

Shamley Green Village Hall (known as “Arbuthnot Hall”) Redevelopment Project Monthly Report No. 2

14 September 2026



Executive Summary

- New power supply to The Coach House installed by UKPN
- Agreements reached with adjoining owners, enabling erection of external scaffold and commencement of roof tile removal
- Demolition of the external elevations outside the main hall commenced
- Internal works to main hall commenced
- Programme extended by 7.5 weeks due to delay
- Delivery Team, Site Meeting No. 2 held on 3rd September
- Project cost remains within total funds raised/pledged at this time

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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. It is important to note that any decisions made will not adversely impact on the mission statements agreed at beginning of the project.

Construction

Programme

The construction Programme was originally 52 weeks; however, this has now been extended by 7.5 weeks due to delays caused by the electricity supply to the Coach House. Updated Programme attached in the Appendices.

Internal birdcage scaffold was erected to enable access to higher areas within the Hall. This enabled interior roof materials to be removed and areas for repair exposed.

The roof timbers were sand blasted to expose the timber grain underneath. The interior Hall columns were scraped and cleaned to expose the original Arts & Crafts glazed tiles underneath. If the quality of these materials is good enough, then these may be retained within the new Hall design.

The interior scaffold will be locked into the Hall walls on either side to protect the structure from any movement when the other walls are demolished. The contractor identified the slight 'bowing' of the Hall columns during site set-up, perhaps due to the weight of the roof, and the Structural Engineer recommended this approach for structural integrity and safety pending construction of the new strip foundations and walls.

Hall floor removed exposing former composite wood block floor which shows signs of damp. A damp-proof layer will be installed in due course, combining with the waterproofing to the interior wall adjoining Boundary House garden.

UKPN completed the installation of a new power supply to The Coach House on 21 August 2026. Accordingly, the power in the Hall could be turned off and demolition was able to commence in earnest. Demolition programmed to take 4 weeks.

Following agreement with adjoining owners, hedge trimming was carried out 26 August 2026, and external scaffold erected the next day. Thereafter, removal of the roof tiles commenced. The project costs assumed recovery of 50% of the roof tiles for re-use. With most of the tiles now removed, recovery is greater than 50%, reducing the risk to our Contingency. Temporary roof covers are in place to keep the Hall wind and watertight.

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. This review and certification are being undertaken by Socotec. No comments nor concerns raised to date. This will be regularly updated throughout the project.

Finance and Payments

As of 31 August 2026, two valuations totalling £66,120 have been approved and paid. Valuation no. 3 in the sum of £30,780 including VAT has been approved and is due for payment on 30 September 2026.

In addition, some costs included in the construction contract have been paid directly by the Hall to the suppliers. These total £7,823 including VAT.

Project Finance

Professional Fees

As of 31 August 2026, fees paid to the professional team for design and project advice total £120,194 incl. VAT.

The current professional fees budget is £146,000 plus VAT. This is unchanged from Monthly Report No.1.

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 August 2026, costs paid out for client works were £17,437 incl. VAT. This includes £7,823 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. The change is due mainly to:

- Costs moving from the construction contract to client works (increase £8,000 plus VAT)
- the Hall paying directly for water and electricity during the construction programme (increase £1,800 plus VAT)
- reduced storage and removal costs for operational items to be kept or disposed of during the construction period (decrease £900 plus VAT)
- reduced estimate of insurance costs during construction (decrease £5,200 plus VAT)

Funding and Payments

Funds raised for the project as of 31 August 2026 total **£1,989,289** and the Hall Finance team has banked £482,222 of this sum pledged. Major supporters are:

Funder	Pledged (£000s)	Received (£000s)
Your Fund Surrey	900	0
Waverley Borough Council (CIL)	360	0
Wonersh Parish Council	100	25
Garfield Weston Foundation	30	0
Wonersh Foundation	20	20
Bernard Sunley Foundation	15	0
Local donors	509	382
Village organisations	21	21
Hall fundraising events	29	29
Bank interest on funds received	5	5
Total	1,989	482

Monies committed by Your Fund Surrey (YFS) and Waverley Borough Council Strategic Community Infrastructure Levy (CIL) will be drawn down against Contractor invoices. Applications to both these funds for the first drawdown have been made against the first two Contractor invoices and payment is expected to be received in September. Wonersh Parish Council is paying in equal quarterly instalments of £25,000. We have made drawdown applications to both the Garfield Weston and Bernard Sunley Foundations and are expecting full monies from these to be received in September. Individual local donors continue to pay according to their pledge form schedules, and an application for gift aid for eligible donations received to date was recently made, with a payment from HMRC expected to be received in September.

As of 31 August 2026, total costs paid out stood at £204,752.

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

As at the date of this report, the latest cost estimate shows that the project will utilise part of the Contingency sum as a result of the following:

- Delay for UKPN to install new supply to The Coach House and allow safe demolition (estimated £21,000 plus VAT)
- Additional cost for waterproofing the floor and hall wall to Boundary House (£15,000 plus VAT)
- Relining south-west drain to backstage area (£2,000 plus VAT)
- Additional cost of site security, CCTV and monitoring as required by insurers (£7,500 plus VAT)
- Additional work to flat roof and roof hatches to accommodate air source heat pump and PV panels (£4,250 plus VAT)
- Additional professional fees costs (£5,500 plus VAT)
- Increased roof membrane and insulation costs (£4,000 plus VAT)
- Alterations to birdcage scaffolding (£1,000 plus VAT)
- **Total: £60,250 plus VAT**

These additional costs have been offset in part by expected savings on:

- incoming electrical supply and trenching (£2,100 plus VAT)
- stabilisation of Hall floor (£3,700 plus VAT)
- postponement of installation of ground floor shutters to later date (£5,500 plus VAT).
- Lower than expected costs / adjustments to the specification for Coach House driveway (£7,500 plus VAT)
- Net savings on client direct works excluding those originally included in construction contract (£4,500 plus VAT)
- **Total £23,300 plus VAT**

The net result of the above is that the unallocated Contingency sum currently sits at circa **£35,000 plus VAT**.

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.

In parallel, the wood pigeons have abandoned their nest and no longer present a barrier to the tree pruning works. This has been confirmed by our appointed Ecologist.

Accordingly, the trees have been pruned and the scaffold erected to provide access to the roof for the removal of tiles and related 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 expected within 8 weeks which aligns with the construction programme.

The Coach House

UKPN has completed the installation of a new power supply to the Coach House via Hullmead, enabling the power supply to the Hall to be turned off and safe demolition to commence.

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 team has explored alternative ways to increase the pressure including a mains accumulator; however, it is likely that the best option is an upgraded mains supply. The Project Engineer is to engage with Thames Water to explore the installation and cost.

Appendices

Project Team

Hall Management Committee Property Team

- Jon Watson
- Alastair Hilton
- Tim Harlow

Professional Team

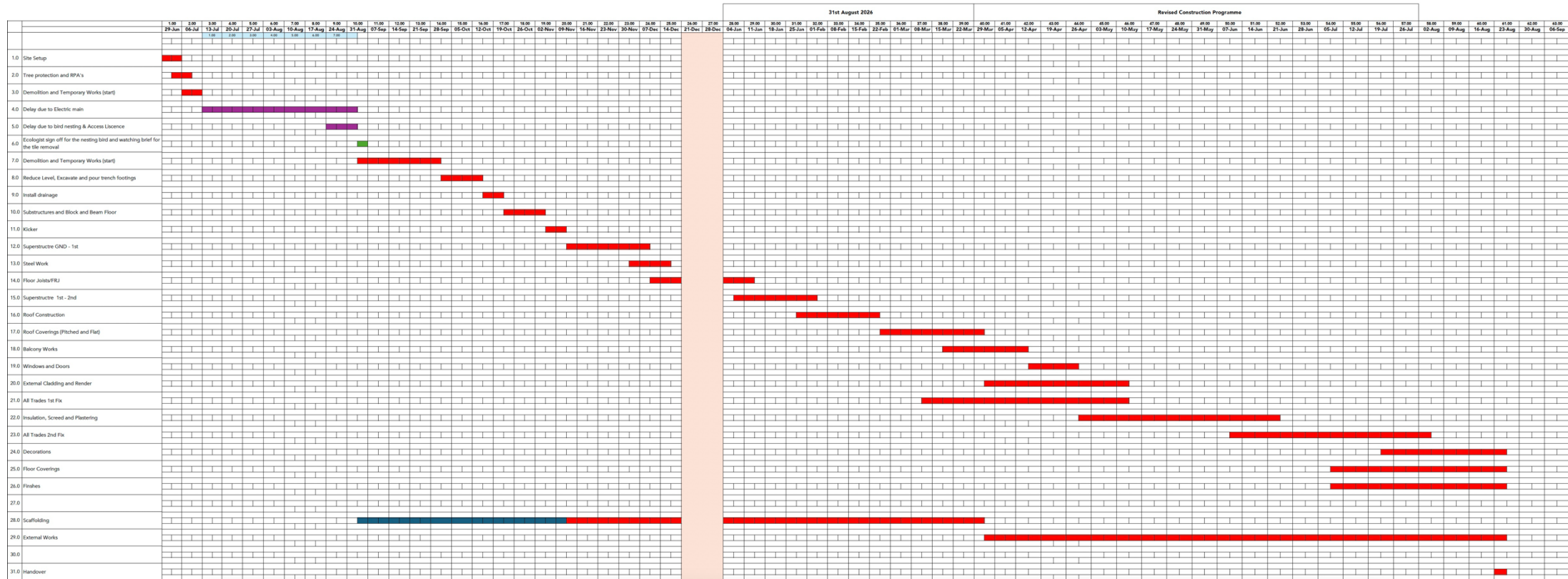
- Quarry Architects
- MEA Construction Consultants (Quantity Surveyors)
- Haworth McCall Consulting (Structural & Drainage Engineers)
- Pope Consulting (Mechanical & Electrical Engineers)
- Anthony Birch Health & Safety Services (Principal Designer)
- SOCOTEC Building Control (Building Inspector)
- Draffin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

Main Contractor

- H&H Construction Ltd.

Programme

Delivery date – updated: w/c 23 August 2027



Progress Photographs



LEFT - Exposed former hall floor



RIGHT – Existing flat roof above Hall bar



LEFT – Commemorative stones – being retained for new Hall



RIGHT – Exposed wood under Hall high level windows showing serious deterioration – to be replaced.

Progress Photographs



LEFT - removal of tiles from Hall roof



RIGHT – Safety scaffold erected on boundary with The Coach House at rear of Hall



LEFT – removal of tiles at front of Hall



RIGHT – UKPN power supply installation to The Coach House from Hullmead

Progress Photographs



LEFT – 2-tier
internal scaffold
– for access and
to tie in
structure during
demolition of
supporting walls

RIGHT –
inspecting roof
trusses and
structure



LEFT –
examining roof
timbers
following
sandblasting to
remove paint

RIGHT – timber
grain to be
retained in new
design

Progress Photographs



LEFT – existing Hall pillar and roof truss painted light blue



CENTRE – newly sandblasted wood and column tiles with paint removed



RIGHT – exposed Hall column with alternating rows of green and white glazed tiles



LEFT – view of Hall columns with exposed tiles



RIGHT – view from Hall upper window showing scaffold along wall to Boundary House where Laurel trees had been pruned