



**ELSENHAM PARISH COUNCIL**  
**DESIGN OF A NEW COMMUNITY CENTRE**  
**SOUTHFIELD CLOSE, ELSENHAM**

**INVITATION TO TENDER**  
**FOR A FEE QUOTATION**

**Design Brief**

ELSENHAM PARISH COUNCIL

Document Control

Approved on behalf of the Parish Council	Final
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Change History

Version:	Date:	Reason for change:
1.	September 2023	First Document
1A	October 2023	Draft following meeting on 16 October 2023
1B	November 2023	Draft following further discussion
2	24 November 2023	Final version

## 1. Introduction

This project is concerned with the building of a new Community Centre within Elsenham on land that has been given to the Parish Council under a Section 106 agreement with a housing developer. The land is shown in the Appendix.

The project is to be funded by a combination of S106 contributions from a series of developments within the village, together with other grant funding and potential borrowing from the Debt Management Office (formerly the Public Works Loan Board).

### 1.1 Project Information

NAME OF PROJECT	New Community Centre, Elsenham
LOCATION	Southfield Close, off Stansted Road, Elsenham, Bishop's Stortford, Herts., CM22 6YF
NAME/ADDRESS OF OWNER	The Clerk, Elsenham Parish Council 'Reindeer' Stansted Road, Elsenham Bishop's Stortford Herts., CM22 6LL

## **2. Specification**

The new Community Centre is intended to provide facilities for this fast-growing village and the surrounding area. It will be sited roughly in the centre of the village, and it is envisaged that it will become a true village centre and resource for the entire village.

### **2.1 Location**

An area of land in Southfield Close, off Stansted Road, Elsenham, measuring 72.5 metres X 26.5 metres, has been provided under the terms of a S106 agreement and is dedicated for the Community Centre. The land is now in the ownership of the Parish Council. It adjoins the playing field car park to the east, which is also owned by the Parish Council, with access from Leigh Drive, off Stansted Road. The playing field car park should be regarded as part of the site to be included within the Community Centre development. Service connections are available from Southfield Close.

### **2.2 Orientation**

A key decision is the orientation of the new Community Centre. This should bear in mind maximising energy and light efficiency, safe passage to the playing field, and the impact on neighbouring properties.

The question of vehicular access is also a key decision. Access is potentially available via Southfield Close, or Leigh Drive, or both.

The rationale for the orientation and access proposed should be included within the response to the tender.

### **2.3 Facilities**

The facilities should include:

- a main hall capable of supporting events with up to 200 standing, up to 150 seated theatre style and up to 120 seated at tables.
- a subsidiary hall, possibly with a folding partition to the main hall;
- capacity for the hall to be used for theatrical productions, with storage space for temporary staging;
- Parish Council office and meeting space, approximately 10.0 metres X 5.0 metres, with separate access;
- meeting room 1, 8.0 metres X 5.0 metres;
- meeting room 2, 3.0 metres X 3.0 metres;
- a community café with its own kitchen and seating area;
- a community kitchen for users of the Centre;
- changing facilities incorporating direct access to the building and to the adjoining playing field;
- ample storage space, including provision for cleaning and maintenance;
- toilets with separate external access available.

## **2.4 Quotation**

A fee quotation should be submitted for the full design, project management and completion of this facility in accordance with the RIBA Stages of Work 2020. It should be presented in the following format:

1. Outline proposals for a potential scheme, including basic sketches of the vision for the development.
2. Potential cost parameters for the scheme.
3. Fee proposals associated with the scheme, which should be broken into the following stages:
  - a) RIBA Stages 0 to 2.
  - b) RIBA Stages 3 & 4.
  - c) RIBA Stages 5 to 7.
4. Consultation with the clients regarding the choice of contractor.

## **2.5 Public presentation**

The successful tenderer will be asked to make a public presentation in order to demonstrate the advantages of the scheme to the public. This phase is regarded as key. Personnel from the tenderer and from the Parish Council should be available to engage with the public and answer questions as required.

# **APPENDIX**

## **Plan of the area**

