



MELTON PARISH COUNCIL

DRAFT v4

MELTON PARISH COUNCIL: NEW VILLAGE HALL PROJECT BRIEF TO CONSULTANT ARCHITECT

1. Melton Parish Council (the Council) wishes to construct a new build village hall on freehold land which it owns on Melton Road, Melton Suffolk. The land was conveyed to the Council in January 1950 for use as a parish recreation ground and playing field. It was the Council's intention to construct a village hall on that site since 1949, but it was never achieved, and the village has always used other local facilities for meetings and social and physical activities. The Council now considers that with a growing community, it is essential to implement the resolution passed in 1949 and create a purpose built facility for the benefit of the residents of Melton.
2. The recreation ground / playing field is situated to the west of Melton Road, Melton, north of Jenners Close (a private road) and extending northwards along the Melton Road, to the boundary with the property known as "Copper Mead", and behind it, to a hedge boundary with a field owned by Suffolk Wildlife Trust. A 1:1318 map of the northern end of the playing field is provided. Map centre coordinates (Easting / Northing) are: 627993 / 250183. The pavilion located within the playing field has a postcode of IP12 1PD. The intention is to use the existing pedestrian and vehicular access to the playing field and the existing car park (enlarged and extended as required to provide a suitable number of parking spaces) and construct a new build village hall to the immediate north of the parking area just off the Melton Road as marked on the map. It is believed that all mains services are available on Melton Road. The Planning Authority is Suffolk Coastal District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU. The relevant Planning Officer is Rachel Smith who can be contacted on 01394 444628. Pre-application Officer advice has been sought and obtained. This is also provided. It indicates that, the principle of a new village hall in the location proposed is likely to be supported. The advice suggests that the main considerations will be the design and layout of the proposed building and car parking area and the impact (if any) on the protected trees.

3. The Parish Council has an overarching vision for this project: ***It is that this building is to be visually and functionally the centre of village life and its design features should aspire to this design principle.***
4. Key requirements in terms of the new building are:
 - It should be fully accessible to all in the community
 - Its architectural style should be in keeping with its surroundings
 - Its running and operating costs should be as low as possible
 - Its fabric should be hard wearing and inexpensive to maintain
 - It should meet the needs of potential users in a range of activities
 - It should be flexible enough to meet the needs of a growing community
 - It should be adaptable enough to meet changing requirements in terms of community use
 - Its design should promote inclusivity and community cohesion by meeting the needs of all age groups and sections of society.

These requirements are amplified below.

5. For both cost and sustainability the hall should be built to the highest energy conservation standards, with optimal use of natural lighting and heating from solar gain. In particular the multi-use hall will require flexibility in heating arrangements, so that some uses can benefit from higher levels of heating (e.g. conferences, seminars) than others (e.g. exercise classes). The building will need to be constructed in such a way as to possess very sound acoustics for both speech and music. All ground floor areas shall have full disability access. In addition to the specific initial requirements set out below, the building should ideally be constructed in such a way as to enable expansion at a future date. The fabric shall be durable with fixtures and fittings that are robust and neither expensive nor hard to resource if replacements are required. In terms of hard wiring / wi-fi the building should be future proofed as far as possible. All wiring ducts shall be accessible. Emphasis shall be on the building being a place of meeting and socialising, with physical and recreational activities being accommodated that do not however require specific, activity related specifications. Consultants are to have particular regard to keeping the footprint of the building and space allocated to parking and servicing to a minimum consistent with the operational needs of the building, to avoid loss of greenspace. Consideration should be given as to whether the building can have some upper floor usage (for meeting rooms) to limit the footprint. The potential impact of the new build on its neighbours shall also be considered.
6. The Council's initial specific requirements are as follows:
 - A multifunction hall (seating up to 100 people for a formal meal and up to 150 in a lecture format)

- The hall should be provided with a stage, of modest but adequate proportions for amateur productions, and stage lighting
- An underfloor heating system with flexibility to cater for diverse activities
- A fully fitted kitchen equipped and large enough for commercial catering fitted out accordingly. There should be a hatch through to the hall with provision for it to be used as a bar
- Adequate provision of wc's (including disabled) to meet potential user numbers at large events, together with baby changing facilities
- An entrance hall, with provision for notice boards for parish and club use, together with a cloakroom, and Hall Administrator's office / reception facility
- An induction loop system shall be provided
- One large meeting room (up to 30 people in a boardroom format)
- Two small meeting rooms (10/15 people)
- A Parish Council office (to accommodate 2 / 3 staff).

Additionally a cycle rack shall be provided together with external lighting to facilitate arriving and leaving the building, designed to minimise light pollution. Parking provision shall be for 60 - 80 vehicles which shall come primarily from an expanded existing car park.

7. The Consultant is requested to produce plans and designs based on the above requirements, together with indicative construction costs. It would be helpful if plans can be produced for a single storey design and also a two storey building (with at least stairlift access to the 1st floor). Client for the commission is the Clerk to the Council, William Grosvenor, who can be contacted as follows:

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William Grosvenor

Clerk to the Council

16 March 2016