crathes Fly

Appendix 4:

Zero Waste Scotland Report

Your Journey to Net-Zero Carbon

Crathes Public Hall is located in Banchory, Aberdeenshire. The existing hall was constructed in 1929 and is now in a poor state of repair. The Trust plans to demolish the existing hall and construct a new larger hall and are keen to incorporate renewable technologies as part of the build. The Trust is interested in reviewing the potential for either a ground source heat pump or an air source heat pump to provide heating and hot water to the hall. In addition, they are keen to review the potential for the installation of a solar PV array. This report comprises the findings of a telephone survey conducted on 25th June 2021.

Scotland has committed to becoming a net-zero society by 2045 which is in line with the advice from the UK Government's independent expert advisors, the UK Committee on Climate Change.

To help you understand how your enterprise can support that transition, we have identified that your site has the following carbon emissions and we have identified how you can reduce them to support Scotland's net-zero goals:

Annual carbon impact		Equivalent average car miles
Current carbon emissions (tonnes CO₂e)	11.66	41,226
Potential carbon reduction	68%	27,939

Note that the total realised carbon saving may be less if all the recommendations from this report are implemented as the potential savings from each recommendation are calculated in isolation from each other. In reality some measures may affect the potential carbon savings of other measures.

Please note that this analysis does not constitute a full carbon footprint.

If the recommendations made within this report are implemented, the Trust could potentially achieve annual cost savings of £5,173 per annum and 7.9 tonnes of carbon dioxide.

Key actions and next steps

- Install either a ground source heat pump or an air source heat pump
- Further investigate the installation of a solar PV array

Recommendation Table

RECOMMENDED OPPORTUNITIES									
		Finance						Annual environmental saving	
		Annual cost savings	Annual income generated	Investment required	Payback	Potential cashback	Payback with cashback	Energy	CO ₂ e
Item	Description	£ (excl VAT)	£ (excl VAT)	£ (excl VAT)	Years	£	Years	kWh	tonnes
1	Install an air to water source heat pump	£4,638	£0	£20,000	4.3	£10,000	2.2	28,987	6.8
2	Install a solar PV array	£535	£57	£5,000	8.4	£0	8.4	4,774	1.1
TOTAL		£5,173	£57	£25,000				33,761	7.9
ALTERNATIVE OPPORTUNITIES									
1	Install a ground source heat pump	£5,411	£0	£45,000	8.3	£10,000	6.5	33,818	7.9

Please note that implementing multiple measures may impact on each other and this may result in the realised savings being less than is presented in this report. Unless otherwise stated, the identified savings presented in this report for each measure are calculated independently from other measures. If required, further support can be provided by Zero Waste Scotland's Energy Efficiency Business Support Service to quantify the impact of implementing multiple measures where they impact on each other.

Zero Waste Scotland's Energy Efficiency Business Support Service can support you to implement the recommendations we have suggested in this report. We will therefore contact you to discuss how we can support you further.

Current Energy Consumption at Your Site

The advisor has used an average unit cost of 16p/kWh for electricity. As the new hall has not been constructed, the table below shows estimated annual consumption if the recommended measures are not implemented.

Annual energy consumption				
Resource	Cost	Consumption	Units	CO ₂ e emissions (Tonnes)
Electricity	£8,000	50,000	kWh	11.66
TOTAL	£8,000			11.66

Note:

- The costs in this table include standing charges and other costs including, where relevant, charges such as the Climate Change Levy.
- When calculating the potential savings of opportunities, unit costs which exclude standing charges have been used to calculate these as reducing consumption will often not reduce the standing charges.
- The CO₂e emissions detailed above are not equivalent to a carbon footprint for the site.
- It may be beneficial to you to renegotiate your resource contracts if you are going to significantly change your consumption. It also is good practice to regularly review your energy tariffs to ensure they meet your requirements. By changing your tariff or supplier you may be able to decrease your energy costs. Contacting your current supplier to check you are on the most appropriate tariff can be a good place to start. We can also direct you to organisations that provide energy switching advice.

Recommended and Alternative Energy Efficiency Opportunities

Heating – Air to Water Source Heat Pump

Project Description and Recommended Solution

The Trust is keen to install either an air to water source heat pump or ground source heat pump to provide heating and hot water to the hall. An air source heat pump is usually placed outdoors at the side or back of a property. It takes heat from the air and boosts it to a higher or cooler temperature using a heat pump. The pump needs electricity to run, but it should use less electrical energy than the heat or cooling it produces.

Benefits, Costs and Finance

For an average air-to-water air source heat pump, the pump will run at COP 2.8 when distributing heat. Therefore, based on the generation of 45,091kWh per annum the pump will consume 16,104kWhⁱ of electricity to provide heating to the hall at a cost of £2,577 per annumⁱⁱ.

To generate 45,091kWh from conventional electric heating the cost would be £7,215 per annumⁱⁱⁱ. Therefore, the air-to-water air source heat pump would have an annual saving of 28,987kWh and £4,638 when compared against electric heating. There will also be a carbon dioxide saving of 6.8 tonnes.

The cost to install an air source heat pump and distribution system is likely to be in the region of £35,000 giving a payback of 4.3 years or 2.2 years with cashback. By comparison, a conventional electric heating system will cost in the region of £15,000. Since there is no heating system, the SME Loan will only fund the difference between the heat pump and conventional heating, equating to approximately £20,000.

Financial support for installing energy efficiency equipment in Scotland is available through the SME Loan scheme¹ which offers SMEs including charities interest-free loans from £1,000 to £100,000. Loan repayments are made over an 8-year period.

The Scottish Government is offering a 75% cashback on renewable measures to SME Loan recipients for a limited time while funds last. Loan recipients can ask for 75% of their project cost back – up to the value of £10,000.

This report on the cost savings is regarded as a qualifying report for the SME Loan scheme if required. Download the SME Loan application form^{iv} using the link below.

If you decide to apply for an SME Loan then the interest foregone on your loan, and any grant received, are regarded as state aid under European rules and are granted as de minimis aid. An estimate of how much aid this might equate to is provided in appendix 1.

Risks and Alternative Solutions

Planning permission may be required. It is also worth noting that the actual COP/SPF of the overall heating system may be lower than the COP/SPF of the heat pump itself and may differ to that mentioned in this report, and other external variables can influence the efficiency of the ASHP. Installing a heat pump in a poorly insulated building will result in a lower efficiency of the heat pump, resulting in lower savings and potentially inadequate heat supply.

See section 4.2 for an alternative solution – a ground source heat pump.

ⁱ 45,091kWh / 2.8

ⁱⁱ 16,104kWh * 16p/kWh

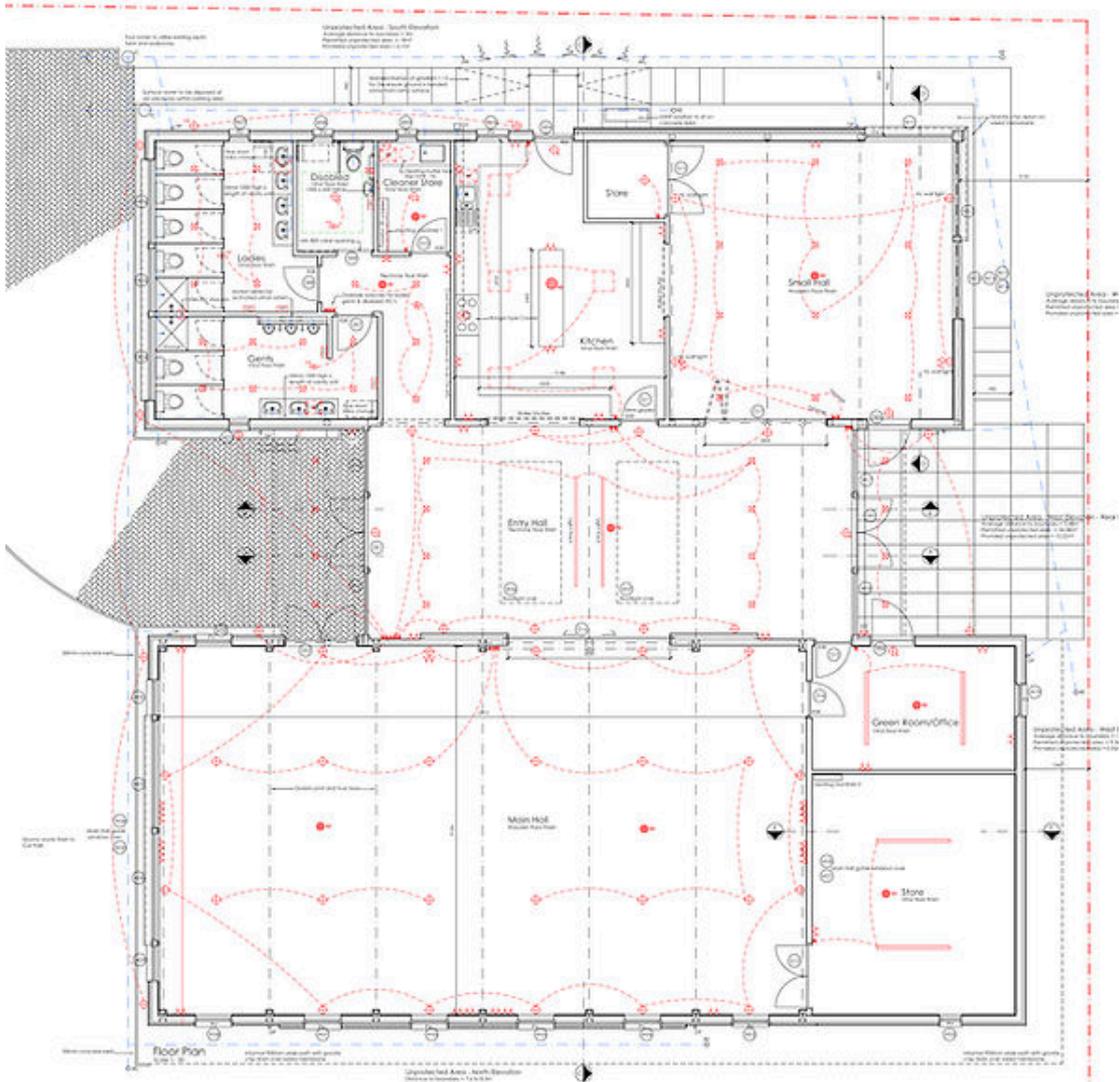
ⁱⁱⁱ 45,091kWh * 16p/kWh

^{iv} <https://energy.zerowastescotland.org.uk/SMELoan>

Appendix 5:

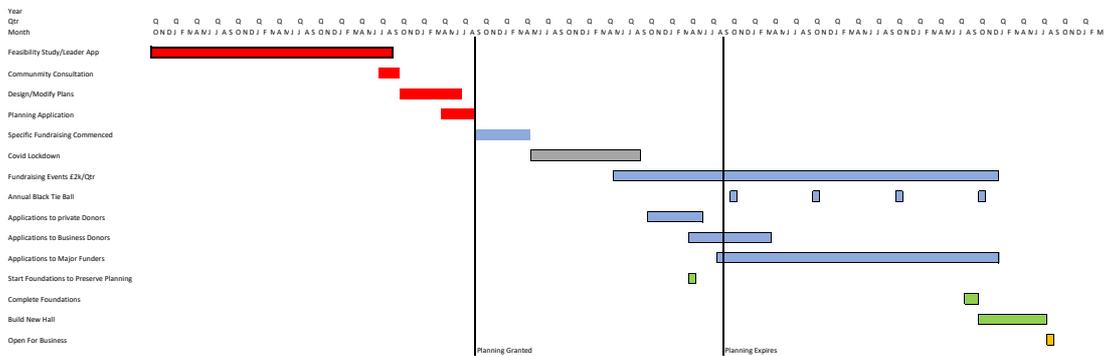
New Hall Plans





Appendix 6: Action Plan/ Gantt Chart

Crathes New Hall - Gant Chart



Appendix 7:

Consultation Comments

Hall design

- 20-30% larger size would make fundraising events more profitable. A few extra tables make a big difference.
- Why is this square? Rounded or octagon more interesting.
- Look at Tullynessle hall – very good we thought.
- Meet and greet counter with computer link in the foyer.
- Permanent hall divider
- Floor should be suitable for exercising/martial arts etc.
- Definitely plenty of storage for crafts and society groups
- Ensure whether refurb or new build that there are adequate power sockets and lighting for craft classes with sewing machines and good lighting for displaying quilts and other exhibitions.

Toilets

- Disabled toilet has to be colour coded with enough room for wheelchairs to enter
- BS 8300 sizing and internal layout
- Hoist for disabled toilet and baby changing area would go where?
- Kids toilets/sink and washing facilities for playgroup regulation requirements.

Kitchen

- Catering standard kitchen stainless steel pls and wall mounted hot water boiler, commercial dishwasher too.
- A pleasant cooking kitchen to help people learn to cook for themselves/cooking lessons.
- Nice to have the kitchen not separated completely from the hall, not hidden away.

Energy

- Solar panels and a wind turbine to attach to the grid.
- Boiler or heat source – where is it going?

Location

- Most favoured the middle location on the drawing, i.e., at far end of car park with entrance facing away from the road. Several commented on this. One suggested flipping the plan round so middle location but entrance facing the existing hall.

- What about siting a new hall at Milton of Crathes? Car parking and catering is already there. As the current site is owned by the hall proceeds of a sale could help with fundraising for new site

General comments

- From (bitter) experience a refurbish is full unknown, unseen problems which could not be financially considered. A rebuild is cheaper in the long run.
- Prefer new build because renovating usually ends up with undiscovered snags ending up pushing up the price.

Ideas for use of a new hall

- Fashion shows, musical events 70s disco with glitter ball
- Veg growing/seed swapping group.
- Herb courses
- Book clubs, craft, knitting – useful in small hall.
- Weddings
- Register of local skills.
- An artist in residence could ‘hold the space’ while the hall is not being used. This keeps the space ‘alive’ and held and therefore ‘more aware’ to and for the community.
- Artists light: painters and sketchers require good north light, sculptors good all-round light. It would be great to design both.
- If this hall were newly built, bright, and warm I would volunteer to help with activities. As it is I find the atmosphere too depressing so don’t come
- Small community shop and take away café would be very useful for passing trade as well as locals. Deeside Way traffic
- Consider running catering as external business.
- Some opportunity for commercial venture, village shop, post office, gallery
- A fenced in garden area for children- playgroups, crèches, parties, weddings.
- A ‘wild wood’ nature area for playgroups to explore

Appendix 8: Potential Funders

Crathes Hall Funding

Sources

Fund	Contact	WHO	Initial Action	Result	Deadline
30/09/2021					
SCIF Funders					
BCCF Environmental	https://www.easyfundraising.com/register-your-good-cause?invite=12FX9I&referral-campaign=2c&utm_source=refmail	MI	Email sent 20.01.21	Replied 20.01.21 No Applications being considered at present	
Clackmannanshire & Stirling Environment Trust	morrisona@stirling.gov.uk	MI	Email sent 20.01.21		
E B Scotland	www.ebscotland.co.uk/index.php/contact	MI	Check Website		
FCC Communities Foundation Ltd	info@fcccommunitiesfoundation.org.uk	MI	Email sent 20.01.21	Replied 20.01.21 Total project cost limit £250k. Possible to apply near project end for fittings etc.	
Fife Environment Trust	Fiona.Scott@ffe.gov.uk	MI	Email sent 20.01.21	Replied 02.02.21 Application possible up to £50k	End May End Nov
Land Trust	stephen.rees@landtrust.org.uk	MI	Email sent 20.01.21	Replied 26.01.21 Phone to discuss - called 29.01.21 Grants up to £30k but must be spent within 6 months	
South West Environmental Action Trust (Dunfries)	info@southwestenvironmental.org	MI	Pre Application form		
Suez Communities Trust	sct.uk@suez.com	MI	N/A	Exceed project limits	
The Levensat Trust	levensatrust@gmail.com	MI	Email sent 20.01.21 and 21.01.21	Replied 27.01.21 Apply for up to £15k per forms attached to reply	April/June
Third Sector Hebrides	SLCF@tshbrides.org.uk	MI	N/A	Exceed project limits	
Viridor Credits Environmental Co	enquiries@viridor-credits.co.uk	MI	N/A	Exceed project limits	
Other Funders					
The Robertson Trust	https://www.therobertsontrust.org.uk	MH		Can apply when we have secured 25% of our total cost therefore £175,000	Any time
National Lottery Community Fund	https://www.tnlcommunityfund.org.uk/funding/over10k advice@scotland.tnlcommunityfund.org.uk 0141 846 9447.	NM			
Easyfundraising	https://www.easyfundraising.org.uk/register-your-good-cause?invite=12FX9I&referral-campaign=2c&utm_source=refmail	MH	Registered Jan 2021		
Scottish Hydro Electric Community Trust	http://www.shect.org/	JM			Feb-21
Garfield Weston Fund	https://garfieldweston.org/apply-to-us/grant-guidelines/cmollooy@garfieldweston.org	MI	Email sent 04.02.21	Need to have raised around 50% of total project cost Replied 05.02.21 Not funding capital projects meantime. Reapply in 6 months.	Any Time
Aviva Community Fund	https://community-fund.aviva.co.uk/voting/campaign/getinvolved	MH			
Bank of Scotland Foundation	https://bankofscotlandfoundation.org/	MH			
Chance to connect	http://www.chanceconnect.co.uk/	MH			
Clothworkers Foundation	https://foundation.clothworkers.co.uk/	JM	Eligibility Quiz 20.02.21	After taking quiz online, it states we are eligible	Anytime
Foyle Foundation	http://www.foylefoundation.org.uk/	JM	Email sent 20.02.21	Not considering apps for Capital builds in either scheme, but they will review their website, keep looking at the website in the future.	Anytime
Gordon & Ena Baxter Foundation	http://www.gebfoundation.com/apply	JM	Pre-application sent 22.02	At least 70% funds must be in place before they would consider funding. Current funding is suspended.	Anytime
The MacRobert Trust	http://www.themacroberttrust.org.uk/	MI	Email sent 18.02.21	Replied 18.02.21 Village halls and charities excluded meantime.	
Morrison's Foundation	https://www.morrisonfoundation.com/	MI		Only fully funds projects up to £25k	
Peoples Health Trust	https://www.peopleshealthtrust.org.uk/	MI		Not open for funding at present	
Peoples Postcode Trust	http://www.postcodetrust.org.uk/	NM			
Stafford Trust	http://www.staffordtrust.org.uk/	NM			
Tesco Bags of help	https://www.groundwork.org.uk/Sites/tescocommunityscheme	NM			

Appendix 9:

Steering group

Jim Knowles:

Local Government Chief Officer before retiral

Business Mentor

Fund raiser for Banchory Sports Village project

Currently involved in:

Chairman of RunBalmoral

Chairman of Langstane Housing Ltd

Vice Chair of Voluntary Service Aberdeen (VSA)

Acting Chair of Aberdeen Football Club Community Trust

Jen McHattie:

Previous experience:

Chairperson for Drumoak, Durriss and Crathes Playgroup, which included fundraising, responsible for employment of 2 members of staff, liaison with OSCR and Care Commission.

Committee member on PTA at Crathes Primary School, which involved Fundraising. Involvement was mainly organising events, including ceilidhs, and coffee mornings.

Committee member on PTA at Banchory Academy. Involved in organising events.

Currently a Trustee of Crathes Public Hall Trust. I mainly organise events including ceilidhs and promoting music acts at the hall.

Employment status: Retired Police Officer. Currently self employed dog walker.

Mike Ironside

I have held senior management roles within large organisations in the Oil and Gas sectors, (annual turnover to £500m, 1,200 personnel) and had operational responsibility for Finance, Information Technology and Administration functions. Specific responsibilities included, preparing company strategic business plans, monitoring progress against these, and developing appropriate company reporting and communication programs. Gained experience in working in Joint venture environments with large operating partners, and of company acquisition studies (Shell), the early stages of preparation for stock market flotation (Wood Group) and preparation for company buy out (Altra Consultants).

Whilst at the Shell head office in London, I spent four months managing a major study into the structure, efficiency and profit enhancing capabilities of the Supply and Distribution division (£300m T/O). The recommendations of this study were successfully implemented; resulting in operating cost savings of between 15% and 20% through restructuring, improved efficiency and enhanced controls.

Other relevant Information / Experience:

Previously acted as a Live Wire Scheme advisor (the Shell sponsored scheme to encourage young entrepreneurs) and acted as regional Chairman for the Countryside Alliance.

I have been involved in raising funds for the Multiple Sclerosis Society.

Moira Hamilton

I worked mainly in local government on Youth Work, Community and Adult Education in Seaton, Mastrick and Summerhill in Aberdeen City and at Aboyne in Aberdeenshire.

Then from 2001, I was part of a national team in the Scottish Government working on an Adult Literacy training and development project

After retiring in 2012, I volunteered for a week with The Scottish Wildlife Trust on Handa island and with the Commonwealth Games in Glasgow in 2014.

Neil McHattie

A retired Police Officer who completed 30 years' service in 2018.

During my time in the police, I was a Trustee and Vice Chair of the Diced Cap Charitable Trust who functioned to raise and distribute funds to charities and good causes in the North and North East of Scotland.

Apart from attending numerous fundraising activities and events I undertook to organise and host several corporate golf days.

These usually involved selling corporate packages to companies and notable supporters of Diced Cap who would attend to play golf and then reconvene, with partners and guests for a formal black tie dinner dance at night.

These events usually generated sums in the region of £35 - £40k per day.

The proceeds from one year's event went towards funding foreign trips for about 12 deserving families with children with terminal or life limiting illnesses.

Now, I am a Trustee and Vice Convener of Crathes Hall and regularly attend and help to host events at the hall.