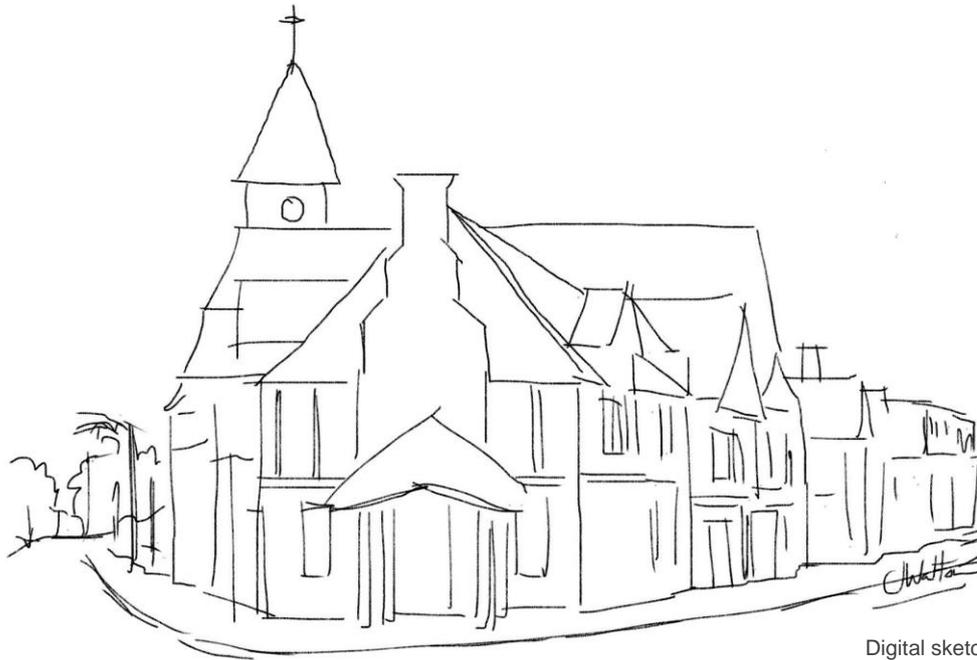


# KEY OBJECTIVES FOR LOPPING HALL



Digital sketch of Lopping Hall

by kind permission of Jason Walton

## INTRODUCTION

This document is regularly updated and shows the progress we have made on the 13 Key Objectives for the next 5 years. If you have any comments on the document or the information it contains please email us at [loppinghallloughton@gmail.com](mailto:loppinghallloughton@gmail.com).

There are three major phases in the refurbishment of Lopping Hall:

- Upgrade the fabric of the building to maintain its condition and comply with modern safety standards.
- Refurbish each of the rentable rooms to a high standard.
- Refurbish the rear of the building and provide a connection from the front to the rear.

October 2014 version 2

Prepared by Mike Walker – Chairman of The Lopping Endowment Trust

## OBJECTIVES FOR THE NEXT FIVE YEARS

### PREPARE A BUSINESS PLAN FOR THE NEXT FIVE YEARS

Preparation of the plan is under way to help us qualify for major funding applications.

### DETERMINE THE FITNESS OF THE EXISTING BUILDING SERVICES AND RECOMMEND APPROPRIATE ACTION.

We commissioned John Dunton Associates to survey the mechanical and electrical services and have now received their report. Three main areas were noted for improvement:

- Fire Alarm coverage
- Emergency Lighting
- Central Heating

Most of this improvement work has been carried out. Completion is expected by the end of October without interference to the public.

### PROVIDE A NEW MAIN ENTRANCE TO RECONNECT LOPPING HALL WITH LOUGHTON HIGH ROAD.

We have decided provide a new front door to the High Road. Epping Forest District Council has approved the plan and we are in the process of completing the detailed design prior to selecting a supplier.

### REFURBISH THE LOUGHTON ARTS CENTRE AND REVIEW ITS FUTURE.

The interior, picture hanging facilities, wiring, and lighting have been greatly improved. The external decoration is complete with a new fascia sign. Whilst continuing to support the Arts Centre we would like to see its activities provide a greater contribution to its costs and will keep this under review.

### DEVELOP HALL MANAGEMENT TO BECOME SUSTAINABLE

We are in the final stages of appointing a Hall Manager. The manager will be resident at the hall and will provide continuous support for all our users. The flat has been refurbished to a good standard over the last few months.

### REFORM USE OF THE STORAGE FACILITIES THROUGHOUT THE BUILDING.

We are looking at ways of providing better and more storage facilities for our users.

The old beer store has been cleared, rewired and re-plastered. In the course of which, it was discovered that the window lintels needed to be replaced. All the work is complete and this room is the new office for the secretary and hall manager.

We are now concentrating on providing storage space in the loft. We have a design that has been approved by the Council Building Control Office. Members of two of our user groups have kindly volunteered to carry out the works in the next few months.

Further storage spaces under the stage will also be constructed.

## RESTORE AND REFURBISH THE STATION ROAD ENTRANCE AND ASSOCIATED ROOMS.

We are discussing plans and ideas to upgrade and convert the old entrance (to be renamed "The Foyer"), including the Station Road frontage, and refurbish Storage area by beyond. We plan to provide a toilet for the disabled and access to the Small Hall. In addition, there will be tea and coffee making facilities. The rooms will be available for hire as a suite as well as individually.

This work is part of the third phase of improvement for the Halls and is not currently being progressed.

## BRING ALL ROOMS UP TO A GOOD STATE OF DECORATION.

There are four rooms that are available for hire. They will be refurbished in the second phase of refurbishment. The timing of the work will depend on usage and the receiving of external funding..

The **Willingale Room** is likely to be the first room for refurbishment. It is the least used room and has great potential for multi-purpose use. It will be equipped with audio-visual facilities to a modern standard for use as a training room and for lectures. It will continue to be our main room for craft and art classes.

The work on the **Main Hall** is likely to be carried out in the quieter summer months. Some works may start earlier for example new curtains and a new chair store.

The **Bar and Kitchen** will be developed in tandem with the Main Hall.

The **Small Hall** is likely to be the last room for major refurbishment. It is likely to be affected by the redevelopment of the rear entrance so these plans will be linked.

The **Changing Rooms and Backstage** also need redecoration and some repairs. We will be seeking help from volunteers to help in these areas.

## ENHANCE ACCESS SECURITY TO THE BUILDING AT ALL POINTS.

We have undertaken a review of security and several areas are currently being improved.

## REMODEL FIRE ARRANGEMENTS FROM DRESSING ROOM TO MEET MODERN SAFETY REQUIREMENTS.

The metal fire escape from the second floor sits on the flat roof below and prevents us from repairing it. It also falls short of modern safety standards and we are committed to its replacement. We are developing a plan for a new fire escape from the second floor which will be routed inside the building. The metal fire escape will be removed.

## SAFEGUARD OUR HERITAGE MEMORABILIA AND PROVIDE A PUBLIC DISPLAY

Historical artefacts relating to the hall are scattered around the building without protection. We will gather these items together for safekeeping, catalogue and copy them and arrange for selected items to be securely displayed. We will be looking for volunteers to help with this task. Refurbishment of the Foyer at the rear may provide an appropriate place for this.

## PROVIDE MODERN KITCHEN AND BAR FACILITIES IN KEEPING WITH OUR REQUIREMENTS

This is a major project to replace the kitchen and convert the bar to a function room (whilst still retaining its use as the bar). We will appoint a team to initiate a project for the funding and refurbishment of these rooms.

## REMODEL THE THEATRE COMPLEX FIT FOR THE 21ST CENTURY.

Our Main Hall is a public hall which we want to develop for multiple uses. However, the Main Hall, Stage, Backstage and Changing Rooms is a working theatre. It is used by many amateur theatrical and musical groups. Our aim is to upgrade the decoration and technical facilities to modern standards throughout. We hope this will encourage the use by professional performers for the entertainment of the people of Loughton.

In the short term, we will be replacing the curtains, erecting partition doors to contain the chairs and painting the skirting boards. The painting is a temporary measure to improve their appearance. This task is suitable for voluntary help. They will be stripped back and repainted as part of the main refurbishment.



Digital sketch of Lopping Hall  
by kind permission of Jason Walton