

Re-development of Freeland Village Hall Site

Brief for Architect

An Architect is required to advise and assist the Freeland Parish Council in the re-development of the site of the Village Hall. This document provides the brief for this architect.

Background

The Village Hall is in the centre of the village at the edge of the recreation ground surrounded in the main by traditional stone buildings: two Churches, the village pub, and private houses.

The existing Village hall was built in the early 60's has several additions over the years and is a mixed wood and brick construction. It is an outdated building and we are advised that expensive repairs are urgently needed. Although it continues to be used by Village clubs, it is only rarely rented for social events as it is now generally considered to be unattractive and uninviting.

The deficiencies of the Hall have been recognised for many years and there have been several unsuccessful attempts to raise funds to have it replaced. A new Hall is now a priority for the Village and it is proposed to raise £300,000 by a loan against the Parish precept. In the current economic climate long term loans are obtainable at favourable rates of interest and building costs are expected to be reasonable. An open meeting of the Village confirmed a groundswell of opinion in favour of such an approach.

The figure of £300,000 is the maximum that the Village will be able to borrow. Initially discussions with a quantity surveyor indicated that a re-build of the existing structure could be done for this sum. However a re-build of the existing building was rejected at an open Village meeting as people felt that what is needed is new hall within a re-designed site that will form an attractive and re-juvenated centre of the Village. It is recognised that the achievement of this will require considerably greater funding than that provided by the loan, but it is believed that with this sum assured and an overall plan in place fully supported by the Village, fund raising is likely to be successful. However delay in attracting funding has been the stumbling block in the past and because of the state of the existing building and the need to secure the loan before interest rates rise, it is necessary to embark as soon as possible on part of the overall scheme with the committed budget of £300,000.

Project Strategy

To reconcile the above conflicts the Working Group have conceived of the overall project with four elements, which together form a complete scheme, satisfying all requirements but which can be independently implemented. These elements are:

1. Social element

The Social element is a replacement of the existing hall with the same facilities except for the

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sports changing rooms. This will provide for meetings, clubs, entertainment (plays, recitals etc.) and social events (parties, dances, receptions etc). It is hoped that this element can be built for £300,000.

2. Sports element

This will cater separately for the needs of the flourishing football and cricket clubs. There are sources of sports related funding and as soon as the overall scheme is agreed and costed grants will be applied for.

3. Further necessary enhancements

Comprised as follows:

1. Landscape enhancement of the whole site
2. Enhancements to the main hall. It is recognised that the currently available budget for the Social element is extremely tight and it may initially be necessary to make compromises (in for example: finish, fixtures and fittings) If this is the case, a priority of any further funding will be making good the resulting deficiencies.

4. Future developments

The scheme must allow for as yet not fully specified possible developments as follows:

1. A meeting/tea room It is possible that the meeting room provided as part of the Sports facilities could serve for more general use but this requires more consideration by the Working Group
2. Additional storage
3. A Village shop

Note the Village shop and Post Office closed a number of years ago. Proposals were made to re-open it as a Community shop in the old premises. This attempt failed because of the intransigence of the site owner. It is hoped that by incorporating provision for a shop in the plan, a project to establish a shop will be re-started.

These developments could involve a planned extension to the main hall, or in a separate building or buildings.

Outline brief

The appointed Architect will liaise with the Working Group to deliver the following:

Outline Concept

The Architect will take a holistic view of the whole site and its surroundings and propose alternative layouts and locations for the main hall, sports facilities, meeting

room and shop. These will be discussed with the Working Group who will consult with Village Groups with a view to agreeing a final plan. Initially existing structures and other possible constraints should be ignored. However, the issues listed below will determine the shape of the ultimate plan.

Final Concept Plan

The Architect will attend when the Concept Plan is presented at Village meeting. Once the Concept plan is agreed it is expected that fund raising for the sports and other elements will start.

Costed Plan

The Architect will provide costs for the whole scheme for final approval by the Parish Council. These Plans will provide the basis for application for the loan and will be submitted for Planning and Building regulation approval. The Architect will appoint a Quantity Surveyor to prepare a cost estimate for the whole scheme and advise the Working Group when drawing up these submissions.

Tender for Social element

The Architect will advise the Working Group on the selection of a contractor or contractors for the Social Element which will be by open tender.

Building Supervision

The Architect will supervise the contractors during the building of the new hall.

Note the terms used above are understood as follows:

Outline Concept Plan: plan of site and recreation ground showing building locations, sizes and major landscaping features.

Final Concept Plan: as for the Outline Concept Plan with plan and elevation drawings showing internal layouts and external appearance.

Costed Plan: Cost estimates for all three elements. Costs for the Social Element should be determined by a Quantity Surveyor according to the building method proposed. Costs for the other two Elements of the Scheme may be estimates based upon typical industry build costs.

Requirements

The overriding need is for a complete scheme for the whole site that is in sympathy with the surrounding buildings, will positively enhance the historic village centre and which will provide a focal point for the community life of all sections of the Village.

An overall holistic scheme is needed for the long term plan, within which an initial basic hall should be provided for the budget of £300,000. This will need to be provided with adequate toilets and other facilities to meet planning regulations.

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The following specific requirements have been determined from consultations with various groups in the Village.

Social Element

This must comprise the following with the minimum indicated internal areas:

- Main Hall to seat at least 100 people (134 sq m)
- Kitchen (19 sq m)
- Storage (34 sq m)
- Toilets: Male (1 + 2 urinals), Female (2), Disabled
- Entrance Hall (larger than existing)

(Total interior area: 230 sq m, external 242 sq m)

The following are seen as desirable features of any new Hall:

- A warm, inviting and well lit internal space
- Suitable for "lively" activities i.e. non protruding radiators, "robust" fixtures and fittings and a non marking floor
- Flooring suitable for young children to crawl and run on, with an area available for messy play.
- A view over the field
- Direct access to the field
- Suitable dimensions to allow a stage to be erected
- Easily accessible storage for tables, chairs and a packable stage
- Additional storage divided so that it can be dedicated for particular groups and fitted with shelving and hooks
- Wooden floor
- Good acoustics
- Good eco credentials – well insulated with efficient heating using renewable energy if possible
- Pitched, tiled or slate roof
- Low maintenance
- Adequate electrical provision for stage lighting
- A small utility room with a sink
- Toilets should incorporate baby changing facilities
- Kitchen should have lockable cupboards for use by particular groups

Sports Element

The cricket and football club have specified the following minimum facilities:

- Two separate changing areas each with 2 rooms, 1 toilet and 3 showers heads
- Referees changing room with shower
- One toilet accessible directly from the outside for visitors
- Meeting room for up to 30 people with minimal kitchen facilities

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- Covered veranda overlooking field
- Raised clock tower

These facilities will form an extension to the main hall, but separate from it with an independent entrance.

Further enhancements

- Landscape enhancement: the site must incorporate car parking and it is essential that the whole area is sympathetically landscaped. This should include provision of lighting on the site and a bicycle parking. External lighting should be low level, unobtrusive and preferably solar powered.
- Enhancements to the main hall to meet requirements that were not possible to meet in the first build

Future Developments

- Meeting/tea room (30 sq m)
- Additional storage (20 Sq m)
- Shop (80 sq metres)

Issues to be considered

There are a number of issues that the Architect needs to be aware of and which will influence the form of the final plans.

Location of the hall. Currently two locations have been proposed for the new hall – on the site of the existing hall, or at right angles to this nearer the road. There are pros and cons to both of these and opinions in the Working Group are divided on their respective merits.

Children's playground. These facilities must be retained, but they could be re-located with consequent cost.

Trees: the two mature oak trees are not subject to a TPO but they should be retained if possible.

View and access onto recreation ground. There is strong wish that the new hall has a view across the recreation ground. The existing hall has immediate access onto the field and this has some advantages.

Continued availability of facilities. Changing facilities must be provided during the development. A short period of non availability of the main hall is probably acceptable.

Car park. Greene King, owners of the pub, have a lease on the park. The existing number of car parking spaces should be retained in the new scheme.

Building method. The Architect should consider all possible methods (e.g. wood, steel

frame) that may offer economies in construction costs.

Demolition of existing Hall. Costs will include the demolition of the existing Hall. It is believed that this contains asbestos in the floor tiles.

Car Park Drainage. The existing car park is subject to localised flooding due to inadequate drainage. The new scheme should provide adequate contemporary sustainable drainage to solve this problem

Timescale

The Working Group would like to keep to the following timescale:

13th August:	Working Group approach Architect
27th August:	Initial Concept Options presented to Working Group
10th September	Final Concept Plan agreed by Working Group
1st October:	Detailed plan with cost estimates for Working Group
5th October:	Presentation to Parish Council, set date for Open Village meeting
2nd November	WODC grant application (closing date for application)
End December	Planning, building regulations, Tender leading to selection of contractor
End February	Award building contract
End May	Social Element Completed

The timescale for completion of the other elements of the development depends upon success in raising further funds.

Payment Terms:

Payment will be made in accordance with the RIBA fee agreement

Prepared by Village Hall Working Group August 2009