

Marden Parish Council

A New Community Centre for Marden: Architect's Brief

12/01/2016

Development of a New, Multi-Use Community Facility for the Residents of the Parish of Marden, Herefordshire

Requirements

Quote 1 – Costed concept designs for 2 sizes of hall (see below) to support Stage 1 Lottery Grant application – to include architect fees

Quote 2 – Estimated cost for detailed plans and process to commissioning of building – to include all fees

Purpose of this document

An Architect is required to advise and assist the Marden Parish Council in its project to develop a new, multi-use community centre that is low-energy, efficient and healthy. This document provides the brief for this project.

Background

The current community centre forms part of a building complex that includes the Marden Primary Academy (formerly the Marden Primary School).

The existing complex was completed in 1994 as part of a new development. A shared facility arrangement was put in place whereby the Academy and Community have joint use of the main (sports) hall; adjoining kitchen and toilet facilities, and the community has sole use of adjoining community lounges. The community has access to limited dedicated storage capacity along with shared use with the Academy of some additional storage capacity. The community facility and the Academy share the same 'front door'. Due to the need to maintain appropriate levels of child safety, access by the Community during the school day is limited. In addition, the community facility currently hosts, on a daily basis, and during school holidays, a thriving and expanding pre-school.

Over the last decade, as the parish of Marden has expanded, it has become apparent that the existing community facilities present limitations:

- lack of flexibility
- poor design particularly in relation to sound spillage between the main hall and the community lounge (meeting room)
- insufficient capacity to meet current needs
- the pre-school requirement to use the shared facilities during the day greatly restricts the potential for more varied community activities

- inevitable restraints imposed by a shared usage facility.

Over recent years, the issues relating to the degree that the current facility is seen to be not fit for purpose both now and for the future have been brought sharply into focus due to the outcome of the Localism Act 2011, which will see the number of properties in the Parish increase by over 20% over the next 16 years. In planning for and supporting this level of future development, the New Community Facilities Working Group of Marden Parish Council has taken the view that for the Parish of Marden to remain sustainable, such managed and complementary development is necessary.

Not only will the level of the planned development place an unsustainable pressure on the existing community facility, but due to the nature of the planned development, it is envisaged that there will be a significant shift in the demography of the Parish and with such a shift, it is further envisaged that not only will there be an increase in demand for the use of a community facility, but in addition, there will be innovation and growth in the menu of activities currently being booked.

Having considered all the available data and looked at options for expansion of the existing facility and development of a new facility on the existing adjacent playing field, it is the view of the New Facilities Working Group (a working group of the Parish Council) and formally adopted by the Marden Parish Council at its meeting on the 9 February 2015, that the detailed possibilities of building a new, multi-use community facility that will not only meet the current but also the anticipated future needs of the Parish of Marden should be taken forward. Such a development will be off the current site and located on the area outlined in red on the planned New House Farm development. This will enable the pre-school to remain in the current facility, thereby developing closer links with the Academy.

This thinking has been tested at a Community Consultation event held on 6 December. The outcome of this event, supported by over 100 people, was unanimous support for the thinking of the working group.

The Working Group have formulated the following brief on a total and all inclusive spend of no more than £800,000.

It is anticipated that a total spend not exceeding this amount will be met by a financial strategy based on:

- a bid to the Big Lottery
- donations
- sponsorship
- other fund raising activities
- a loan from the Public Works Loan Board

The Working Group hopes that the chosen architect will achieve the brief at a lower figure than that identified above.

The Brief

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

Concept

The overriding need is for a complete scheme that will take a holistic view of the site and its surroundings such that the new build will both integrate with and complement the New House Farm (NHF) development and in particular, a public open space to be created as part of the NHF development (see area outlined in red in appendix) The hall will provide a focal point for the community life of all sections of the Parish, not only as a community facility, but also due to its imaginative, innovative, leading edge and challenging design, linked to the use of both conventional and non-conventional construction materials and techniques.

The landscaping, which is included in this brief, is to be no less innovative in its approach.

In an interactive and iterative process, proposed designs and fittings will be continually discussed with the Working Group who will consult with expert groups for specific advice (eg. disabled facilities) and the Parish Council to gain final sign off.

The Architect is to assist the Parish Council to obtain all necessary planning approval. Thus, the architect will ensure that all necessary and appropriate legislation in terms of the provision of toilets, kitchen, disability friendly adaptations, green issues and general / specific building regulations are addressed.

Costed Plan

The Architect will provide complete and final estimated costs for the whole scheme to be endorsed by the Working Group and approved by the Parish Council. These Plans¹ will provide the basis for application for loans, grants and other fund raising activities 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 Contractor(s)

The selection of a contractor or contractors will be by tender process. The architect will lead the tender process with assistance from the Working Group, the process will be by sealed tender, compliant with the Parish Council Financial Regulations, all relevant Local Government guidance, legislation and best practice. The Tender process will be approved by Marden Parish Council.

Building Supervision / Project Management

The Architect will provide the Working Group with a comprehensive project management process. The cost of this will be included in the overall project cost submitted to the Working Group at the point that a firm of architects is identified as the preferred choice.

¹ The Parish Council does not recognise the principle of 'intellectual property'

Guide Line Requirements (all dimensions approximate and indicative only)

- Hall: Needs to open out onto public open space
Option 1 – with a ceiling suitable for a hall – 15m x 9m (with storage area equivalent to 3m x 9m) – design to allow for indoor marquee for weddings etc
Option 2 – without a ceiling, sports-compliant size and height (for badminton) – 18m x 9m (with storage area equivalent to 3m x 9m) – design to allow for indoor marquee for weddings etc
- Meeting room 1: 9m x 6m (with storage area equivalent to 3m x 9m)
- Meeting room 2: 6m x 5m (with storage area equivalent to 3m x 5m) – to include sink and adjacent surface and washable flooring
- Kitchen: 7m x 5m
- Toilets x 3: with minimum of [1] Male – 3 urinals & 2 cubicles (1 low-level urinal and 1 low-level cubicle); [2] Female – 3 cubicles (1 low-level); [3] Access for disabled and baby changing facility – 1 cubicle; all conforming to current legislation
- Entrance Lobby: to include Office equivalent to 3m x 4m
- Bar/coffee lounge: bar needs to open onto hall and Meeting room 18m x 6m (including storage equivalent to 6m x 1.5m; bar area equivalent to 6m x 3m; floor space for lounge area equivalent to 6m x 3.5m)
- Plant Room / Environmental Management

Other aspects

Wifi: All areas of the building are to be Wifi enabled with public login plus private office login

Telephone: In office

Meeting Room 1 or hall: Permanent mounting of data projector and permanent screen arrangement

Hall and meeting room 1 arrangement: To be adjacent so that, by use of appropriate partitioning, the meeting room and hall can be combined. However, the process for partitioning is to ensure minimisation of sound spillage between the hall and meeting room

Induction Loop System – (www.hearingloop.org): To meeting rooms, hall, coffee lounge

Storage: Walk in / shelving / lockable cupboards envisaged

Kitchen: To include equipment necessary to enable small scale catering, by non-qualified people. Kitchen (and equipment) is to be fully compliant (including appropriate extraction) with all current EH legislation, including central wheelchair accessible island.

Ideally, the kitchen / serving hatch is to be accessible from all three areas, ie the hall, and the two meeting rooms

Entrance Lobby: Welcoming, bright, airy to set the tone in design for the rest of the hall, to include buggy / wheel chair parking and easy access to toilets. Provision for the hanging of coats etc is to be included

Flooring: Except in areas where specialist flooring is required, flooring throughout is to be robust, easy cleaned and attractive. The entrance hall / floor could provide an opportunity for a sponsored 'mosaic / mural' about some aspect of Marden

Lighting Interior: Throughout the building lighting to be of low energy specification and on the daylight spectrum. Hall, meeting rooms and coffee/bar lounge to have dimmable uplighters. Hall also to have lighting suitable for activities

Lighting (Exterior): The exterior of the building, entrances and exit points, surrounding curtilage and car park are to be appropriately lit. Such lighting will take due account of the Dark Skies Policy of Marden Parish Council. Security lighting is to be 'dusk to dawn' enabled, with additional exterior lighting as above manually switched as necessary

Heating: Overall, the design of the hall is to be of high energy efficiency coupled with low maintenance

Plant Room and Environmental Management: To specifications to be offered by architect

Fixtures and Fittings: All appropriate and necessary fixtures and fittings, including soft furnishings where these are integrated into the design are to be specified and included. Black-out blinds/curtains required for hall and meeting room 1

Car Parking: As specified in outline planning permission for NHF development

Landscaping: To be included

Security: Building security to be high quality and easy-to-use

Timescale

The Working Group has identified the following timescale to be adhered to:

Early January 2016:

Working Group approach architects

19 January 2016:

Architects to present initial Concept Options (including rough costing) to Working Group

Mid-February 2016:

Preferred architect identified by Working Group and signed off by Parish Council

End Feb 2016:

Stage 1 bid to Big Lottery Submitted

Mid-April 2016:

If Stage 1 approved, the architect, in close liaison with Working Group, to commence work on detailed drawing and costings for Stage 2 application

End May 2016:

Detailed plans, drawings, costings and project management plans submitted to Working Group

Mid-July 2016:

Working Group gains sign off of proposals by Parish Council and Stage 2 bid to Big Lottery submitted

September 2016:

NHF Land Gifted

Mid-November 2016:

Stage 2 bid to Big Lottery approval

January 2017:

Tender process initiated by Parish Council and Architects to identify preferred building contractor

May 2017:

Stage 3 Big Lottery submission

Sept 2017:

Stage 3 approval. Build commences

Sept 2018:

New Multi-Use Community Facility for the Parish of Marden commissioned

Appendix

Gifted area marked in red, with parking area as agreed in S106



(With thanks to Architype for the plan)