

Shamley Green Village Hall (known as “Arbuthnot Hall”) Redevelopment Project Monthly Report No. 3

14 October 2026



Executive Summary

- Demolition completed, with all structures and materials around the core hall removed
- Foundations – groundwork completed, with concrete poured and set
- Blockwork for new sub-structure commenced
- Workshop held at joinery factory re. windows and staircases – timber and ironwork selection
- Site meeting with floor sealant specialists – existing hall floor to be removed to ensure effective seal
- Delivery Team, Site Meeting No. 3 held on 1 October 2026
- Project cost under pressure as the Contingency is allocated to additional works. Additional funding being explored, alongside value engineering.
- Project on track for revised Programme (31 August 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 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.

Construction

Programme

Demolition has been completed on programme following the installation of the new separate power supply by UKPN to neighbouring property, The Coach House.

Materials were cleared from site and groundworks carried out to lower the site levels and dig foundation trenches. Following inspection and approval by Socotec, concrete was poured and foundations for new structures set. Blockwork for the substructure commenced.

Demolition of a section of wall adjoining the garden of Boundary House exposed a different original design of the footings to that anticipated. A revised new wall foundation has had to be designed by the Architect and Structural Engineer resulting in a 100mm shift of the new structure.

Members of the Project Team attended a workshop at *Input Joinery*, the selected supplier for the bespoke windows and staircase. The meeting investigated timber selection, staircase design details, proposed ironwork options for windows, and the ventilation opening mechanism for high level windows in the hall. In addition, options were explored for the extended window cills at the front of the hall. These cills are extended due to the proposed installation of shutters to protect the glass during cricket matches and to ensure the insulation barrier internally.

Site meetings were held with sealant specialists to inspect the former hall floor (underneath the existing floor removed in demolition) to explore an effective approach to sealing and waterproofing. This concluded that the hall floor needs to be removed (at additional cost)

Engineering brickwork has been installed on several remaining hall columns and on the retained rear wall adjoining The Coach House for the new Reinforced Steel Joists (RSJ) that are to be installed.

The next phases of the project include commencement of the new drainage works; blockwork and brickwork for the new walls; installation of the block and beam flooring; and steelwork posts and rear beams.

At the site meeting on 1 October 2026, the Project Team selected the materials for the balcony decking and the timber seal treatment for the newly exposed roof timber structure.

As part of the Hall's procurement process, we required the contractors to be signed up to the *Consider Contractors* scheme. Following a site visit, the monitor's report confirmed a score of 73%. This is considered "Good".

Temporary contractor parking has been installed at the entrance to Hullmead. *Suregreen* grass reinforcement GR10 mesh, fixed with pins, has been laid out to form 6 temporary bays, with signage: ‘Parking for Arbuthnot Hall contractor’s use only’.

Health & Safety / Building Regulations

No Health & Safety issues raised to date.

All plans and project documents required at this stage, have been submitted for Building Regulations review. Review and certification are undertaken by Socotec. No comments nor concerns raised to date.

Socotec inspected the excavated foundation dig on 23 September 2026 and approved the works to proceed.

Construction Contract - Finance and Payments

As of 30 September 2026, three valuations totalling £96,900 have been approved and paid. Valuation no. 4 in the sum of £121,980 including VAT has been approved and is due for payment on 30 October 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 an increase of £1,176 from the previous Monthly Report No. 2, being tree works carried out to facilitate access during construction.

Project Finance

Professional Fees

As of 30 September 2026, fees paid to the professional team for design and project advice total £126,514 incl. VAT.

The current professional fees budget is £148,500 plus VAT. This increase of £2,500 plus VAT from Monthly Report No.1 is due to increases to some agreed professional fees because of the extended construction timetable.

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 30 September 2026, costs paid out for client works were £18,916 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 the previous Monthly Report No. 2.

Funding and Payments

Funds raised for the project as of 30 September 2026 total **£1,990,564** and the Hall Finance team has banked £677,953 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	25
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	678

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. The first drawdowns have been made against the Contractor invoices and payment was received in September. Womersley Parish Council is paying in equal quarterly instalments of £25,000. The Garfield Weston and Bernard Sunley Foundations monies were also received in September. 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.

As of 30 September 2026, total costs paid out stood at £243,025.

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 most of the original Contingency sum. Monthly Report No. 2 highlighted a balance of £35,000 plus VAT remaining at that time. In the past few weeks, additional unavoidable costs have been come to light / been clarified, including:

- Scrabbling of hall floor prior to laying of new levelling screed and waterproofing, in the sum of £7,000 plus VAT
- Application to Thames Water and the cost of installation of a new higher pressure water supply, in the estimate sum of £10,000 plus VAT
- Sign on hoarding confirming the Project and key funding organisations

- Matting alongside gravel access road to ensure access to The Coach House during construction

In parallel, potential cost saves continue to be explored, such as a change in the louvred doors to the cricket club store and the waste bins from oak to stainless steel or aluminium.

The changes since the last report have reduced the available Contingency sum to **£15,000 plus VAT.**

This sum is considered insufficient to cover any further unforeseen extra costs at this stage of the project, with nearly 80% of the work still to be carried out. Accordingly, the Fundraising team are investigating opportunities to supplement the project budget.

The cost and risk profile does not represent a cashflow issue at this time. 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

Agreement has been reached with the adjoining owners to access their property and carry out works essential for the redevelopment of the Hall. An additional public Liability policy in favour of the adjoining owners has been secured for the period of the contract works.

A planning application has been submitted to enable limited pruning of a large Magnolia Grandiflora that has grown over the Hall property blocking light to an upper window and making work on the replacement roof difficult/unsafe. Approval is awaited and expected before the end of November.

The Coach House

All works are being carried out in accordance with the agreed Method Statement, with regular liaison with the property owner.

Matting is being laid w/c 12 October to protect the grass verge to the access road to help ensure vehicular access at all times when the site or scaffold has to extend onto the access road.

Utilities

Gas supply terminated and no longer connected to the site.

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

Water pressure - The Project Engineer has opened a discussion with Thames Water to explore the installation and cost of a new upgraded supply.

Drainage – the project has received a S.106 approval from Thames Water for the new surface water drainage to connect into the new foul sewer, acknowledging that the historical surface water drainage soakaway under the lime trees is no longer functional and those drains are completely blocked. The new drains are due to be installed in the coming weeks.

Appendices

Project Team

Hall Management Committee Property Team

- Jon Watson
- Alastair Hilton
- Tim Harlow

Professional Team

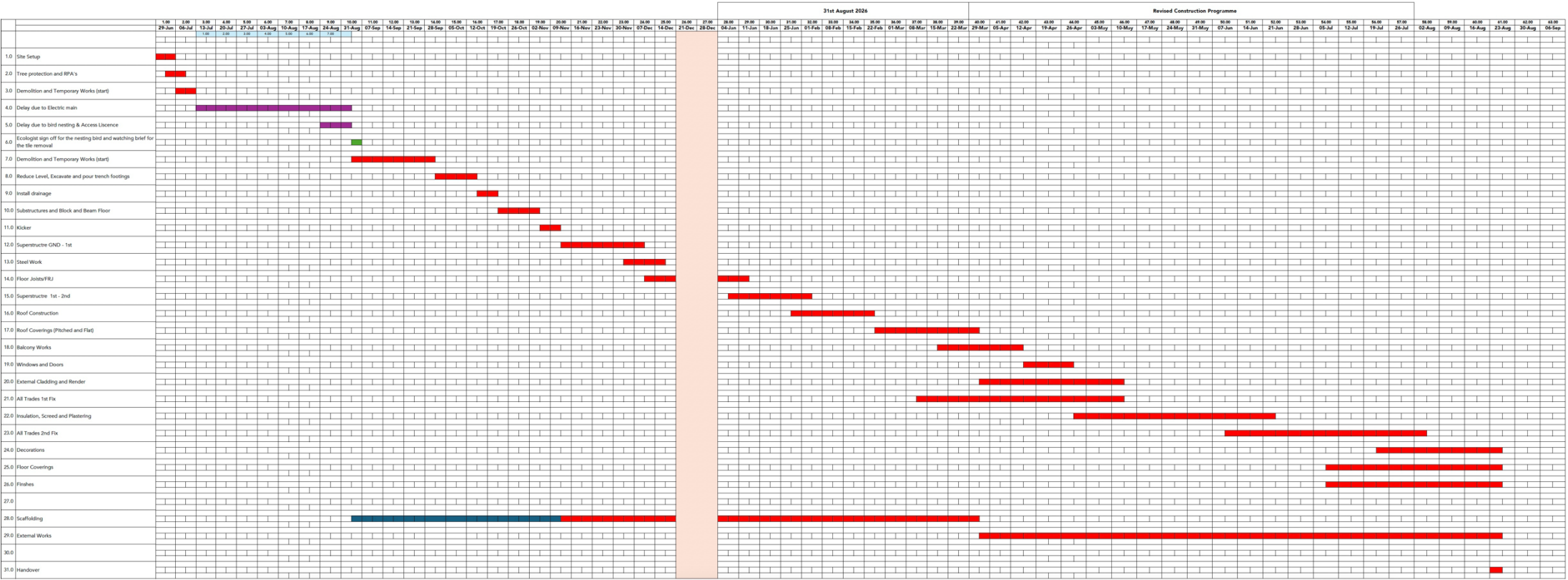
- Quarry Architects
- MEA Construction Consultants (Quantity Surveyors)
- Haworth McCall Consulting (Structural & Drainage Engineers)
- Pope Consulting (Mechanical & Electrical Engineers)
- Anthony Birch Health & Safety Services (Principal Designer)
- SOCOTEC Building Control (Building Inspector)
- Draffin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

Main Contractor

- H&H Construction Ltd.

Programme

Delivery date w/c 23 August 2027



Progress Photographs



Left: Site view showing only core hall remaining post demolition work

Right: demolition in progress



Left: demolition in progress – internal view

Centre: rear view of hall, demolition in progress

Right: demolition in progress

Progress Photographs



Left: demolition in progress

Right: area of hall floor



Left: view through hall, post-demolition, rear to front

Right: boundary walls to Boundary House (left) and The Coach House (right) - retained

Progress Photographs



Left: new foundations laid and groundwork commenced



Right: new wall construction in progress



Left: new wall construction in progress



Right: new wall construction in progress. Underfloor ventilation gaps visible in brickwork

Progress Photographs



Left: roof tiles retained
(50%+ re-useable)



Right: secure opening
to garden of Boundary
House where new hall
wall to be built



Left: engineering bricks
installed at rear of hall
to receive new RSJ



Right: new engineering
bricks installed on rear
wall to The Coach
House to receive new
RSJ