# Shamley Green Village Hall (known as "Arbuthnot Hall") Redevelopment Project Monthly Report No. 4

14 November 2026




## Executive Summary

- Drainage pipework installed and connection to the main sewer in place.
- Block and beam floor installed for the new build elements
- Timber framing commenced for the new elevations
- Steelwork 1st phase commenced
- Additional challenges to be addressed: ASHP ventilation and output efficiency; installation and positioning of the service ducting reducing ceiling height in some areas.
- Delivery Team, Site Meeting No. 4 held on 29 October 2026
- Project costs under pressure with all but £5,000 of the Contingency allocated to additional works.
- Application submitted to CIL (Waverley BC) for additional funding. Value engineering continues to be explored with targets identified.
- Project on track for updated contract Programme (24 August 2027), with Hall opening planned for Sept 2027.

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# Project Management

## Overview & Governance

The redevelopment project comprises the demolition of structures around the central Arts & Crafts hall constructed in 1905. The project involves the removal and upgrading of the hall roof and windows, replacement of the floor and stage, and the erection of new structures around the hall providing entrance lobby and bar, kitchen, WCs and sports changing rooms, plus a first floor meeting room and viewing balcony.

Quarry Architects, who have designed the renewed hall, are the appointed Contract Administrators. Project governance is delivered through formal minuted monthly meetings chaired by Quarry, attended by the professional team, the contractor, and representatives of the Hall Management Committee's Property Team. In addition, the Hall Finance and Treasury team are in involved in the payments process and Finance Reporting.

## Value Engineering/Cost Control

As with any project that involves a structure that is over 100 years old, it is expected that several unforeseen challenges might arise. In parallel, because of the finite funding available for the project, it is essential to keep expenditure within the fixed envelope of money available. Therefore, the Project team and the contractor have identified several areas where costs have been removed, or the specification reduced to minimise drawing down the Contingency sum.

At the time of this report No. 4, the Contingency sum available at the start of construction has almost all been committed. Accordingly, the Project Team has a laser focus on any new costs arising, seeking to find cost saves to offset those that are essential/unavoidable. In parallel, the Hall fundraising team are exploring additional funding avenues.

# Construction

## Programme

New drainage runs within the new hall area and along the access road have been installed, including the main sewer connection. As consented by Thames Water, the surface water drainage from the hall will also flow into the main sewer.

The block and beam floor has been installed for the new building elements/footprint around the main hall.

Internal block infills have been installed, closing off several of the openings in the hall structure that will no longer be used in the new design.

Additional trial holes have been opened under the main hall floor for inspection by the waterproofing specialist. The depth and drying time of the proposed waterproofing options are to be clarified and aligned to the programme logistics to avoid any delays or extra costs.

The 1st phase structural steelwork has been installed - at the rear of the hall as well as steel upstands at the front of the hall to support the new staircase, first floor meeting room and viewing balcony.

All the steel and timber for construction have been delivered to site, ready for installation over the coming weeks.

Timber frame walling construction has commenced.

The next phases of the project include timber framing; installation of floor joists; steelwork 2nd phase; repairs to the roof (timber, etc.); and completion of block infills and making good.

Scaffold is to be erected around the site mid-November to support the new build. See notes below re. adjoining owners.

At the site meeting on 29 October 2026, the Project Team discussed new challenges raised relating to the ventilation of the air-source heat pumps to be installed in the new gable-ended dormer roofs. We have been advised that this may have an impact on the running efficiency of the ASHPs, requiring additional ventilation and therefore cost as a result of the additional design requirements.

The Project Team also reviewed the “service run” (cables and pipework required for Mechanical & Electrical services) that travels through the new building at high level distributing water and power. This may require a re-alignment of joists and some additional suspended ceilings, resulting in reduced ceiling heights in some areas, and potential additional cost.

A design for the 2 large ground floor window cills, at the front of the hall was reviewed. These are proposed to be made from reconstituted stone and with structural support capable of supporting hall users or visitors occasionally sitting on them.

Shere Internet carried out a site inspection and are submitting a proposal for broadband & Wi-Fi installation in 2027. Shere Internet has indicated that this might be provided free of charge as part of the company's commitment to the local community.

A meeting to sign off the external finishes to the new hall will take place in November. The meeting will consider the final finishes and design for the accoya windows, the oak cladding, the materials for the soffit, and the colour for powder-coated steel doors and the aluminium surrounds to the windows and reveals.

The contractor advised that deliveries to the site compound by large trucks (7.5 tonne) are likely to occur on average once each week for the next few months. Due to the restricted layout of the site compound and the roadway, the lorries need to put their wheels on the Green to enter the compound. This has the potential to churn the grass on the Green, especially in the coming winter months. Accordingly, the contractor will monitor the impact of each delivery and remediate as far as possible on each occasion and, if necessary, reinstate that small area of the Green at the end of the contract works.

The programme remains on track for completion 24 August 2027.

## Health & Safety / Building Regulations

There have been no Health & Safety issues raised to date.

All the plans and project documents required at this stage, have been submitted for Building Regulations review. Review and certification are undertaken by Socotec. Socotec has given us some comments for the Project to address, but none are considered to cause concern at this stage and are in hand.

Socotec has approved the block and beam work.

## Construction Contract - Finance and Payments

As of 31 October 2026, four valuations totalling £218,880 have been approved and paid. Valuation no. 5 in the sum of £124,260 including VAT has been approved and is due for payment on 30 November 2026.

Some costs included in the construction contract have been paid directly by the Hall to the suppliers. These total £8,999 including VAT, which is unchanged from Monthly Report no.3.

# Project Finance

## Professional Fees

As of 31 October 2026, fees paid to the professional team for design and project advice total £134,969 incl. VAT.

The current professional fees budget is c. £149,000 plus VAT. The increase of £500 plus VAT from Monthly Report No.3 is due to additional structural engineer services. These were required for the update to the design of the foundations of the wall adjoining the garden of Boundary House, the details of which were outlined in Monthly Report No.3.

## Client Works

Client Works comprise several items that are not included in the contract with H&H construction. These items will be procured directly by the Hall Management Committee and/or paid direct.

Client Works include:

- New folding tables and chairs
- New fire extinguishers
- New signage and notice boards
- New audio-visual equipment – cinema and PA
- Existing structure and works insurance

As of 31 October 2026, costs paid out for client works were £19,001 incl. VAT. This includes £8,999 of costs that were originally included in the construction contract but have instead been paid direct, as referred to above.

The original budget for client works was £59,450 plus VAT. The current expectation is £63,000 plus VAT. Details for this change were detailed in Monthly Report No. 2.

## Funding and Payments

Funds raised for the project as of 31 October 2026 total **£1,990,768** and the Hall Finance team has banked £703,448 of this sum pledged. Major supporters are:

| Funder | Pledged (£000s) | Received (£000s) |
|---|---:|---:|
| Your Fund Surrey | 900 | 50 |
| Waverley Borough Council (CIL) | 360 | 13 |
| Wonersh Parish Council | 100 | 50 |
| Garfield Weston Foundation | 30 | 30 |
| Wonersh Foundation | 20 | 20 |
| Bernard Sunley Foundation | 15 | 15 |
| Local donors | 510 | 469 |
| Village organisations | 21 | 21 |

| | | |
|---|---|---|
| Hall fundraising events | 29 | 29 |
| Bank interest on funds received | 6 | 6 |
| **Total** | **1,991** | **703** |

Monies committed by Your Fund Surrey (YFS) and Waverley Borough Council Strategic Community Infrastructure Levy (CIL) are being drawn down against Contractor invoices in proportion. Monies from YFS are drawn down monthly, with the latest application against Valuation No.4 made at the end of October 2026. Monies from CIL are drawn down bimonthly, with the latest applications against Valuations 3 and 4 made at the start of November 2026. Wonersh Parish Council is paying in equal quarterly instalments of £25,000, with the next instalment expected at the end of January 2026. Individual local donors continue to pay according to their pledge form schedules, and gift aid for eligible donations up to 30 June 2026 was received from HMRC in September 2026.

As of 31 October 2026, total costs paid out stood at £372,850.

Total costs when the project commenced on site were estimated at **£1,987,624** including a Contingency of £84,832 (including VAT).

Project Costs comprised:

| | | |
|---|---|---|
| • Building Contract | £1,386,596 | |
| • Client Direct Works | £ 59,450 | |
| • Professional Fees | £ 139,614 | |
| Sub-total | | £1,585 660 |
| • VAT @20% | £ 317,132 | |
| Sub-total | | £1,902,792 |
| • Contingency incl. VAT | £ 84,832 | |
| Total | | **£1,987,624** |

## Contingency Sum

As at the date of this report, the latest cost estimate shows that the project will utilise almost all the original Contingency sum. Monthly Report No. 3 highlighted a balance of £15,000 plus VAT remaining at that time. In recent weeks, additional unavoidable costs have come to light / been clarified, including:

- Revised Underpinning Sequence and Waterproofing to Garden Wall Adjoining Boundary House (estimate £6,000 plus VAT)
- Additional Trial Pits to Expose Foundations / Floor (£300 plus VAT)
- Roof Access Hatches to maintain ASHP; Omit Ceiling Hatches (estimate £3,250 plus VAT)

In parallel, potential cost saves continue to be explored, such as a change in the louvred doors to the cricket club store and the bin storage area, from oak to stainless steel.

The changes since the last report have reduced the available Contingency sum to **£5,000 plus VAT.**

This sum is considered insufficient to cover further unforeseen extra costs at this stage of the project, with 70% of the work still to be carried out.

Accordingly, the Fundraising Team has submitted a further application to CIL (Waverley BC) for £115,000. A timeline for decisions on this application is set out below:

| | |
|---|---|
| November 2026 | Officers validate and score the received bids against the Strategic CIL Bid - Scoring Criteria. |
| December 2026 | Valid bids reviewed by the CIL Spending Executive Working Group and recommendations made. |
| January 2027 | Decisions made by the Executive or Council. |

The Fundraising Team have also committed to raising a further £20,000 of funds for the development project. Part of these funds have already been banked, due to the Events Team continuing to run a successful programme of fundraising events despite the hall's closure. It is hoped the remainder of these funds will be raised through further events and additional donations from the community.

The cost and risk profile does not currently generate a cashflow issue. However, this might arise toward the end of the Project if additional funds are not secured by Spring 2027. The Project Team is monitoring the cost and risks very closely.

# Issues & Challenges

## Adjoining Owners

*Boundary House*

Magnolia Grandiflora – Waverly BC Planning Department has granted clearance for Treeline Services to undertake the necessary works to lift the crown and remove branches which overhang the hall.  This is proposed to be carried out December.

*The Coach House*

Scaffolding – an updated Method Statement has been issued for the scaffolding to be erected along the access road in mid-November for the construction of the new building work. Access to The Coach House will be maintained at all times across the grass verge where protective matting has been laid.

This has been verbally agreed with The Coach House.

## Utilities

Gas supply terminated and no longer connected to the site.

Temporary electricity supply in place for the construction work, with power within the Hall terminated for demolition.

Water pressure - The Project Engineer has applied to Thames Water for the installation of a new upgraded supply to provide the required water pressure. Decision and cost awaited.

Drainage – new drainage pipework and the connection to the main sewer has been installed.

# Appendices

## Project Team

*Hall Management Committee Property Team*

- Jon Watson
- Alastair Hilton
- Tim Harlow

*Professional Team*

- Quarry Architects
- MEA Construction Consultants (Quantity Surveyors)
- Haworth McCall Consulting (Structural & Drainage Engineers)
- Pope Consulting (Mechanical & Electrical Engineers)
- Anthony Birch Health & Safety Services (Principal Designer)
- SOCOTEC Building Control (Building Inspector)
- Draffin Associates (Arboriculturist)
- Sylvatica Ecology (Ecologist)
- JETO (Asbestos Removal)
- Phil Durbridge (Kitchen Design)

*Main Contractor*

- H&H Construction Ltd.

# Contract Programme

Delivery date **24 August 2027**

## Arbuthnot Hall, Shamley Green: Construction Programme

H&H Construction (Guildford) Ltd, Main Contractor. CP 002, dated 29/10/26.

| | |
|---|---|
| **Site address** | Hullbrook Lane, Shamley Green, Surrey, GU5 0NA |
| **Programme ref** | CP 002 |
| **Prepared by** | H&H Construction (Guildford) LTD |
| **Programme start (w/c)** | 29/06/26 |

Programmed · Partially complete · Complete · Site closed · Current week

| Ref | Activity | Start | Dur (wks) | Finish | Complete | Notes |
|---|---|---|---|---|---|---|
| **Enabling, Delays and Demolition** | | | | | | |
| ~~1.0~~ | ~~Site setup~~ | ~~29/06/26~~ | ~~1.0~~ | ~~03/07/26~~ | ~~Yes~~ | |
| ~~2.0~~ | ~~Tree protection and RPAs~~ | ~~02/07/26~~ | ~~1.0~~ | ~~08/07/26~~ | ~~Yes~~ | |
| ~~3.0~~ | ~~Demolition and temporary works (start)~~ | ~~06/07/26~~ | ~~1.0~~ | ~~10/07/26~~ | ~~Yes~~ | |
| ~~4.0~~ | ~~Delay due to electric main~~ | ~~13/07/26~~ | ~~7.5~~ | ~~02/09/26~~ | ~~Yes~~ | ~~UKPN~~ |
| ~~5.0~~ | ~~Delay due to bird nesting and access licence~~ | ~~24/08/26~~ | ~~1.5~~ | ~~02/09/26~~ | ~~Yes~~ | |
| ~~6.0~~ | ~~Ecologist sign-off for nesting bird and tile removal watching brief~~ | ~~03/09/26~~ | ~~0.5~~ | ~~04/09/26~~ | ~~Yes~~ | |
| ~~7.0~~ | ~~Demolition and temporary works (continued)~~ | ~~03/09/26~~ | ~~4.0~~ | ~~30/09/26~~ | ~~Yes~~ | |
| **Substructure and Frame** | | | | | | |
| ~~8.0~~ | ~~Reduce levels, excavate and pour trench footings~~ | ~~01/10/26~~ | ~~2.0~~ | ~~14/10/26~~ | ~~Yes~~ | |
| 9.0 | Install drainage | 15/10/26 | 1.0 | 21/10/26 | Partial | |
| ~~10.0~~ | ~~Substructures and block and beam floor~~ | ~~22/10/26~~ | ~~2.0~~ | ~~04/11/26~~ | ~~Yes~~ | |
| ~~11.0~~ | ~~Kicker~~ | ~~06/11/26~~ | ~~1.0~~ | ~~11/11/26~~ | ~~Yes~~ | |
| 12.0 | Superstructure ground to 1st | 12/11/26 | 4.0 | 09/12/26 | Partial | |
| 13.0 | Steelwork | 03/12/26 | 2.0 | 16/12/26 | Partial | |
| 14.0 | Floor joists/FRJ | 10/12/26 | 5.0 | 13/01/27 | | |
| 15.0 | Superstructure 1st to 2nd | 07/01/27 | 4.0 | 03/02/27 | | |
| **Roof and Envelope** | | | | | | |
| 16.0 | Roof construction | 28/01/27 | 4.0 | 24/02/27 | | |
| 17.0 | Roof coverings (pitched and flat) | 25/02/27 | 5.0 | 31/03/27 | | |
| 18.0 | Balcony works | 18/03/27 | 4.0 | 14/04/27 | | |
| 19.0 | Windows and doors | 15/04/27 | 2.0 | 28/04/27 | | |
| 20.0 | External cladding and render | 01/04/27 | 6.0 | 12/05/27 | | |
| 28.0 | Scaffolding | 03/09/26 | 30.0 | 31/03/27 | | Birdcage, then main |
| **Internal Fit Out** | | | | | | |
| 21.0 | All trades 1st fix | 11/03/27 | 9.0 | 12/05/27 | | |
| 22.0 | Insulation, screed and plastering | 29/04/27 | 8.0 | 23/06/27 | | |
| 23.0 | All trades 2nd fix | 10/06/27 | 8.0 | 04/08/27 | | |
| 24.0 | Decorations | 22/07/27 | 4.9 | 24/08/27 | | |
| 25.0 | Floor coverings | 08/07/27 | 6.9 | 24/08/27 | | |
| 26.0 | Finishes | 08/07/27 | 6.9 | 24/08/27 | | |
| **External Works and Handover** | | | | | | |
| 29.0 | External works | 01/04/27 | 20.9 | 24/08/27 | | |
| 31.0 | Handover | 23/08/27 | 0.3 | 24/08/27 | | Completion 24/08/27 |

## Progress Photographs (previous period)





Left: cleared site post demolition

Right: excavations for foundations






Left: excavations for foundations

Right: foundation concrete, ready for walls to be constructed

## Progress Photographs





Left: New drainage installation

Right: Drainage pipework





## Progress Photographs





Beams for ‘block & beam’ floor





Left: Block & beam floor installation

Right: Drainage installation below block & beam floor

## Progress Photographs





Left: New floor with drainage outflows

Right: Blue channel for potential new water main





Finished new block and beam floor, with drainage connections ready

## Progress Photographs





Timber superstructure being built





Left: Existing hall – new concrete lintels installed at front for new superstructure/balcony

Right: Existing hall openings – closed with blockwork

## Progress Photographs








Left: New reinforced steel joists (RSJ) installed at rear of hall.

Below: Access road, with protective matting for temporary access when hoarding moves (e.g. drainage installation, scaffold)

