1. Purpose

This interim report has been prepared to provide all interested parties with a summary of the progress made towards the provision of toilets and refreshment facilities on Bramcote Hills Park.

A brief historical perspective will be included followed by a review of the journey leading to the project being granted charity status and finally a look into the future to understand the direction the project is now taking.

2. The need for facilities on Bramcote Hills Park

Bramcote Hills Park is an award winning green space well loved by the many people who come to the park to enjoy the open grounds and scenery. Free car parking, a children’s play area, a walled garden and cricket club are just a few of the facilities available however the park does not have permanent refreshment or toilet facilities.
In 2015 a group of enthusiastic local residents came together to set up a project with the aim of raising the required funds and obtaining planning permission to build a café with toilets.

Surveys of park users and local residents revealed the overwhelming support for these facilities to be provided.

3. **Charitable Interest Company**

In order to progress the project it was decided that it would be beneficial to establish a Charitable Interest Company (CIC) and over fifty local people became members by paying a one off £1 membership fee. A number of local organisations including Foxwood Academy, Bramcote Parish Church and Pulp Friction provided letters of support for the project. Initially the project team comprised of 9 directors who began to develop the concept of the Bramcote Hills Park Community Café. Broxtowe Borough Council (BBC) opened up a bidding process to invite interested organisations to submit a business plan to support the development and operation of the café. Following assessment of the teams plan BBC confirmed that the team was the preferred partner for the café. Subsequently the project team:

- Identified a suitable site close to the existing children’s play area.
- Obtained outline building design ideas from selected building contractors.
- Registered the business with companies’ house
- Developed further the cafe business plan.

While steady progress was being made Broxtowe Borough Council informed the CIC in 2018 that in order for them to grant the project a lease for the land on which the café was to be built the CIC would need to change to charity status.
4. Setting up the Bramcote & Stapleford Community Hub charity

The process to obtain charity status was initially handled by a solicitor at a local practice working closely with the project team. In July 2018 an application for charity status was submitted to the Charity Commission (CC) by the solicitor on behalf of the project team. Unfortunately the application was rejected by the CC principally because the project was deemed as being too commercial and was not providing sufficient community support. The project team were extremely disappointed with this outcome feeling that the solicitor failed to advise the team that there needed to be more emphasis on the community support. At this point it was decided that the team should review the objectives of the project and revisit the constitution to take into account the CC feedback following the first application.

After much debate it was agreed that the project title needed to reflect the need to support local communities and should also recognise that the park was located close to a large residential area not previously mentioned in the project title. Hence the Bramcote & Stapleford Community Hub (BSCH) was adopted as the project title. The project constitution was rewritten to place greater emphasis on the need to provide facilities for local support groups. A board of five trustees were identified who along with other members of the project team developed and agreed the details of a second application for charity status. This application was submitted in February 2019. Over the following four months the CC requested additional information and clarification of various aspects of the application. In June 2019 the CC confirmed charity status for the project – registered charity number 1183832.
5. **BSCH current trustees:**

The current trustees are:

**Ian Tyler – Chairperson**

Bramcote resident since 1985, a retired Export Manager & Sales Manager, Director of LL Leisure.

**Steve Austin - Treasurer**

Retired Marketing Communications Manager, Chair of Bramcote Hills Community Association, Vice Chair of Bramcote Neighbourhood Forum, editor of Bramcote Today, President of Bramcote & District Probus Club, Committee Member/Trustee – Beeston U3A, resident of Bramcote since 1976.

**Malcolm Gent – Secretary**

Retired Human Resources professional who has lived in Bramcote since 1993.

**Stan Heptinstall MBE**

Former Professor of Thrombosis and Haemostasis and Mayor of Broxtowe in 2014/15, organising chair of the Hemlock Happening, trustee of Beeston Shopmobility and a resident of Bramcote since 1975.

**David Watts**

Practising solicitor, school governor, former director of Attenborough Nature Reserve and a resident of Bramcote since 1997.
6. **Project plan and project team**

A detailed project plan is being developed. Members of the project team have taken on the responsibility for specific parts of the plan as follows:

**Communications:**
- Website Designer & Editor – Sue Sambells
- Social media design – Adam Gent
- Advertising – Malcolm Gent
- Member communications – Malcolm Gent
- Corporate communications – Malcolm Gent

**Fund raising**
- Mary McGrath

**Building design and construction**
- Peter Lyons, Ian Tyler, Fred Ward

**Hub operations**
- Mary McGrath

7. **Next steps**

The project plan has identified the following key elements of the critical project path:

7.1 Review the preferred location for the hub in the park.
7.2 Secure the land lease agreement with BBC.
7.3 Develop business plan
7.4 Identify potential funding organisations and fully understand what is needed for a successful funding bid.
7.5 Engage with suitable construction companies for design ideas and budget estimates.
7.6 Submit a full planning application.
7.7 Prepare policy and governance documents

8. Project Timeline – Key Activities

<table>
<thead>
<tr>
<th>Target completion date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>January 2020</td>
<td>Obtain land lease</td>
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<tr>
<td>February 2020</td>
<td>Identify funding sources</td>
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<tr>
<td>March 2020</td>
<td>Submit “Start UP” Funding Applications</td>
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<tr>
<td>March 2020</td>
<td>Agree building design</td>
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<tr>
<td>July 2020</td>
<td>Select building contractor following a tender process</td>
</tr>
<tr>
<td>July 2020</td>
<td>Submit funding applications</td>
</tr>
<tr>
<td>September 2020</td>
<td>Obtain planning approval</td>
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<tr>
<td>July 2021</td>
<td>Commence build</td>
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<tr>
<td>December 2021</td>
<td>Complete build</td>
</tr>
<tr>
<td>March 2022</td>
<td>Complete fitting out</td>
</tr>
<tr>
<td>April 2022</td>
<td>Hub opens</td>
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</tbody>
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In addition to the key activities work will continue on the following:
8.1 Business plan
8.2 Policies and governance documents
8.3 Local fundraising events
8.4 Communications with local residents, local support groups, schools etc
8.5 Hub operating plans and staffing