



# Conistone Hostel

Management Plan 2022-2027



**Version 1.0**

Release Date: 6th November 2022



# Document Revision

<u>Version</u>	<u>Release Date</u>	<u>Commentary</u>	<u>Document Status</u>
v0.1	6th September 2022	Initial draft of the 2022-2027 Conistone Hostel Management Plan reflecting key themes for development, phased delivery, timelines and funding opportunities.	Consultation/Review by Conistone Management Team completed 30th September 2022.
v0.2	1st November 2022	Document updated to reflect review feedback on v0.1 and information gathered during the Conistone Supplier Day on the 12th October 2022.	Consultation/Review by Conistone Management Team completed 5th November 2022.
v1.0	6th November 2022	2022-2027 Conistone Hostel Management Plan prepared for review and consultation with Rev Kerry and the West Yorkshire District Property Committee.	In Consultation (Under Review)

# 1. Abstract

The purpose of this document is to frame both the approach and opportunities for the future development of the infrastructure and facilities at the Conistone Hostel. At this time, the reader should note that the document is a work-in-progress and developed simply to promote further discussion and idea generation at the outset of this proposed programme of works.

Once there is both consensus and agreement amongst key stakeholders, it is assumed that further work can be done in terms of elaborating proposed ideas and designs to support the fulfilment of the agreed vision.

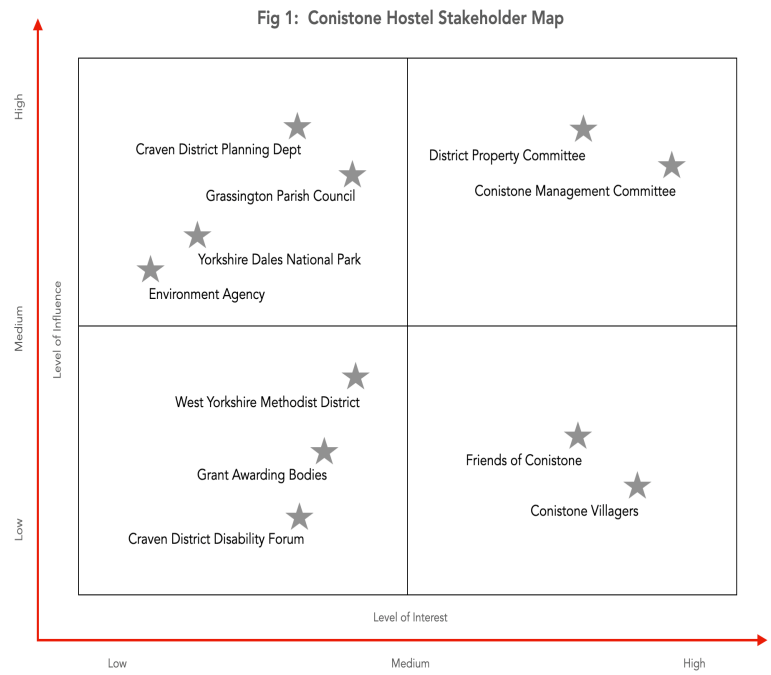
In line with the aspirations of the wider Methodist Church, the District Property Committee and the Conistone Management Team, the key drivers for development of the property are seen to be:

- ◆ promote opportunities for inclusion, outreach and diversity of usage.
- ◆ leverage opportunities for the development of "open space" initiatives
- ◆ programme centric and value driven improvements i.e. more people can do more at the hostel with the limited funding available.
- ◆ seek to leverage opportunities for development through increased engagement with the local community.
- ◆ consistent with the aims and objectives of the Yorkshire Dales National Park Management Plan to ensure the hostels continues to play its part of the wider context of the local community. In particular, support for those objectives listed in Category B & Category F. <https://www.yorkshiredales.org.uk/about/national-park-management-plan/>
- ◆ improve sustainability and viability in regard to the operation of the hostel.

## 2. Engagement & Key Relationships

It goes without saying that the continued viability and success of the Conistone Hostel is highly dependant on a number of key relationships. First and foremost, the continued and much valued support of the Methodist Church, its constituent committees and wider local membership. The location of the hostel also brings into play a number of key local organisation who will have a significant degree of influence on the future development of the hostel. In particular, where planning consent is required to undertake future works. These are namely, the Yorkshire Dales National Park and Craven District Planning Department. A key feature of this relationship will be early engagement with the respective planning officers to ensure potential constraints and barriers can be overcome at the earliest possible opportunity. In consideration of a wider context, both the Grassington Parish Council and Craven District Council have an active role to play in supporting the future development of Conistone Hostel.

Lastly, with no less importance, strong relationships need to be maintained and developed with much-valued volunteers i.e. Friends of Conistone and highly-supportive local residents. Our volunteer workers have a much valued part to play in both the completion of works and further generation of ideas to keep the hostel and its facilities relevant and up to date. Fig 1: reflects the relative interest and influence of key stakeholders in the future of Conistone Hostel.



### 3. Approach

The proposed works at the Conistone Hostel will be undertaken against a backdrop of two distinct themes of activity. The primary theme is a collection of work bundles required to maintain the operational viability of the hostel. In essence, those that form the basis of a yearly maintenance plan (linked to income generation and funded by budgets sourced from yearly income). Secondly, those activities that are considered to be part of the long term development of the hostel i.e. open up new opportunity, improve key sustainability factors, etc. In terms of planning; although there are two distinct themes, to simplify operational oversight an integrated plan of works (please see Page 4) will be adopted to make best use of the resources available i.e. time, trades, volunteer support (Friends of Conistone) and potential funding opportunities.

Key Components of **Maintain and Operate**.

<u>Work Category</u>	<u>Brief Description</u>	<u>Work Bundles</u>
Structure & Watertight	Review & repair the external structure and fabric of the hostel.	Incorporates roof review/inspection, re-pointing, downpipes & gutters.
Utility	Review & repair of services at the hostel.	Incorporates electrical wiring, plumbing, gas and future broadband services at the hostel.
Decorate	Preparation & painting of the public areas/sleeping accommodation	Incorporates Dining Room, Lounge Area, Dormitories, Internal & External Window Frames & Doors.
Furnish	Replacement & Improvement of Temporary Furnishings	Incorporates provision for new mattresses, curtains, noticeboards and storage.

WORK BUNDLES BY CATEGORY	Indicative Cost	QTR1 2022	QTR2 2023	QTR3 2023	QTR4 2023	QTR1 2024	QTR2 2024	QTR3 2024	QTR4 2024	2025	2026	2027
<b>MAINTAIN AND OPERATE</b>												
<b>Structure &amp; Watertight</b>												
Review Roof Structure & Pointing	LOW											
Maintain Guttering & Downpipes	LOW											
<b>Utility/Services</b>												
Simplify Lighting (LED based)	MEDIUM											
Replace Extractor Fan in Shower Area	LOW	✓										
Clean Sanitary Areas (inc Grouting)	LOW											
Install Fibre Broadband (inc WIFI access)	LOW											
<b>Decorate</b>												
Repair and Re-paint External Window Frames	LOW											
Paint Dining Room (inc window frames)	LOW											
Paint Lounge (inc window frames)	LOW											
Paint Internal Doors (downstairs)	LOW											
Paint Dormitories (inc internal doors)	LOW											
Varnish Dining Room Floor	LOW											
<b>Furnish</b>												
New Mattresses	MEDIUM											
Replace Curtains in Dining Room & Dormitories	LOW											
New Noticeboards	LOW											
Update Kitchen Cupboards	LOW											
<b>IMPROVE AND DEVELOP</b>												
<b>Accessibility</b>												
Install New Wet Rooms & Changing Table	HIGH											
Outside Ramps & Supporting Rails (inc Paving)	MEDIUM											
Additional Seating (Dining Room & Lounge)	LOW											
<b>Energy &amp; Efficiency</b>												
Install Solar Panels and Storage Batteries	HIGH											
Replace Water Heater	MEDIUM											
Remote Control of Heating	LOW											
<b>Catering</b>												
Review & Replace Catering Equipment	LOW											
Create Serving Hatch, Extend /Refurbish Kitchen	HIGH											
<b>External Perspective</b>												
Front Seating & Leaflet Box	LOW											
Storage Unit/Bike Shed	LOW											
Electrical Car Charging Point	LOW											
Extend outside space	HIGH											

15 MONTH REVIEW OF MANAGEMENT PLAN

12 MONTH REVIEW OF MANAGEMENT PLAN

A yearly maintenance plan will be adopted; underpinned by a formal building review (undertaken annually and to sit alongside the Quinquennial Survey), to ensure early visibility of potential issues with the fabric of the building. The approach allows for ongoing refinement of the annual maintenance plan in order to provide a more proactive approach to maintaining the hostel.

**NOTE:** due to a kind offer of support from HomeServe PLC - emergency plumbing, drainage and electrical cover for the hostel is currently being provided free of charge. The agreement is in place until June 2023 after which an alternate solution will need to be sought.

**Improve and Develop** initiatives are driven by considering not only the views of our customers but also those of local residents at Conistone. Appendix A in this document reflects the views that have been captured to date. The focus here is to ensure that Conistone Hostel continues to provide an “open and inviting space” for community groups and families to experience the Yorkshire Dales. In conjunction with considering customer reviews, the team have also sought the views of the Craven District Disability Forum to ensure we do all we can to provide and maintain an accessible and inviting “place to be” for our Customers. Once again, please refer to Appendix A of this document for further information.

The **Improve and Develop** theme also incorporates initiatives to improve energy efficiency and reduce our carbon footprint at the Conistone Hostel. To support this ambition, the team intends to collaborate with the Carbon Neutral Churches in Craven initiative in order to share best practice and aid our own cost-benefit analysis activities.

Please refer to <https://www.stmaryembsay.org.uk/churches-in-craven-carbon-neutral/>.

#### Key Components of **Improve & Develop**.

<b><u>Work Category</u></b>	<b><u>Brief Description</u></b>	<b><u>Work Bundles</u></b>
Accessibility	Improve accessibility options at the hostel.	Incorporates wet rooms, additional seating, changing tables & ramp access/paving at external doors.
Energy & Efficiency	Improve energy usage/efficiency at the hostel (inc cost reduction opportunities).	Incorporates improved control of heating/services, water heater replacement, insulation, removal of gas reliance & solar panels.
Catering (Customer feedback)	Improve & extend catering facilities at the hostel.	Incorporates refurbish/extend kitchen area, serving hatch & cooking facilities.
External Perspective (Customer & Local Residents feedback)	Improve the “outside space” for the benefit of Customers & local residents.	Incorporates open spaces to the front/side of the hostel, signage and the construction of an outdoor storage unit.

Early insight into planning requirements underpinning key development initiatives will be key to the success of our development projects. In terms of planning consent; after discussion with the Planning Officers, the key considerations impacting the proposed management plan are likely to be:

- ◆ Convert ground floor toilets into wet rooms – planning permission not required.
- ◆ Installation of air source heat pump – full planning permission is required.
- ◆ Extending concrete ramp to main door – planning permission only required if these works are external. A removable ramp for disabled access – planning permission not required, unless the ramp is to be physically fixed to the exterior of the building.
- ◆ Repair and change colour of external window frames – this is permitted development under Part 2, Class C of the 2015 GPDO, therefore planning permission is not required. Change palette of building – again, painting of the exterior of the building is permitted development, therefore planning permission not required.
- ◆ Extension of kitchen – an external extension to the building will require planning permission.
- ◆ Fitting of Solar panels to roof – this is permitted development under GPDO Part 14, Class J, subject to the following conditions:
  - ▶ Solar equipment must not protrude more than 0.2m beyond the plane of the roof surface;
  - ▶ Solar equipment must not be installed within 1m of the external edge of the roof;
  - ▶ Solar equipment must not be installed on a roof-slope which fronts a highway;
  - ▶ Solar equipment must not exceed 1 megawatt in generation capacity;
  - ▶ -Solar equipment should be sited, as far as is practicable, to minimise its effect on the external appearance on the building and the site;
  - ▶ Solar equipment must be removed as soon as reasonably practicable when no longer needed.

*PLEASE NOTE: Where the development proposal does not meet the above conditions, then planning permission from the relevant authority will be required. At this stage, the Conistone Management Team have not ruled out the option of more extensive changes in the long-term i.e. internal re-configuration, etc. However, given the lack of operation over the past two years and current operational challenges i.e. energy pricing, inflation, etc it would seem sensible to adopt a more measured and practical approach until the environment in which the hostel operates is better understood. To support this approach, a rolling 15 & 12 month review cycle has been incorporated into the management plan.*

## 4. Funding Opportunities

Work bundles will be used as the basis unit for scoping grant applications i.e. support for accessibility initiatives, installation of solar panels, etc. In doing so, the management plan can be used not only track the progress of works but also be used by grant awarding bodies to assess the impact of their funding contribution in regard to the development of Conistone Hostel. To seek funding for this programme of works, a volunteer-led funding committee will be set-up. In the interim, the following grant awarding bodies will be approached:

- ◆ The Benefact Trust (Methodist Insurers): <https://benefacttrust.co.uk/>
- ◆ Community First Yorkshire: <https://www.communityfirstyorkshire.org.uk/>
- ◆ Compass Organisation: <https://www.compasshub.com/organisation/view/217>
- ◆ Craven District Council: <https://www.cravencd.gov.uk/community-living/grants-community-projects/>
- ◆ Skipton Building Society Community Grants: <https://www.skipton.co.uk/about-us/charitable-giving>
- ◆ Aviva Community Fund: <https://www.avivacommunityfund.co.uk/>
- ◆ Directorate of Social Change: <https://www.dsc.org.uk>

## 5. Governance and Reporting

This management plan has been developed in accordance with the terms of reference between the District Property Committee and the Conistone Management Committee. A key aspect of that governance approach is the regular reporting of progress of works through:

- ◆ Development initiatives at the hostel are underpinned by a clear statement of work.
- ◆ A clearly defined escalation procedure will be adopted.
- ◆ Project estimation & costs will be agreed with the District Property Committee prior to the commencement of works.
- ◆ A three-monthly report to the WY District Property Committee (including risks & issues) will be produced.

At this time, the following list reflects the current understanding of potential barriers to execution.

Barrier	Mitigant
Secure appropriate planning consent for key development Initiatives.	Early engagement with Craven District Council and YDNP Planning Officers to clarify planning requirements
Secure adequate funding for work bundles.	Fiscal management of income streams to support <b>Maintain</b> and <b>Operate</b> activities. Creation of fundraising team to drive forward <b>Improve</b> and <b>Develop</b> initiatives.
Lack of volunteer support to progress work bundles.	Development and co-ordination of Friends of Conistone to support regular "work days". Strengthen relationship with local residents to support local initiatives.
Lack of clarity around the direction of travel for key initiatives at the hostel.	A clearly defined and agreed management plan (with timescales and costs) for the maintenance and development of the hostel.
Unable to secure agreement with key stakeholders.	Solutions sought through timely and effective communication i.e. early sight of development objectives coupled regular reporting.

## 6. External References

### 1. Yorkshire Dales National Park Management Plan

<https://www.yorkshiredales.org.uk/about/national-park-management-plan/>

### 2. Yorkshire Dales National Park Design Guide

<https://www.yorkshiredales.org.uk/wp-content/uploads/sites/13/2019/06/Yorkshire-Dales-Design-Guide.pdf>

### 3. Craven District Council Planning

<https://www.cravencdc.gov.uk/planning/>

### 4. North Yorkshire Disability Forum

<https://www.nypartnerships.org.uk/nydflocal>



# Appendix A

Table A reflects sample feedback received from Customer up until April 2022. Table B provides guidance received from the Craven Disability Forum to help the the team seek opportunities to improve accessibility at the hostel.

<b>TABLE A: Customer Feedback</b>
Stayed a couple of time and loved every minute of it - heaven on earth.
Improve parking and shower facilities.
Update beds and decoration.
Kitchen facilities adequate but the oven a bit slow.
More outside space - bigger kitchen with serving hatch.
Better curtains to block out light.
Try to make the hostel carbon neutral in the future.
Advertise to groups out of the church to improve viability.
Provision of TV/Audio Visual at the hostel
Kitchen/Dining area could be reconfigured to make it more inviting/spacious, lacks reasonable work surfaces.
As hostel in a remote location, WiFi would be a good addition to the hostel.
Improve wheel chair access by drop-shelf at kitchen door & partial barrier to ramp.

<b>TABLE B: Guidance from Craven Disability Forum</b>
Ramp extension to main side door.
Convert ground floor toilets into wet rooms. Widen upstairs shower and sliding door.
Install changing table (not only for babies but all those with a medical condition).
Grab rails on bottom bunks (in 4-bed dormitory).
Moveable ramp for front door (access and emergency exit).
Higher chairs with arms for people with reduced mobility.
Provide collapsable wheelchairs for transfer from electric wheelchairs.
Ensure "straight run" to gates and doors to support wheelchair access.
Add second handrail to staircase and barrier/handrail to outside ramp.
Be aware of the impact of floor colour for people with dementia.

