

The Village Hall Refurbishment Programme - High level Requirements Specification

LONGPARISH VILLAGE HALL

(Registered Charity No. 301877)

The Village Hall Refurbishment Programme

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1. INTRODUCTION

1.1 History

During the last 10 years or so refurbishment of the Village Hall has been under consideration. A number of studies and reviews have taken place, including the state of the current building, access, and a feasibility study to enhance the building. One option which was eventually discounted was to sell it off in order to help fund the Longparish School and Community Project which resulted in the building of an annexe to Longparish School and included the Community Hall. At the start of the project it was hoped that there would no longer be a need for the village hall because the community hall would provide everything it did and more. The Village Hall is leased by the Parish Council from the Diocese and its operation is delegated to the Village Hall Committee which itself is a charity. Following an assessment of the state of the building a number of urgent repairs were carried out.

1.2 Existing Documentation

- a) Access Report
- b) Maintenance Report
- c) Feasibility Study
- d) Planning Assistance Proposal

1.3 Lease

The current lease is due to expire in 2013. Negotiations on a new lease were commenced when the plan for the new Community Hall included the demolition of the Village Hall. These negotiations were subsequently abandoned. With this refurbishment in mind the Parish Council has been requested to negotiate a new lease for 20 years in order to enable successful specific grant applications. Initial negotiations have uncovered a number of issues, including the potential risk of losing security of tenure if the current lease is surrendered. Both parties are keen to continue the current arrangements and have agreed to exchange 'letters of comfort' in an attempt to satisfy grant authorities which would normally require more than 4 years left on the current lease.

1.4 Users

Regular users of the Village Hall include

- a) Kidszone, a youth club
- b) Mother and Toddlers
- c) Smooth Movers (an exercise class)
- d) Longparish Players

In addition the hall is hired out for both kids and adult private parties, as a polling station and there have been a number of one-off hires including to a health screening company and TVBC Planning to consult with villagers on proposed changes to the extent of the Conservation Area. Subsequent decisions did not include placing the Village Hall within the Conservation area.

The alternative to the Village Hall as a venue is the Community Hall which is integrated into the School Buildings. Although generally more expensive to hire, the Community Hall is not available during the day in term time except by special arrangements for events such as funerals, so the Village Hall provides an alternative venue. The village hall provides better accommodation for more robust activities and has much better storage so is more suitable for activities such as Kidszone, Mother and Toddlers, Cubs and Brownies. It is also a better venue for film shows due to its blackout capability.

1.5 Management

The Village Hall is managed by a committee, which is a registered charity. The Committee Secretary and Treasurer are elected at the AGM after which the Committee elect a Chairperson. On a day-to-day basis the hall is run by Gloria and Nigel Goodliffe who accept requests for bookings, receive payments, arrange cleaning and undertake small maintenance and emergency repairs, if possible.

2. CURRENT SITUATION

2.1 Building

The building, although structurally sound, is in need of some maintenance. It is also fairly secure. In particular the flat roof areas along the side and back of the building require repairing and re-surfacing. The pebble dashed area adjacent to the old boiler room is cracked and this may be a significant issue when replacing the small window which is rotten. There is no insulation in the building, the walls are solid and the roof space, although dry, has no insulation, nor effective ventilation. Access to the roof space is via the ceiling in the Committee Room and from above the stage. The windows need to be replaced, and lowered if cost effective, to allow more natural light to enter the building. Currently, only a limited amount of natural light enters the building and you cannot see outside from the main hall area unless the emergency doors are open, and even then the view is restricted.

The doors are not draught proof. Wheel chair access is difficult due to the design of the doors and steps at the main entrance.

2.2 Environmental and Heating

The building is far from being environmentally friendly. The heating is by electric radiators controlled by electricity payment meters. The radiators were

not commissioned effectively. For example, the thermostats on the heaters have not been set. Not much electricity is used due to the control applied via the meters. Individual hirers have to feed the meters in order to warm up the room and maintain it at a reasonable temperature during use. When not in use it is not cost effective to maintain a reasonable temperature due to the heat losses through the roof, walls and windows. Typically the cost of electricity provision is covered from the cash recovered from the payment meters. Currently, electricity bills run at less than £500 per annum.

2.3 Legal (H&S, Fire, DDA)

The hall meets current fire regulations and has a current fire certificate. Health and Safety regulations are met, but the design of the building precedes the Disability Discrimination Act, and in particular is not wheelchair friendly. Effective egress from the building in a wheelchair in the case of emergency is satisfactory, utilising a wooden ramp at the major fire exit.

2.4 Toilets

The original toilets were situated at the back of the building and re-positioned along the side of the building when the flat roof extension was built. The current facilities are barely adequate and do not cater for wheelchairs or the disabled.

2.5 Facilities

The current facilities include a servery with basic facilities which enable pre-prepared food to be kept warm in an oven or cool in a fridge. It also has sinks and hot water heaters. Additionally there are glasses, cutlery and plates which can be used or separately hired for external private events. There is a stage for plays and live music with basic sound and lighting systems. Behind the stage is a Committee Room in which there is a pool table and table football for the youth club. There is a fold away table-tennis table which can be wheeled into the main hall from one of the storage areas and there is also a dart board on the stage. There is a reduced size badminton court marked out on the hall floor which is in good condition. However, badminton is not played here as the lighting gantries are too low.

2.6 Storage

There are several rooms designated as storage areas, including one for tables and chairs and one for Mothers and Toddlers equipment. A Storage Container has recently been acquired and placed in the car park. Stored within it are items only occasionally used such as Village Fete equipment and this has freed up storage space to make life easier once the refurbishment is underway.

2.7 Lighting

The main hall area is lit by strip lighting positioned at the bottom of the sloping ceilings (skillings). This will have to be de-installed when the skillings are removed to insulate the sloping roof area. In most of the side rooms there are normal light bulb fittings.

3. VISION

The vision created by the Village Hall Committee can be described utilising the following attributes:

- a) Structurally sound building
- b) Consistent with village standards and values
- c) Complements rather than competes with the Community Hall
- d) Warm, welcoming and cosy
- e) Environmentally friendly
- f) Improved disabled access and facilities
- g) Twenty year life consistent with lease
- h) Lower levels of maintenance
- i) More natural light
- j) Natural choice for events that cannot be staged in the Community Hall
- k) Increased utilisation including new regular bookings; e.g. film nights
- l) Improved servery facilities
- m) 21st century lighting, sound and communication systems
- n) Attractive for business as well as community and private functions
- o) Funded from grants in addition to available pump priming funding

4. EXTERNAL REQUIREMENTS

4.1 Roofs

The sloping tiled roof and the flat roof areas should be sound and weather proofed. Ventilation ridge tiles should be installed to enable the roof space to be well ventilated, and when insulated, not to cause condensation.

The guttering and drain pipes shall be replaced where necessary to ensure water is drained away effectively.

The roof space and the skillings shall be insulated to minimise heat loss. The skillings and the strip lighting mounted on the skillings will need to be removed prior to insulation and will need additional tradesmen, such as a plasterer to make good the skilling surfaces, and an electrician. A tower will have to be assembled and disassembled to insulate the roof space. Access to the roof space is via the Committee Room and from above the Stage.

Once the flat roofs are weather proofed they will need to be insulated to prevent heat loss and build up of condensation.

4.2 Photo-Voltaic Cells

An option to provide an appropriate number of photo-voltaic cells should be considered and quoted for. These cells will be affixed to the sloping roof on the cemetery side of the building. Along with potential suppliers we will work hard to cover the procurement and installation costs with grants. We already have 50% of the cost covered. If this is not possible we will need to consider the value provided in terms of adding electricity into the grid and the subjective value of improving our 'green credentials'. The purely 'financial business case' results in a longer payback period than the lease being negotiated; i.e. 20 years. This work also requires moving electricity providers to a supplier who will buy our generated electricity (currently 15p per KWh from Good Energy). Also the central fuse box needs to be upgraded to allow installation of the power feed from the solar roof.

4.3 Walls

The exterior walls are generally sound but need to be inspected for damage. Outside the old boiler room towards the rear of the building the pebble dashing is cracked and may need to be repaired when the rotten window is replaced.

The solid walls shall be insulated such that condensation does not form on the interior wall surfaces.

4.4 Windows

All windows need to be replaced. In order for more natural light to be allowed in the windows should be longer with the window ledge at the same height as the dado rail. However, quotations should also include simple replacements, such that we can assess the cost of increasing the natural light entering the building and the value of being able to see out from inside the hall. We may wish to compromise with additional natural light entering via glass in the replacement doors, only. The windows need to be sympathetic to the building and its surroundings and not cause any planning issues.

4.5 Doors

The front doors need to be replaced. The new doors need to open outwards, have glass panels for H&S purposes and a design solution provided to enable wheel chair access. A wider door and narrow glass panel which can also open when required may be the optimal solution. The current emergency exit doors also need to be replaced but must have large strengthened glass panels to let in more light and allow Kidzone games to be played, e.g. football. The doors need to be sympathetic to the building and its surroundings and not cause any planning issues.

4.6 Entrance

The entrance to the building needs to be re-designed to enable a wheel chair ramp and hand rail to be installed. The steps need to be re-designed such that a wheelchair can safely stand on the top step and the door open such that a wheelchair has safe access into the building, via the entrance hall/porch. This could be provided by installing an additional door into the porch. The frequently used current parking spaces in front and adjacent to the main entrance can be used to accommodate the ramp and new steps as necessary. A new disabled parking space to allow both parking and unloading wheelchairs should be provided.

4.7 Security and Safety

The current levels of security and safety need to be at least maintained. Be aware that the Kidszone youth club kick soft balls about within the hall so the glass must be able to withstand such treatment.

5. INTERNAL REQUIREMENTS

5.1 Floor Plan

Down the right hand side of the stage and through the adjacent storage area create a passage way leading towards the rear of the building for access to the new male and female toilet facilities.

5.2 Toilet Facilities

Create a unisex disabled toilet facility where the current Gents toilet is. The new male and female toilet facilities should be created in the rear of the building. The existing old (previous design) plumbing and waste pipes will need to be checked to see if they are still serviceable. If not then they need to be made good. New sanitary ware needs to be provided for all three toilet facilities, along with wash basins, soap dispensers, hand dryers, toilet paper and paper towel dispensers/holders, waste bins, toilet brushes and mirrors. In the Ladies toilet standard female waste disposal should be enabled.

5.3 The Heating System

All ducting for the redundant warm air heating system running through the Committee Room and the stage area needs to be de-installed and surfaces made good. Greater control is required over the current heating system, such that an appropriate level of background heating is always provided. Although we may expect to use more electricity the significant improvement in insulation and reduced heat loss through the walls, windows and roof should keep the increase to a minimum. If we utilise PV Cells then the increased usage will be more than offset by the units pumped back into the National Grid. Depending on available funding we may want to be able to control the heating remotely, via the Internet for example. The prime objective is for the hall to be considered warm, cosy and inviting on arrival. The improved

heating system should be based on electricity. Using oil has been ruled out. Heat pumps, ground or air, are unlikely to be a serious consideration. The current heaters should be assessed for their remaining life and replaced if deemed to be less than 5 years. As a minimum the existing heating solution's thermostats need to be correctly commissioned.

5.4 Servery

The Servery requires to be stripped bare of cupboards and sinks and all replaced. New white goods (oven, fridge and possibly dishwasher) which enable improved storage and refrigeration of food, warming of previously cooked food and clearing up should be considered. Enhancements to the servery area should not increase the levels of health and safety required over and above those currently employed.

5.5 Stage

The stage area will remain largely as is but should be enhanced to take advantage of any affordable improvements in sound and lighting. Detailed requirements gleaned from the Longparish Players prior to finalising the specification are shown below.

5.5.1 Structure

The surface of the stage should be capable of being extended forward by 1m across its full width. The adjacent corridor (through to the Committee Room) should be used to create wings and providing level access, via steps. The floor area to the rear and left of the stage (facing the rear) needs to be repaired to provide stronger support. New canvass or solid tabs are required on both sides.

NB Apparently Jeremy has a report on the state of the stage; needs checking for relevance.

5.5.2 Curtains

New electrically (push button) operated curtains are required along with a new canopy at the front.

5.5.3 Mirrors

Mirrors are required for make-up, possibly in the Committee Room.

5.5.4 Lights

Lights both on and off stage are required to be dimmable from a control panel. Back stage control of the lights in the main hall is also required.

5.5.5 Sound

An integrated sound system is required to include a CD system, microphones and an Induction sound loop.

5.5.6 Electrical Sockets

A number (4?) of 13 amp sockets are required to power props during performances.

5.5.7 Toilet

A unisex toilet is required so that players/actors do not have to share toilet facilities with the audience from the main hall.

Design Note: Not sure where to put this!

5.5.8 Storage

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The Longparish Players require storage space for costumes and props. A clothes rail is required within the storage area.

5.6 Lighting (normal and specialist)

The current (normal) lighting should be replaced with a modern and efficient lighting system, which is capable of being dimmed during the showing of films and stage productions, and to enable individuals to exit the main hall area if required. Specialist lighting requirements to support stage productions and film evenings should be considered , see 5.5.4 above.

5.7 Sound

A replacement sound system should enable the following:

- a) A PA system (microphone, etc.) for announcements and quiz evenings, etc.
- b) Stage Productions
- c) Live music
- d) Background music and disco music

5.8 Office

The Committee Room has the potential to be turned into an office or business centre. If this option is to be considered then appropriate lighting, heating and broadband communication systems will be required, along with basic office furniture.

5.9 Curtains

All the new windows will require curtaining. The windows in the main hall require to be blacked out for film evenings.

5.10 Carpets

Only the committee room/office requires to be carpeted.

5.11 Main Hall Floor

The main floor is in a good state of repair. The minimum required is to sand down the floor and re-seal/varnish.

5.12 Decorating

Prior to decorating, all wall and ceiling surfaces that need repair or making good, should be re-plastered. The walls and ceilings will need to be redecorated with emulsion and all paintwork made good. In areas such as the Committee Room and the rooms beneath the flat roof the existing ceilings may need to be pulled down and replaced.

6 PROCUREMENT POLICY

6.1 Local traders

The Village Hall Procurement policy is to utilise local traders where at all possible. As a start those that advertise in Hill and Valley will take precedence providing that their quotes are reasonable and they can be recommended by someone in the village who has used them.

6.2 Parish Council Policy

The rules of Finance Committee require that three quotes will be provided for all potential orders over £1000. However, we are not mandated to accept the cheapest. The one deemed to offer the best value will be selected. This has proved onerous to date due to the fact that many local traders have not responded to a request to provide quotations. At a recent Village Hall Committee meeting it was agreed to change the procurement approach to prime contractor competitive tender. This will allow us to maximise the value of grants that we can apply for, in that we will have a good idea as to the likely total cost.

7 CONTRACTS

As detailed above, the preferred route is to request potential prime contractors to bid for the work. Contracts will therefore take account of the risk passed to the prime contractor to sub-contract as required and to schedule the work to minimise the length of time the hall is out of commission. The contract will also allow for selection of a sub-set of the total requirements if we cannot afford the total cost of refurbishment in one go.

8 FUNDING

Pump priming funding is available to the tune of about £60k from the Village Hall and the Parish Council reserves. It is anticipated that at least as much again should be available from the plethora of organisations that offer grants for community and environmental improvements. To date we do not have an estimate of the total costs but it is anticipated that to weather proof and insulate the building, redesign the front entrance, and redesign the room's layout such that new toilet facilities can be installed will require significant funding

9 LEGAL

The main legal issues to contend with are the renegotiation of the lease, conforming to health and safety and DDA legislation, and the terms and conditions under which the various components of the refurbishment are procured. We need to take advantage of all the taxation breaks that are appropriate.

10 OUTLINE PLAN

TBA

11 OUTLINE COSTS

£200,000 + VAT