



Barrington **Parish Council**

Scope of Works

Design and Feasibility Options Studies for
Community Facilities

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1 Introduction

As part of the planning approval granted to Redrow for development of 220 + houses at the former cement works on Haslingfield Road in Barrington, a S106 agreement has been agreed which will fund the development of a small set of village community facilities. The 106 agreement provides for a degree of flexibility in the way in which the available funds may be allocated to the different facilities.

Key amongst these are the Village Hall, and the Sports Pavilion with its associated play areas and car park.

The facilities are to be located in their current areas of the village, and the Parish Council now wishes to commission an architect or architects to develop design and feasibility options studies including costed proposals, for either or both facilities.

A survey was undertaken in 2021 to determine what, if any, physical / locational constraints will apply in considering options for the provision of the said community facilities. The Report of that work is included as Appendix A.

Following that survey a joint meeting of Barrington Parish Council, the Barrington Village Hall Trustee and Sport Group Representatives was held on 21st February 2022. It was agreed that feasibility and design options should be commissioned to upgrade, improve and extend the Village Hall, and to demolish and replace the Sports Pavilion and provide for associated sport facilities.

For the avoidance of doubt, the Parish Council has no fixed views on the nature, scale and exact location of the various community facilities. However, as part of its commitment to the whole community the Parish Council in association with the Village Hall Trustee and Sports Clubs has gathered together important “client preferences” information that should be borne in mind when developing proposals. This information is set out in Appendix B.

An outline scope of works is set out below.

Tenders should indicate whether they relate to all or either of the Community Facilities. They should include a clear method statement, fixed price, and reporting timescales to be sent to the Clerk to Barrington Parish Council by **17.00 hrs. on 30th November 2022** at:

parishclerk@barringtonparishcouncil.gov.uk

2 The Community Facilities

Tenders for design options are invited for the following:

- 1) Village Hall; and / or
- 2) Sports Pavilion with
 - a. Football Pitch
 - b. Two Tennis Courts
 - c. Car Park for the Sports Facilities

Barrington currently has a Village Hall and a Cricket / Sports Pavilion. Both date back to the 1960s or earlier and the latter is in particularly poor condition. See Appendix A.

Both Facilities are located within the Barrington Conservation Area and proximate to a number of Listed buildings. Barrington Parish Council is particularly keen to see proposals that understand the sensitivity of the locations. For more information see the Barrington Conservation Area Appraisal and Management Plan (2022)

https://www.greatercambridgeplanning.org/media/2436/adopted_accessible_conservation_area_appraisal_barrington_final.pdf

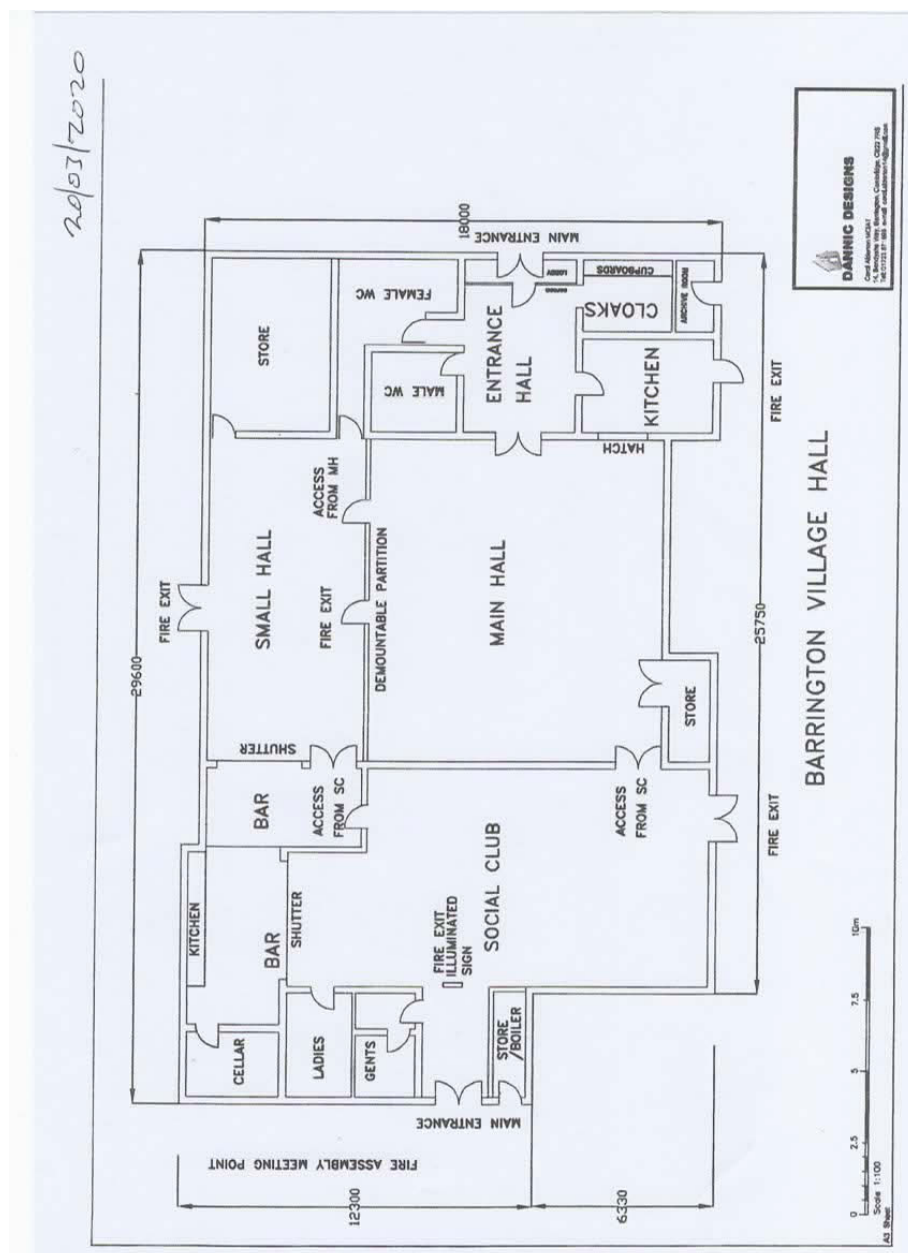
2.1 Village Hall

The existing site of the Barrington Village Hall is within the Barrington Conservation Area and is both adjacent to and opposite a number of Listed Buildings.

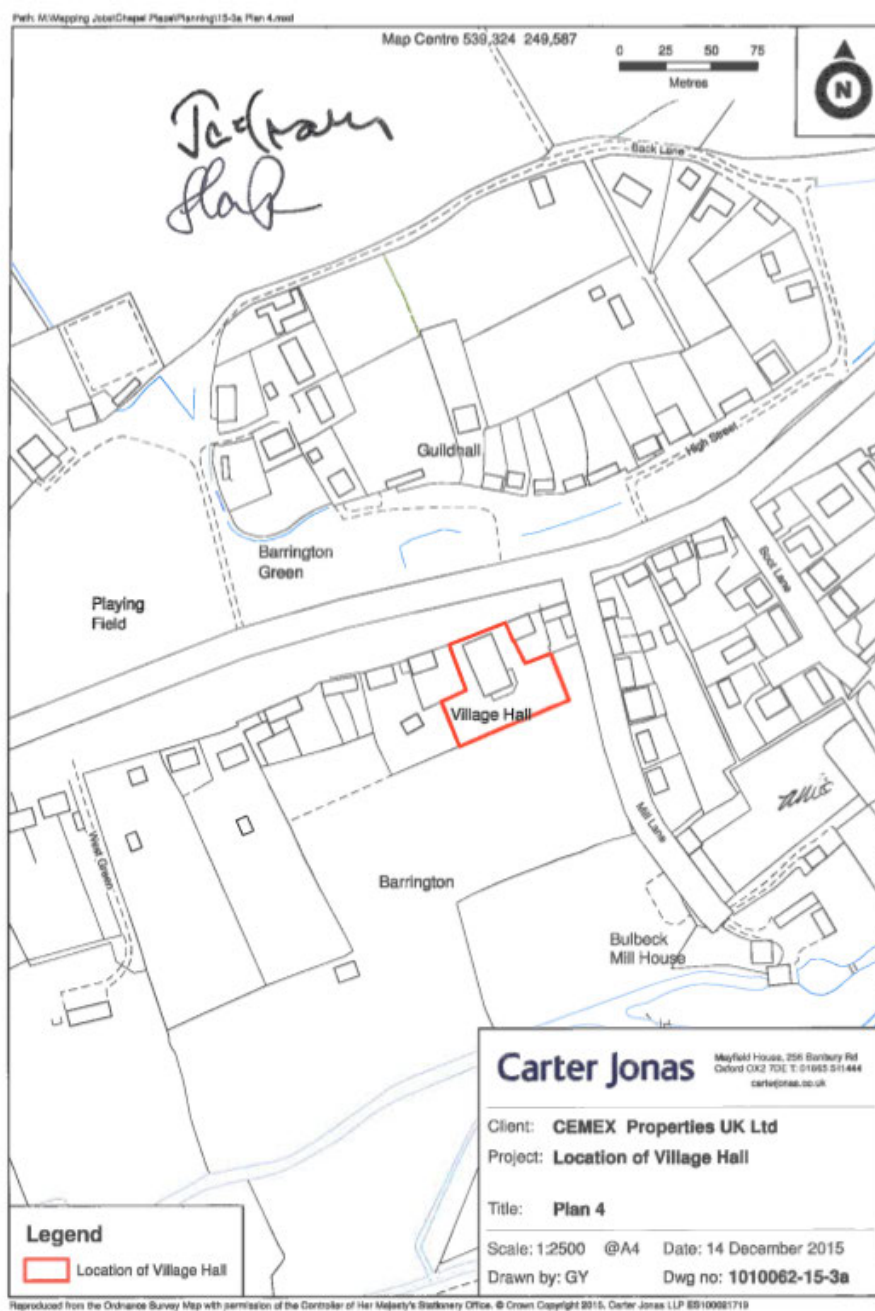
It is a building that has had numerous extensions, modifications and repairs over the years and for which no “as built drawings” or specifications exist. Foundations, plumbing and wiring may need specialist examination in due course, but the Village Hall Trustee suggests the probability is high that they do not meet current requirements and initial advice from a survey is requested.

The current footprint is as the drawing below dated 20/03/2020 for the purposes of this note.

2.1.1 Village Hall Footprint.



2.1.2 Village Hall Location Plan



2.1.3 Feasibility Options

Following completion of the survey work undertaken in 2021 it has been agreed that design options should be developed for upgrading, improving and extending the Village Hall.

The Village Hall Trustee consulted with the village community and prepared a report of wishes that is included as Appendix C.

Tenders should indicate how this information will be addressed and / or enhanced when developing proposals for the Village Hall.

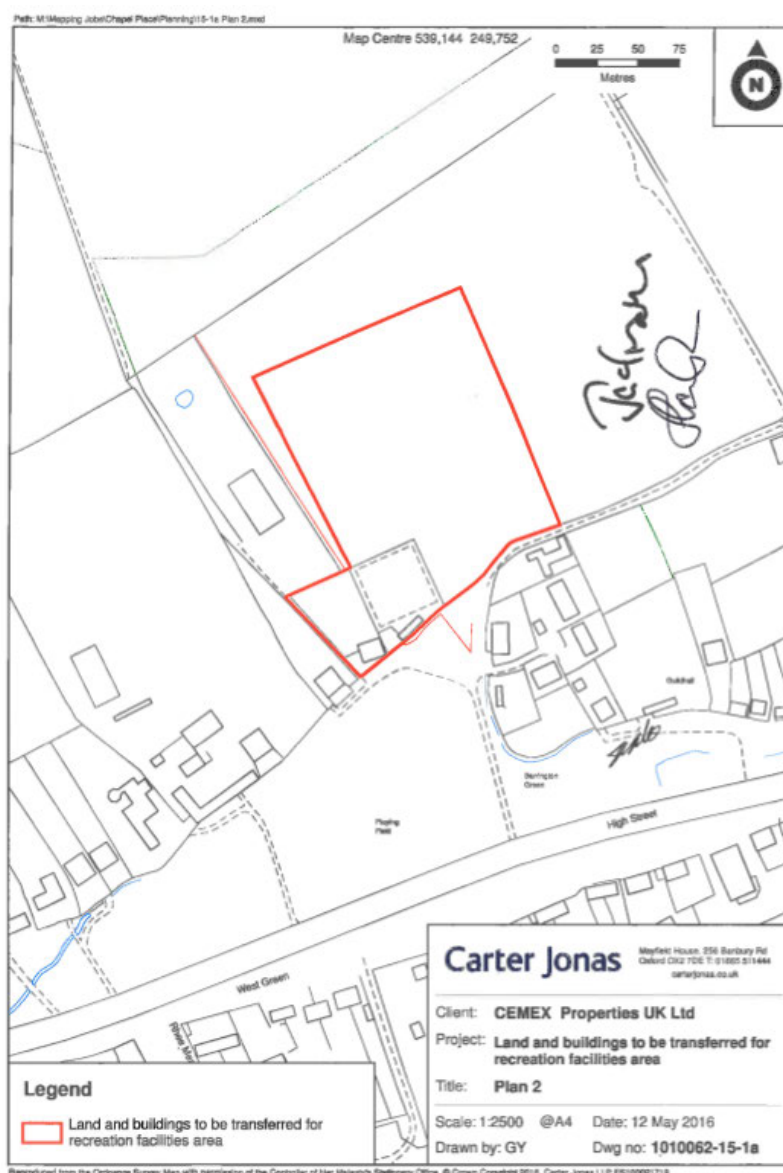
2.2 Sports Pavilion and Facilities

The Sports Pavilion is used by both football and cricket teams. It is in a dilapidated condition. It is located in a prominent position within the Conservation Area and is both adjacent to and in view of a number of Listed Buildings. The bowls club is also located to one side. Access to the Pavilion is via a permitted accessway across the Village Green under licence from the Green Charity.

The land occupied by the current Sports Pavilion and additional land behind the pavilion has been transferred into the ownership of the Parish Council (see Location Plan). This area includes the bowls club building and bowling green, and additional land for the creation of:

- A Football Pitch
- Two Tennis Courts
- Parking for the sports facilities

2.2.1 Sports Pavilion and Facilities Location Plan



2.2.2 Feasibility Options

Following completion of the survey work undertaken in 2021 it has been agreed that design options should be developed for a new Sports Pavilion while retaining its traditional façade.

Further discussions with sports groups have generated ideas regarding future use of this space and that information is included as Appendix D.

Barrington Parish Council is conscious of the increased requirements to meet modern standards for the provision of sport facilities, and these will need to be factored in to the feasibility options.

Sports groups to include are:

- Barrington Cricket Club (Men's 1st and Youth Team)
- Barrington Football Club (Men's 1st and Youth Team)
- Bowls Club
- Tennis (no club at the moment)
- In addition, there is a request to provide accommodation and storage for Guides and Scouts.

The land available for the football pitch, tennis courts and parking was previously leased for agricultural use. The area available allows for some considerable flexibility in both the scale and location for the footprint of provision. Nevertheless, sensitivity to the location of these facilities within the Conservation Area and the need to manage the impact of development upon surrounding properties is essential and optional layouts should be considered.

3 Deliverables

The deliverables required are:

1. Draft Report
2. Briefing to representatives of the Parish Council and of the Village Hall Trustees and the Sports Groups, on your proposals, and
3. Final Report. Setting out your proposed and costed design options for the facilities.

Your Reports should describe your methodology, main considerations, key assumptions, and options and recommendations for next steps in relation to each facility.

You should consider including a quantity surveyor to support cost estimates for preparing final designs, for obtaining planning permission, and for construction of the facilities. Please also explain the extent to which you have consulted with both village representatives and third parties in developing your proposals.

4 Tender Arrangements

Please make clear whether your tender is for

- 1) Village Hall; and / or
- 2) Sports Pavilion with
 - a. Football Pitch
 - b. Two Tennis Courts
 - c. Car Park for the Sports Facilities

Your tender should include:

1. A clear **method statement** setting out your understanding of the work and how you intend to undertake it. Access to both properties can be arranged.
2. Your **fixed price** for undertaking the work and associated deliverables
3. A **programme of work** with reporting timescales
4. Details of **personnel** undertaking the work indicating their relevant experience
5. **Project Examples**
6. A **Statement of No Conflict of Interest**.

Tenders to be sent to the Clerk to Barrington Parish Council by **17.00 hrs. on 30th November 2022** at:

parishclerk@barringtonparishcouncil.gov.uk

At least 3 companies are being invited to respond to this Tender.

Tenders will be assessed by the Barrington Parish Council / VHT Working Group following the closing date and a decision communicated with a view to immediate commissioning of the work, subject to agreement of contractual terms and conditions, as soon as practicable.

Barrington Parish Council is under no obligation to accept a Tender if it decides not to do so.

Barrington Parish Council

27 October 2022



BARRINGTON VILLAGE HALL & SPORTS PAVILION
INITIAL SURVEY REPORT

1.0 Introduction

This report will describe the construction, the condition found and provide advice on any defects or problems, as well as give guidance on matters that might need to be considered in future.

Following the above we will assess the existing structures for viability of development and focus on the various questions as provided within your original briefing documents.

During the survey the social club was not accessible as such the report is not particularly detailed for this area of the building.

2.0 Village Hall

2.1.1. What is the structural condition of the Village Hall?

Roof Coverings & Structures

The roof to the main hall is formed from decorative trusses, with purlins. There are steel straps and tie rods to these, which may have been added after construction. The tie rods are at low level. There is evidence externally of the roof slumping in areas, as such these may have been added in order to counteract splaying of the walls at wall plate level and thus the slumping in the roof. The roof covering to this area is plain tiles, it would seem a few areas to this have been repaired, a number of these tiles are slipping and so this roof may need to be refinished in the not-too-distant future.

The roof finishes to the flat roof areas varies are flat roof joists with a structural deck with felt roof covering. The felt over the social club is in a very poor condition and requires recovering.

The areas to the front, northeast and west seems to be in a good condition, although there is evidence of water staining to the cupboard within the foyer, the lobby to the toilets from the side hall and within the ladies WC, however it would seem the felt is in good condition and so this may be from an historic leak. Further investigation should be carried out to ascertain if this is ongoing.

Flashings: the lead flashings around the perimeter of the main building, windows, lantern to rear, are all showing signs of stress fractures, as such require replacement.

Rainwater Goods & Surface Water

The rainwater goods to the building are generally poorly detailed and drain to the tarmac finish. Some of these are missing or broken. Ideally these should drain to a soakaway in order to sustainably drain water away from the building and let it dissipate into the ground slowly. Percolation tests will be needed to ensure this is viable. Any area altered or newly built should be designed with soakaways in mind. The location of these should be at least 5m away from buildings and so this may have to be located under the parking areas/drive.

The surface water drainage is poorly designed with many gutters/downpipes broken. These should be fixed as soon as possible in order to stop any deterioration of the main building and to reduce overall damp levels found within the building. The base of downpipes should have shoes present in order to direct water away from the building.

Foundations/Footings

Considering the age and type of building, we suspect that the walls are founded on mass concrete trench footings. Further investigation would be required in order to confirm adequacy of these.

Walls/Structure (External & Internal)

All of the walls are of masonry construction of varying thickness, it is most likely that there is minimal to no insulation within the walls. The walls to the original hall seem to be of solid construction. The walls to the newer sections would seem to be cavity construction.

The walls are a mixture of painted brickwork and render, there are a few areas that require work:

- There are a few areas that require redecoration, including plinths.
- To the main hall where the roof covering has been installed the render has been removed. This has not been made good, a new drip should be neatly formed.

- Where the sports club felt roof meets the main hall the render has fallen away and there are some cracks both of which requires repair.
- There is a downpipe that has become disconnected from the gutter, as such water will be going down the wall, which in turn seems to have deteriorated the render to the south east corner of the social club, the water goods should be repaired along with the cracks in the render.
- There is some horizontal cracking to the rear wall of the social club and side wall (historic previously repaired), this could be from deteriorating wall ties, small areas of investigation should be carried out to ensure the walls ties if present are in good condition. If they are found to be in poor condition these should be replaced.
- There are a few other areas of render that require small amounts of repair and redecoration; a few minor cracks and a section that seems to be in the process of being repaired is missing the final coat of render.

Floors

All of the floors would seem to be of solid slab construction. It would be assumed that there should be insulation to the more modern elements, however it would be assumed there is none to the original hall.

Ceilings

The ceiling to the main hall is timber boarded. This seems to be in good condition. Elsewhere is plasterboard with skim finish, some areas have a textured finish, this may contain asbestos particles, an intrusive asbestos survey should be undertaken and a register kept updated on site. There are thermal cracks to the ceiling which are normal for a building of this age.

External Joinery

The windows and doors are generally uPVC and seem to be in a good condition with no blown units, there are varying finishes around the building

Fire exit

Fire exit signage was installed to the main hall and secondary hall, the fire alarm systems should be regularly tested for compliance. Fire exit ironmongery was present to the side hall. The fire alarm should be tested to ensure it is working.

Internal Joinery

Decorated and in generally good condition.

Damp Proof Courses/Membranes

A number of readings were taken throughout the building:

- The storeroom to the side hall was found to have readings from 17-20% moisture content, a reading of 15% or below is considered to be dry, as this is only just over this amount it could be due to higher than normal levels of moisture in the air from other areas of the building, a lack of use over the last few months, and a lack of ventilation in the room due to multiple racks and filing cabinets against the walls.
- To the main hall a number of areas of the brickwork was saturated with varying values from 20-100%, the walls to this location seem to be solid brick and are of an age, as such the DPC may not be performing or be present. Remedial works should be carried out to remedy this.
- The walls to the kitchen, side hall and lobby were below 15% and so are dry.

Electricity

The electrical supply and goods were not tested. These should be inspected by a qualified electrician. It was noted that the extract in the ladies WC was not working, all of these should be tested to ensure they are working.

Plumbing – Cold & Hot Water

These were not tested.

Heating

These were not tested, however the oil tanks to the side are of metal construction and quite old and so can be assumed they are coming to the end of their viable life. These will need replacement. More economic and green heating systems could be explored such as air source heating.

Foul Drainage

The foul drain inspection chamber was clear and free of any blockages as such it is assumed it is in working order.

Outbuildings

There were a number of sheds to the carpark, these were not surveyed but seemed in generally poor condition, a new storage compound could form part of any future works.

2.1.2. Is the structure suitable for refurbishment and extension (single or two storey) or would demolition and replacement with a new build be required?

The existing structure whilst has a few minor defects provides a good amount of accommodation and seems suitable for refurbishment and or extending depending on the space requirements of any future development. It would be ideal to upgrade the flat roof elements and increase the usability of the existing building by altering the existing layout and structure. A feasibility study should be carried out in order to explore potential layouts and options for increasing the usability and layout of the building.

2.1.3. Is the location suitable for new build for a Village Hall serving a future expanded population of circa 2,000 persons?

The village hall whilst not overly large is of an adequate size for the current population. The village hall may be slightly on the small side for a population of 2000 people however, options should be explored in order to improve the ancillary facilities of the hall improving toilets, kitchen facilities and storage with additional meeting rooms could be explored. Whilst the current site does not allow for large scale expansion of the ground floor a second floor to provide additional meeting rooms could be explored, however this would add greater costs especially with equal access provisions.

Due to the size and physical constraints of the main hall some activities would not be possible, such as badminton. Only a new hall could provide facilities that would cater for this. Exploration could be carried out to increase the usability of the existing hall by increasing the height of the tie rods, this would need input from a structural engineer.

A second option for consideration and further exploration would be to explore options for the building of residential units on the site of the community hall in order to fund the development of a combined community hall / social club / sports pavilion to the site of the pavilion to the north. This would allow for a larger hall which could also be used for badminton which currently is not achievable due to the smaller size of the hall.

- 2.1.4. **Bearing in mind the Council's overall desire to support low-carbon, energy efficient, and eco-friendly development, what if any constraints apply in the locations with regard to:**
- a. Utilities including Electricity; Water and Sewage; Telephone; Broadband
 - b. Access
 - c. Ground conditions and groundwater

All of the above could be addressed with the current buildings, the insulation to the ground is generally unfeasible to alter however additional insulation to cavities and roof spaces could be explored. Especially if the flat roofs are upgraded to pitched roofs.

Heating and hot water provisions could also be upgraded to more ecological friendly options, if air source was to be explored the thermal insulation of the building would have to be upgraded and the heating system altered to allow for the lower output heat, this would come with additional costs. An appropriate specialist should check the viability of this option.

Surface water percolation tests should be carried out to ensure surface water can be fed into soakaways.

2.2 Sports Pavilion

2.2.1. What is the structural condition of the Sports Pavilion?

Roof Coverings

The roof covering of the pavilion is of a tiled finish, this seems to be in good condition with no obvious slipped tiles or missing flashings. The ridge tiles are worn however, the cement fillets are in place, there is no sign internally of leaks or water ingress. The roof lining and attic space was not inspected. There have been some repairs carried out to the verge. Cement boards are present to verges, unsure if these contain asbestos, recommended that an asbestos survey is carried out.

To the rear the roof finish to the rear is felt, this may need repairs in the not-too-distant future, although there are no signs internally of any leaks. A significant wasp's nest is present this may have impacted the junction between the tiles and felt.

Rainwater Goods

uPVC gutters and downpipes are present, it is uncertain where these drain to. The rainwater goods to the rear are broken and as such water is most likely penetrating the building to these areas.

Foundations/Footings

Considering the age and type of building, we suspect that the walls are founded on mass concrete trench footings. These were not inspected within the survey; further investigation would have to take place to confirm the adequacy of these. Due to cracking within the floor structure of the pavilion the adequacy of this element is questionable in particular.

Walls/Structure (External & Internal)

The external walls of the pavilion are of masonry construction and half a brick thick. There are posts present at various intervals. There is no insulation to the walls. There are various cracks around the windows and doors. Internally the masonry has been painted, externally the walls have been rendered with pebbledash.

The walls to the rear are masonry cavity construction, it is unclear if any insulation is present. There are signs of a previous repair (looks to be reinforcement bars to the mortar joints) between the pavilion and rear flat roof element, this is a common issue with joins between varying constructions and age of buildings. This should be monitored if any further movement occurs. The repair only seems to have been carried out on the external face and not internally, crack still present. This crack should be monitored and if movement still occurs this leaf of masonry should be reinforced too.

Floors

The floors to all areas are concrete slabs. To the pavilion there is significant movement cracks to both side 'wings' and crazing around the perimeter. The movement joints to the side wings vary dramatically and show signs of further opening up to the west. To the steps up to the pavilion there is a central crack running through the steps.

To the rear elements there are no significant signs of movement. The floors to the wet areas have an 'Altro' style flooring and so are not visible.

There are many steps throughout the building, there are no handrails present which does not meet building regulations. The steps also do not meet the requirements of building regulations.

Ceilings

These are boarded throughout. Minor thermal movement cracks are present. Textured artex finish is present, this should be tested to confirm it does not contain asbestos.

External Joinery

Facias, soffits, handrail and balustrades all require decoration and repairs.

Windows to rear require replacement, do not open/close freely or broken.

Window to front requires redecoration. Full height door does not seem to have safety glass which is a safety hazard.

Internal Joinery

All in generally poor condition and requires replacement, bar/kitchen/changing areas etc.

Damp Proof Courses/Membranes

Present to main building, however due to the height difference between the two structures the rear elements sit below the height of the DPC. As such these areas show signs of internal damp.

The external walls of the rear elements are dry, however due to the poor design, lack of cross ventilation and damp to the pavilion walls these areas show signs of damp with peeling paintwork and mould.

Electricity

Trips present however, these seem quite old and have not been regularly serviced. Earth connection near oil tank unconnected externally and so requires inspection by qualified electrician before use to ensure it is safe to use.

Fire exit

Fire exit signage and fire alarms do not seem to be present, as a public building this is a legal requirement and should be installed and periodically inspected along with a suitable fire management plan/exit strategy.

Plumbing – Cold & Hot Water

Not inspected. But advised boiler does not function and requires replacement. Earth is disconnected from oil tank; this should not be used until inspected by suitably qualified professional.

Heating

As above.

Drainage – Foul & Surface

Not inspected at time of survey, internal manhole present, looks to be gas sealed which is a requirement for an internal inspection chamber.

Open gully present to the rear of the pavilion inside the shower room, poorly detailed. This and shower traps should have water regularly poured down when not in use in order to not dry out and allow gases from the sewer to enter the building. These are poisonous and explosive.

Outbuilding

There is an outbuilding store to the east of the pavilion, this is clad in what appears to be asbestos cement sheets. This also appears to be in poor condition and so presents a significant hazard to users and visitors, this should be removed and disposed of by a fully qualified professional.

Asbestos

Other areas of the building including ceiling finishes, eaves/verge boards etc should also be tested for containing asbestos, an appropriate asbestos demolition survey should be undertaken by a suitably qualified professional.

2.2.2. Is the structure and location suitable for refurbishment and extension (single or two storey) or would demolition and replacement with a new build be required?

It would not seem that the existing building has good potential for development due to the below:

- Structural defects as listed above
- Low quality details of the build
- Lack of up to date electrical / hot water systems
- Poor design / layout for modern sports requirements

2.2.3. Is the location suitable for new build for a Sports Pavilion serving a limited variety of sports clubs? Is the land beside the Pavilion suitable for the location of the associated football pitch, tennis courts, and car park?

The current site is a good size for the sport pavilion. The next steps would be to:

- Arrange for a topographic survey of the site and in order to define the areas for the football pitch / tennis courts / car park.
- Form a feasibility study in order to begin to explore potential layouts of the site and the building in order to meet modern sporting requirements.
- Potential to discuss with bowls club in order to merge both buildings into one, this could then be incorporated within the feasibility study.

2.2.4. Bearing in mind the Council's overall desire to support low-carbon, energy efficient, and eco-friendly development, what if any constraints apply in the locations with regard to:

- a. Utilities including Electricity; Water and Sewage; Telephone; Broadband
- b. Access
- c. Ground conditions and groundwater

The existing building would provide a poor basis for an eco-friendly development due to the lack of existing insulation and lightweight structure, this would have to be heavily modified in order to meet currently regulations.

A new building would be able to be designed with these elements in mind and so could meet the requirements of the council. This can be explored further within a feasibility study.

It is assumed that the building is connected to mains drainage. Thought will be required for parking which could be located to the rear of the building in order to maintain the existing vista of the village green.

Percolation tests will be required to check the viability of ground water dissipating well into the ground.

2.3 Initial Budget Costs

These initial budget costs are very basic approximate costings and are based on previous projects. These will be subject to proposals and can be firmed up as the proposals are formed.

Rebuild existing sports pavilion

Allowing for below approximate room sizes:

	L (m)	W (m)	M2 Area
Foyer / Entrance	6.0	3.0	18.0
Toilets (female)	4.0	2.7	10.8
Toilets (male)	4.0	2.7	10.8
Toilet (disabled)	2.7	1.5	4.1
Team Changing Room 1	6.0	4.5	27.0
Team Changing Room 2	6.0	4.5	27.0
Officials Changing Room 1	4.0	2.5	10.0
Officials Changing Room 2	4.0	2.5	10.0
External Disabled Toilet	2.2	1.5	3.3
External Toilet (female)	2.2	1.5	3.3
External Toilet (male)	2.2	1.5	3.3
Plant / Electrical Room	3.5	3.0	10.5
Storage Room 1	6.0	3.5	21.0
		Total area	159.1m2

Based on previous recent projects we would advise to allow £3,100/m2 for the total cost of the project (ex VAT), as such this would allow a total budget of approximately £500,000.00 + VAT.

Repair existing community hall

To repair and upgrade the most urgent aspects as highlighted within the report with like-for-like repairs we would allow preliminary budgets of:

Roof Coverings & Structures	
Recover all flat roofs	£35,000.00
Re-roof central plain tile roof	£35,000.00
Replace all lead flashings	£8,000.00
Rainwater Goods & Surface Water	
Repair existing rainwater goods	£1,500.00
Walls/Structure (External & Internal)	
Re-decoration internally	£12,000.00
Re-decoration externally	£8,000.00
Render repairs	£3,000.00

Wall tie investigation	£500.00
External Joinery	
Replace windows with uPVC	£15,500.00
Replace windows with powder coated aluminium units	£25,000.00
Replace external doors	£10,000.00
Damp Proof Courses/Membranes	
New injected or electronic DPC to historic masonry core.	£2,500.00
Heating	
Replace oil tanks and heating system:	£28,000.00

Refurbish existing community hall

Without a full design this is difficult to calculate but to replace all the flat roofs with pitched, re-roof the existing plain tiles roof, upgrade insulation to cavity walls and roof spaces, and allow for minor re-ordering internally, replace existing surface water drainage and form new heating system we would allow a preliminary budget of £300,000.00-£600,000.00 + VAT.

Rebuild existing community hall

To demolish and rebuild the community hall to match the overall m2 of the existing building based on previous recent projects we would advise to allow £3,100/m2 for the total cost of the project (ex VAT), as such this would allow a preliminary budget of £2,100,000.00 + VAT

Please note, the above costs do not take into effect the costings for the new football pitch and tennis courts. Site ground investigations (including percolation tests), and topographic surveys will need to be undertaken in order to specify drainage and determine works required to form a high-quality pitch. However, providing the size is adequate to allow for these the sites would seem sufficient depending on overall budget. All budgets are based on previous projects. Currently prices are extremely volatile as such these figures are preliminary and subject to measured survey, full design and tender.

2.4 Planning Matters

The property is located within the district of South Cambridgeshire.

The sports pavilion and the front half of the community centre is located within the Barrington Conservation Area. The rear of the building and car parks are located outside the conservation area.

There are a number of listed dwellings in the immediate area of both structures. The buildings either side of the community centre are Grade II listed. The dwelling to the west of the pavilion is Grade II*. When forming any proposals these buildings will have to be kept in mind in order to not be contentious at planning.

For the purpose of this report, we assume that there are no outstanding or pending enforcement actions and that, where appropriate, planning permission has been properly obtained.

We are not aware of any proposals that might adversely impact the subject buildings.

2.5 Next Steps

Based on previous project we will set out our suggested process for the next steps of your project.

Form a 'clients brief' detailing the requirements of the village hall and the sports pavilion. This will form the basis for future studies and so this should be as detailed as possible, including:

- Existing building upgrades
 - o Repairs / upgrades as listed above above
 - o Decorations
 - o Electrical, lighting / sound system / CCTV.
 - o Heating
 - o Joinery, windows and doors
 - o Toilets
 - o Changing facilities
 - o Kitchen
 - o Storage
 - o Fit out
- Functions the village hall and sports pavilion should allow for.
 - o Requirements
 - o Desirable
 - o Future development
 - o Incorporation of services to allow for use between clubs / functions
- Sizes of areas / number of users to allow for.
- External site improvements
 - o Storage
 - o Parking
 - o Seating etc

The brief will initially be used to gain prices from architects for their services, throughout the project this should be updated and developed in order to form a working brief.

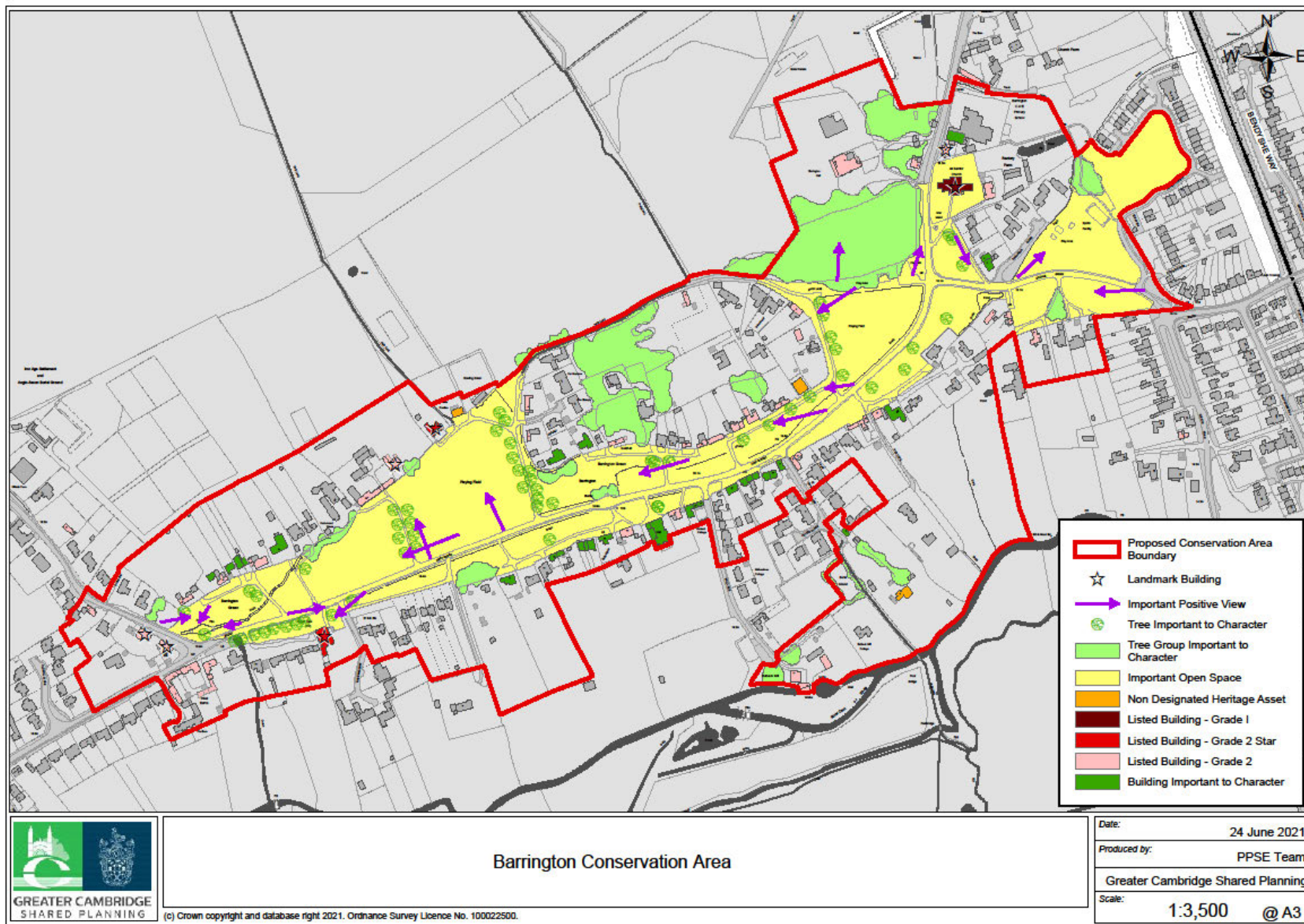
Appoint a suitable qualified architect with experience in the area of community facilities to carry out a feasibility study which will use the initial project brief and explore various options and possibilities in order to facilitate and develop the brief.

Once this study is carried out it would be advisable to appoint a Quantity Surveyor to provide an outline comment on the favoured proposals in order to outline potential costs of each scheme.

This will then facilitate a discussion between the committee and the user groups in order to either choose a preferred option or form a document listing likes/dislikes.

The schemes can then be developed by [REDACTED] or other appointed consultant in association with the committee in order to form an ideal scheme. This again can be priced by a quantity surveyor in order to form a detailed estimate of the build cost, the finalised scheme can then be used for seeking planning approval.

It may be necessary to appoint other professionals / surveys in order to finalise proposals. Generally an architect once appointed will guide you through this process, seek quotes from other professionals required, appoint and communicate on the committees behalf.



BARRINGTON VILLAGE HALL TRUSTEES

Summary of the consultation event data and implications for tendering for architects

The results have been circulated to the Trustee, discussed at its quarterly Meeting in May 2022, and the following is a summary of both those findings and information gleaned at the previous consultation event.

1. Early years:

Only approximately one third of people wanted a pre-school but two thirds wanted early years activities. However, Cambs County Council has a duty to provide pre school and there is funding available.

Implication for design:

- a. Bespoke Age-appropriate facilities - toilets/ sinks etc. to meet the most up to date Ofsted requirements.
- b. Storage if pre-school is to be housed here.

2. Teenagers

Nearly half of people wanted youth club expanded. (Leaders and volunteers are problematical – they are at the moment !)

Implication for design:

- a. Appropriate storage for equipment - table tennis table/ pool table etc

3. Adults

3.1 Nearly 70% wanted fitness classes.

Implication for design:

- a. Quality of flooring to allow for different fitness activities
- b. Space for activities to take place
- c. Storage for equipment?
- d. Sound system for music

3.2 Over 50% wanted art/craft activities.

Implication for design:

- a. Storage area

- b. Work area/ sink for paint disposal

3.3 Nearly 30% wanted chess or bridge activities.

Implication for design:

- a. Storage for tables

3.4 Nearly 33% wanted drama/choir activities.

Implication for design:

- a. Possible temporary staging - storage
- b. Music system/hearing loop
- c. Stage lighting

Other adult:

Most popular was the idea of a **cafe (75%)** which would need to have space and possibly be prominent at the front of building overlooking the green. This would catch passing trade (cyclists/ walkers/drive through) and could be a hub for village get together on a daily/ regular basis.

Implication for design:

1. Position in village hall
 2. Kitchen facilities
 3. Storage for tables/ crockery
-
- Pop up food attracted nearly 50% of responses so this could be in car park or from cafe/ kitchen area. Implications as above or electrical supply to car park if required.
 - Quiz evenings would require a sound system.
 - Barrington History Society held its own poll where they had 78 responses to a working archive room which was larger and with a possible reprographic area. Study space was also required so it could be used to its full potential. This was voiced in the original consultation in 2018.
 - Other comments :-
 - Film club
 - Adult learning classes
 - New Groups i.e. - gardening/ singles etc.

Comments made which need consideration:

1. WiFi
2. Hearing loop – integral to the hall, easy to access and easy to connect up
3. Office space (maybe parish council office) and small meeting room
4. Refurbished kitchen
5. Acoustics – currently the “open” roof is not conducive to hearing
6. Outside seating

And so to summarise :

- ✓ Reconfigured hall allowing for social area(cafe) maybe at front possibly with view of the green/ outdoor seating or should the main entrance be moved to the back, café could be at first level overlooking the fields.
- ✓ Recognition that young children may be using the hall regularly.
- ✓ Reallocation of archive room with learning space/storage.
- ✓ New kitchen which could be used by different groups - slightly more commercial than current one allowing for cafe/ weddings/ pop up food/ party preparation and should include a dishwasher.
- ✓ Integrated sound system/hearing loop.
- ✓ Office/meeting space.
- ✓ Recreational area for parties/ weddings/ gatherings/ fitness.
- ✓ Flooring suitable for many different activities.
- ✓ Acknowledgement and built in that there may be messy activities.
- ✓ Storage for chairs/ tables etc.
- ✓ White wall to allow for screening of films or for guest speakers to use.
- ✓ Car park to be lined.
- ✓ Car park needs better lighting
- ✓ Entrance to car park may need to be widened.



4.6.22

8 APPENDIX D CLIENT BRIEF SPORTS PAVILION

The following rough draft plan was shared with some sports representatives but has no status.

The Accommodation should perhaps include:

Club Room(s)

Kitchen

Changing Rooms x 4

Showers

Referees Changing Rooms / Showers

Toilets

Balcony / balconies

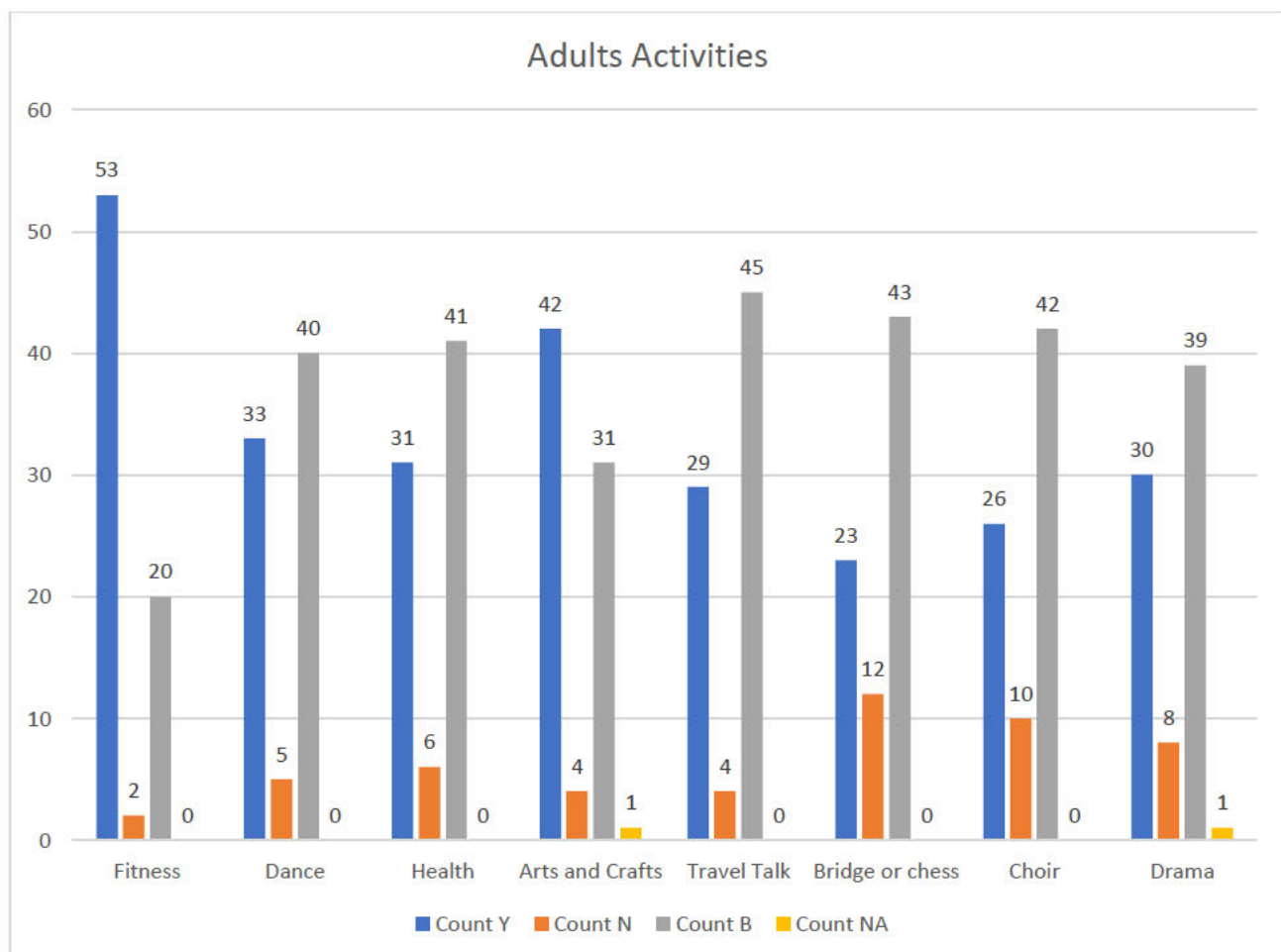
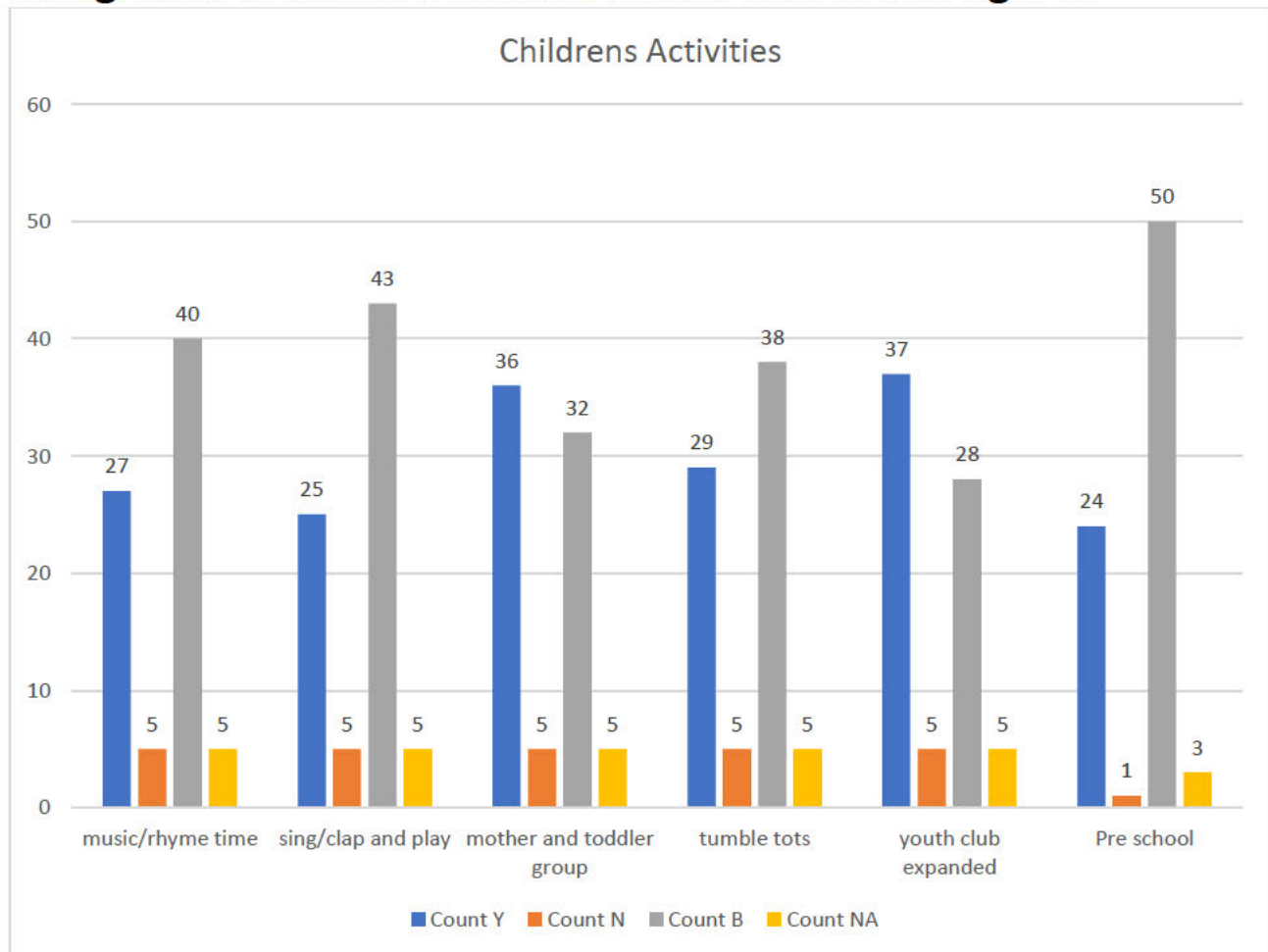
Storage Facilities

All parties are keen to retain the Pavilion façade which overlooks the cricket ground.

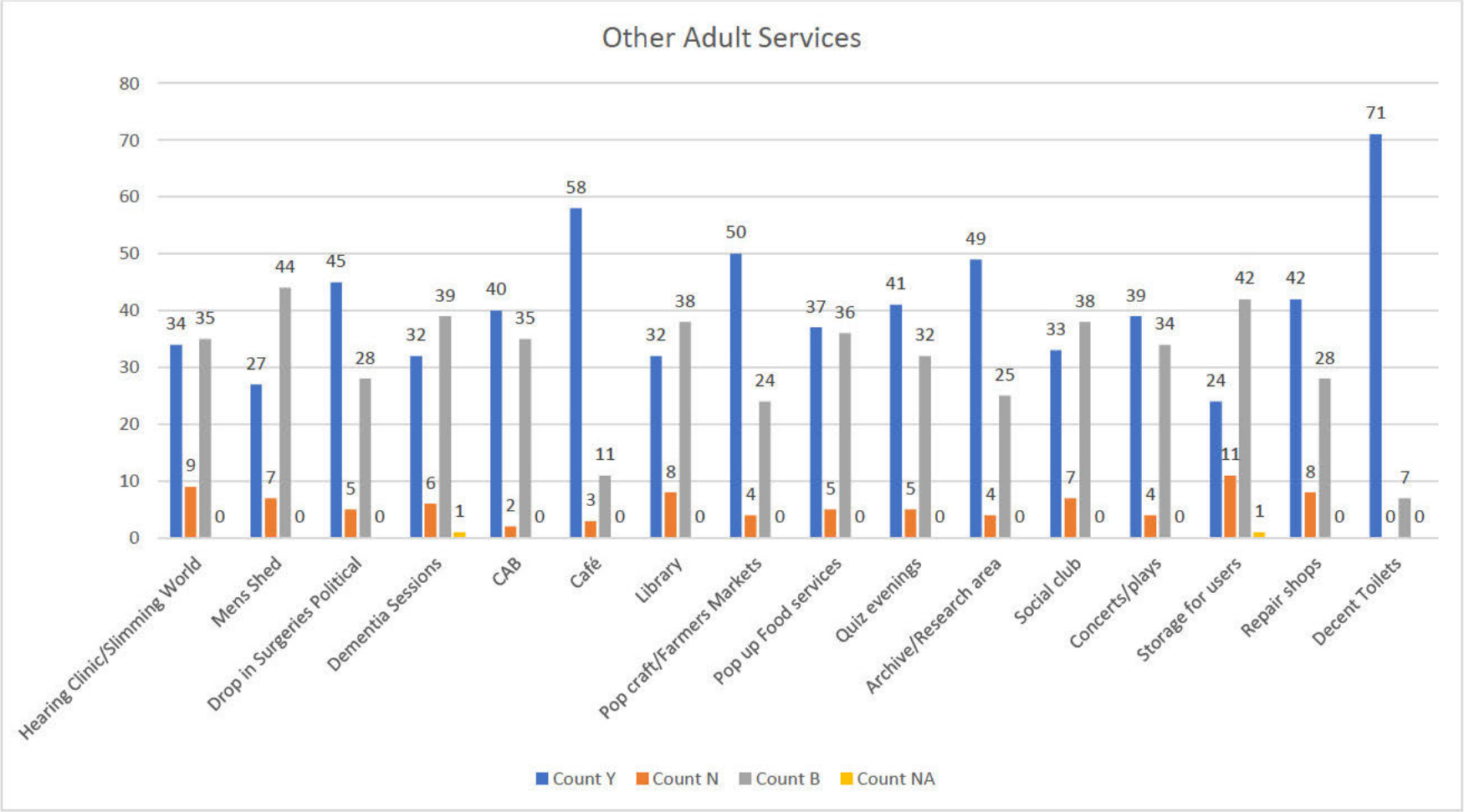
Some comments received include the need to meet major potential additional funders' guidelines, to be acceptable to Sport England (who would likely be a statutory consultee), the FA, and the Football Foundation for example.

The facilities should also comply with basic accessibility, welfare and safeguarding requirements.

Village Hall Trustees feedback results charts and figures



Village Hall Trustees feedback results charts and figures



78 paper responses as of 27/03/22

Rank	Questions raised re children's activities:	N	% 78
1.	44 wanted some form of children's activities	44	56
2.	25 said no to children's activities	25	32
3.	I would like pre-school nursery on site	24	31
	9 N/A	9	11.5

Rank	Range of children's activities	N	% 78	% 44
1.	Youth club expanded	37	47	84
2.	Mother and toddler group	36	36	82
3.	Tumble tots	29	37	66
4.	Music/rhyme time	27	35	61
5.	Sing, clap and play	25	32	57

	Adult Services	N	% 78
1.	Fitness - yoga/Zumba	53	68
2.	Arts/crafts - knitting/water colours/sewing	42	54
3.	Dance - line/Ballroom/Salsa	33	42
4.	Health - mindfulness	31	40
5.	Drama	30	38
6.	Travel talks	29	37
7.	Choir	26	33
8.	Bridge or chess club	23	29

	Other adult services:	N	% 78
1.	Cafe	58	75
2.	Pop-up craft/farmers market	50	64
3.	Drop-in surgeries for MP/County and District Councillors	45	58
4.	Quiz evenings	41	53
5.	CAB	40	51
6.	Pop- up food services	37	47
7.	Hearing clinic/slimming world	34	44
8.	Dementia sessions	32	41
9.	Library	32	41
10.	Men's shed	27	35

	Archive/research area -individual response sheet	N	% 78
1.	Decent toilets	71	91
2.	Repair shops	42	54
3.	Concerts/plays	39	50
4.	Social club	33	42
5.	Storage for users	24	30

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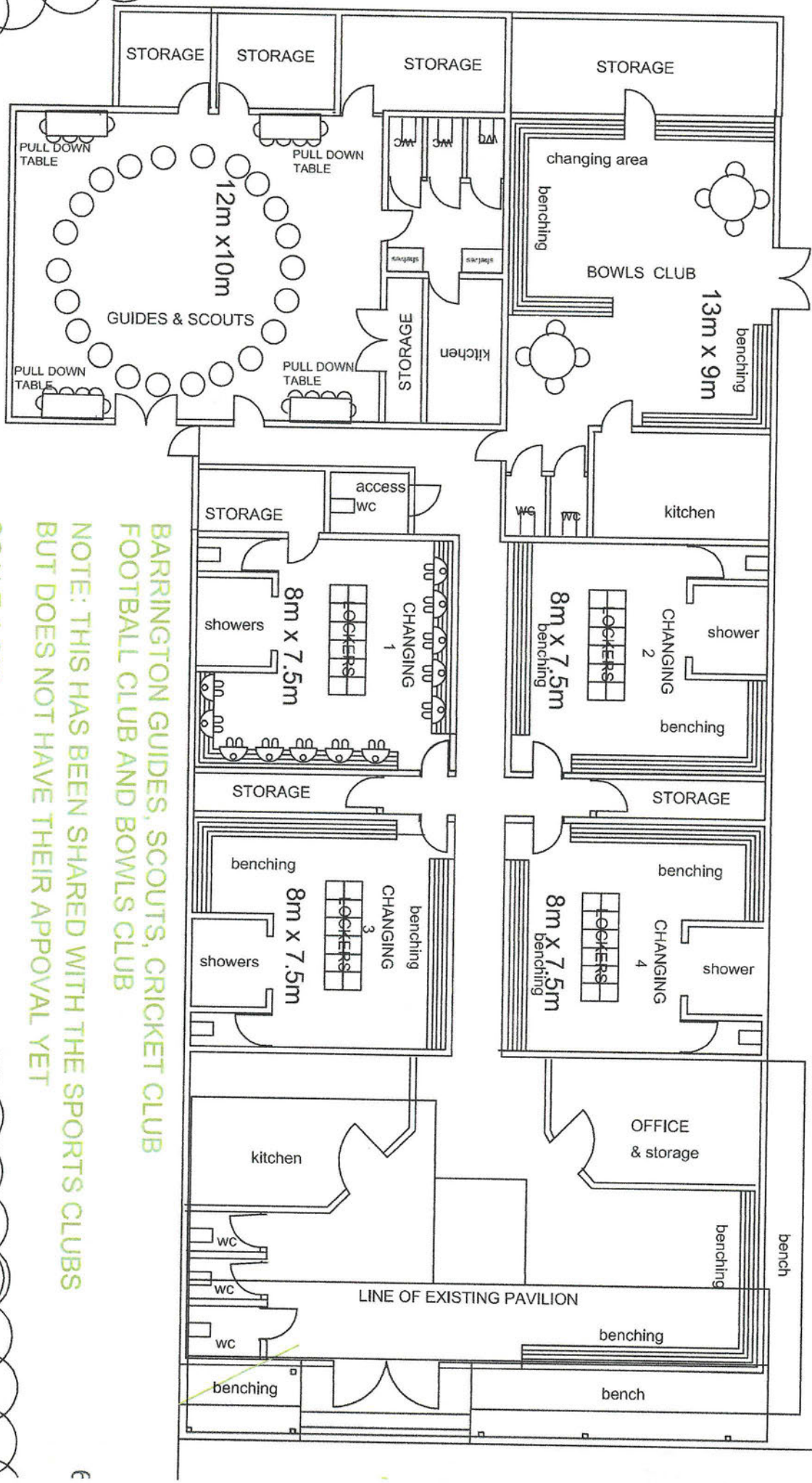
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BARRINGTON GUIDES, SCOUTS, CRICKET CLUB
 FOOTBALL CLUB AND BOWLS CLUB

NOTE: THIS HAS BEEN SHARED WITH THE SPORTS CLUBS
 BUT DOES NOT HAVE THEIR APPROVAL YET

SCALE 1:200

DRAFT