

## **Proposed Single Storey Extension to the Rear of Tockwith Village Hall. Client Brief**

**The Client** - Tockwith with Wilstrop Parish Council

**Site Address** – Tockwith Village Hall, Marston Road, Tockwith, North Yorks. YO26 7PR

**The Design and Build Contractor** - is to be determined through open tender.

**The D&B contractor's price shall be fixed and include for;-**

- o All design – including SAP calculations, structural calculations, construction drawings
- o Taking all measurements from which quantities to be determined
- o All labour and site supervision
- o All site welfare facilities assuming that access to the village hall kitchen and toilets will not be available to the contractor's operatives.
- o All plant hire, access scaffolding and skips.
- o Securing all appropriate consents including, but not limited to;
  - Planning permission
  - Building regulations approval
  - Conservation area approval
  - Access permits
  - Energy, water and drainage suppliers consents and connections.
- o Access arrangements for the delivery of materials and plant to/from site and for any craneage that may be necessary, noting that the lane to the west of the building is privately owned.
- o Removal of all construction waste from site before final handover and making good to all affected landscaping areas.
- o 10 year guarantee

**The Extension (Refer to Client drawings 01, 02 and 03)**

1. The single storey extension is to be located on the footprint of the existing rear courtyard, bounded by the walls of the meeting/annexe rooms, the kitchen/boiler rooms and the toilet/store cupboard block. It shall include a small extension to the north side of the Player's store to form a new store.
2. The finished level of the new floor in the extension shall match that of the corridor in the toilet/store cupboard block. It shall be finished in either linoleum or laminate on levelling screed. The D&B contractor shall allow for this when constructing the insulated sub-floor construction.
3. All new brickwork to match existing in appearance and include cavity insulation.

4. Existing external wall to kitchen and boiler room to remain as brick, to be cleaned and repointed where necessary. Window cill to be sanded and painted in black gloss.
5. Removal of existing pitched roof over meeting room/Player's store and replacement with new roof and plasterboard ceiling to match that of the new extension in the courtyard area.
6. The existing kitchen window will be retained requiring the new roof construction to be locally modified to allow for this.
7. Existing hoppers and downpipes in courtyard area to be replaced with new and re-directed where possible. Where this is impracticable they are to be replaced with new and boxed-in complete with access points for future maintenance.
8. Guttering and fascia boards to match colour on existing building.
9. Internal walls - All new walls, and walls affected by construction, to have plasterboard and skim finish.
10. All new internal ceilings and walls, and walls affected by construction, to be decorated to a minimum standard of;
  - a. Ceilings – 2 coats white standard matt emulsion trade paint.
  - b. Walls – undercoat and 2 top-coats standard matt emulsion trade paint.
  - c. Woodwork – primer, undercoat, 2 coats standard trade gloss paint in a contrasting colour for the benefit of visually impaired users.
11. All external-facing glass to be high performance, low E glazing with self-cleaning properties for low maintenance. Frames to be as required by Planners/Building Control.
12. Doors D1 and D2 and associated thresholds – to be removed to skip and replaced with new internal half-glazed doors D8 and D9. Steps to be removed and ground made ready for flush floor finish under doors.
13. Door 3, threshold and step to be removed and replaced with new internal folding/sliding door D6, complete with privacy blinds and new step. Allow for relocation of radiator if necessary.
14. Wall W1 and doors D4 and D5 to be removed to extend the meeting room into the Player's store.
15. Windows in wall W2 to be bricked up and new door opening D7 installed.
16. Wall W3 in the new store to include high-level window.
17. Door D10 - Full-width bi-folding door, compliant with fire regulations, required in new external north-facing wall complete with high-security locks.
18. Supply and install skirting boards to match existing.
19. Yard to north side of new extension to be excavated and re-laid to falls to new gutter drain to provide disabled access at door D10.
20. Electrics - Supply and install
  - a. 1 double socket to each of the 4 corners of the new extension.
  - b. LED spotlights to the extension and meeting room ceilings
  - c. LED bulkhead lighting within the new storage room

- d. 2 No. external lights – one to each side of the bi-fold doors D10.
  - e. Extend existing fire alarm system into the new extension and meeting room.
21. Heating – The Client will decide at tender stage which, of three options, is to be provided. All options must be priced and backed up with supporting calculations.
- a. Option 1 - Supply and install air source heating to the new extension, including new store cupboard and meeting room. This is to operate independently from the existing wet heating system in the rest of the building. Existing radiators in the meeting room to be disconnected and discarded. Flue to existing boiler to be re-routed out of the new extension. Location of air source heat pump to be agreed with the Client.
  - b. Option 2 – As above but using an air source heat pump that is capable of supplying sufficient heat to the whole of the building should the Client decide, in the future, to remove the existing wet system and extend the air source heating.
  - c. Option 3 – Remove the existing wet heating system in its entirety. Supply and install air source heating to the whole of the building, existing and new. Location of air source heat pump(s) to be agreed with the Client. Make good to all areas not otherwise affected by the new build works. Heating controls to permit independent adjustment of temperature to each of 3 zones, these being;
    - 1. Main hall, kitchen and annexe.
    - 2. New extension, meeting room and new store.
    - 3. Toilets, store cupboard and corridors.

### **Schedule of Stage Payments**

Payments to the D&B contractor shall be made at stages to be agreed prior to formalizing the contract. It is anticipated that a deposit shall not exceed 10% and that a minimum of 10% shall be withheld until satisfactory completion and final handover.

### **Programme of works / access to existing building.**

- Prior to commencing work the D&B contractor shall discuss the proposed programme of works with the Client and make any necessary allowances necessitated by Client commitments to its village hall users. Upon agreement of the programme the works can then begin.
- The client drawing 02 shows a hatched area. This is the D&B contractor's site area. All other areas of the village hall shall remain available for use by user groups throughout the construction period except for periods as agreed with the Client.
- The landscaped area to the rear of the extension may be used for materials storage and welfare facilities. All such areas used by the D&B contractor shall be reinstated prior to final handover.
- There shall be no contractor parking on site without the prior consent of the Client.

### **Final Handover**

The D&B contractor shall notify the Client at least two weeks in advance of the proposed handover in order that a snagging inspection can be carried out. Final handover shall occur when no further snagging is required.

CAR PARK

EXTERNAL PASSAGE

MAIN HALL

ANNEXE

KITCHEN

BOILER  
CLIP/D

TOILET BLOCK

MEETING  
ROOM

D5

W1

D4

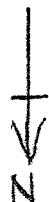
D3

PLAYER'S  
STORE

W2

D1

MAIN  
STORE



TOCKWITH VILLAGE HALL (Y026 7PR)  
PRG 01- EXISTING LAYOUT, FEB 2024  
(NOT TO SCALE)

CAR PARK

EXTERNAL PASSAGE

MAIN HALL

ANNEXE

KITCHEN

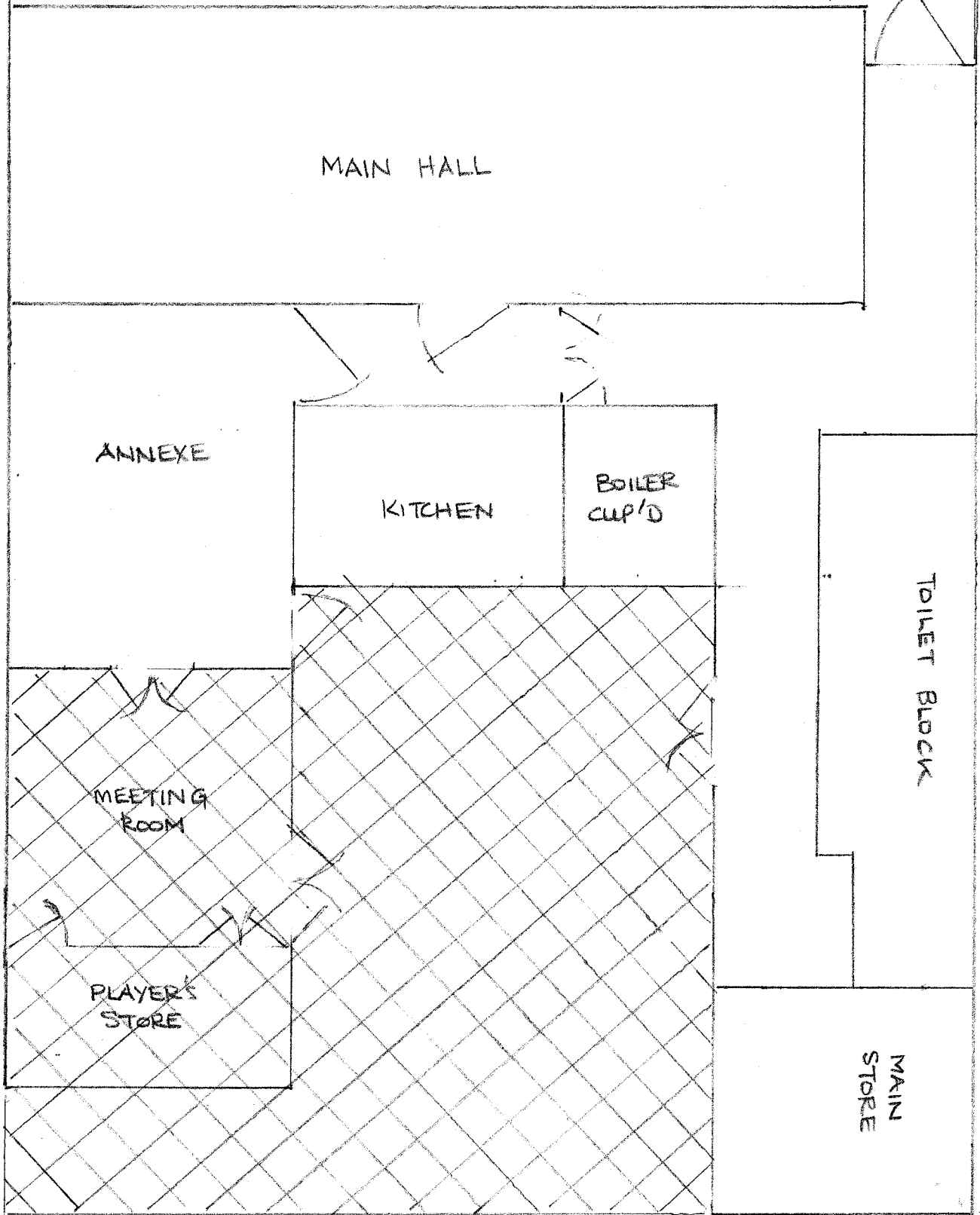
BOILER  
CLIP'D

TOILET BLOCK

MEETING  
ROOM

PLAYER'S  
STORE

MAIN  
STORE



TOCKWITH VILLAGE HALL (Y026 7PR)  
DRG 02 - AREA TO BE ROOFED  
(NOT TO SCALE)



