

# Notes on a meeting of the Infrastructure Development Planning (IDP) Team held at Hayesfield, Hailey on Thursday 26th July 2018

**Present:** Graham Knaggs (chair), Sue Ayres, Ann Evans, Monica Hester, Caryl Lansley, Judith Knaggs, Martyn Clark, Giles Doland

**Apologies:** Dawn Franklin, Calvert McGibbon

## Village Hall

Graham Knaggs submitted a document 'Redevelopment of the Village Hall site' – see below. This document sets out the background to the replacement of the Village Hall and Sports Pavilion. Essentially it will be the briefing document for the architect (not selected yet). Once finalised this document will be used as a supporting document for a village wide consultation, probably for 4-5 weeks in October.

The team went through the document in detail and made some changes – shown in red - comments are in square [ ] brackets.

## Re-development of Hailey Village Hall Site

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### Brief for Architect

An Architect is required to advise and assist the Hailey Parish Council in the redevelopment of the Village Hall and Sports Pavilion. This document provides the brief for this architect.

### Background

The Village Hall is subject to a 60 year lease to the Village Hall Management committee. The lease expires in December 2021 when ownership will revert to Hailey Parish Council.

Against a background where there are a number of initiatives to build a large number of houses in the parish (e.g. the 1,400 houses in the WODC draft Local Plan 2031), Hailey Parish Council is seeking to develop ideas, make plans and obtain cost estimates to take advantage of potentially available S106/CIL contributions for both the Village Hall and the Sports Pavilion.

The **Village Hall** is in the centre of the village of Hailey at the end of the Recreation Ground surrounded by a tarmacked area used as a car park. It is adjacent to the children's playground and adult exercise areas. The existing Village Hall is of brick construction, was built in the early 1960's and has had several additions over the years. It is an outdated building and although it continues to be used by Village clubs and other organisations, it is only rarely rented for social events as it is now generally considered to be unattractive and uninviting.

The **Sports Pavilion**, located at the side of the recreation ground, close to the Village Hall, is used by Hailey Football Club and contains two changing rooms with showers and toilet facilities. Although recently decorated it is in a dilapidated state and needs to be **completely replaced**.

### Initial strategy

An initial costed survey was carried out to provide evidence and advice on the strategy to take.

Village Hall – should we:

1. Demolish everything and completely rebuild.
2. Partially demolish and refurbish the remainder.
3. Refurbish everything.
4. Refurbish everything and extend.

Sports Pavilion – should we:

1. Incorporate the replacement of the Sports Pavilion into the Village Hall
2. Rebuild the Sports Pavilion in its existing location
3. Extend to include a 'studio' with wood floor for Pilates etc.
4. Include a tennis court(s) or any other sports facility?

## Costed Plan

An architect was asked to provide cost estimates for the options. VAT is not payable on new build (but will be levied on architect's fees etc.). These costings exclude furniture, fittings, furniture, kitchen equipment and toilet fittings.

The architect did not provide a standalone costing for replacement of the Sports Pavilion but Sports England have a set of typical new build costings and a replacement building is estimated to cost ~£250,000.

Option A: Refurbishment	£427,000	+	£250,000	=	£677,000
Option B: Rebuild Hall only	£564,000	+	£250,000	=	£814,000
Option C: Rebuild Hall with integrated Sports Pavilion				=	£784,000

There is an obvious cost benefit in combining the rebuild of the Village Hall and Sports Pavilion, however consultation with the Football Club and residents of nearby properties should occur prior to final selection.

These cost estimates were considered by the IDP team who **recommended that a new Village Hall and Sports Pavilion be constructed and the existing facilities demolished**. The April meeting of the Parish Council accepted the recommendation of the IDP and resolved to rebuild the Village Hall and sports pavilion (and not refurbish). It is anticipated that this will take 3-5 years.

## Current position

The Hall itself is unattractive and uninviting. It suffers from an absence of insulation, a noisy 'temporary' heating system (industrial fan heaters), cracked plaster walls and, because of the layout, can only be used for one function at a time.

Other areas include a meeting room with a bar, a kitchen with serving hatches to both the meeting room and the hall, male, female and a disabled toilet and a small storage cupboard.

The Sports Pavilion is structurally compromised with a cracked concrete raft and consequential structural internal and external cracks in some of the walls. It also fails to provide changing facilities for referees and linesmen.

## Outline Architect's Brief

The Architect will take a holistic view of the whole site and its surroundings and propose alternative layouts and locations for the main hall, sports facilities, meeting room etc. These will be discussed with the Working Group who will consult with Village Groups with a view to agreeing a final plan.

Initially existing structures and other possible constraints should be ignored. However, the issues and requirements listed below will determine the shape of the ultimate plan.

## Requirements

The following specific requirements have been determined from consultations with various groups in the Village combined with visits to existing Village Halls. This should comprise the following:

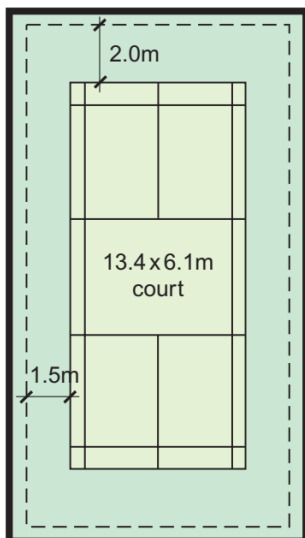
### Entrance Hall

This should be a comfortable assembly space with cloakroom facilities, direct access to the main hall and a space for club and community notices to be displayed. The entrance should take the form of a draft lobby floored with barrier matting and must allow unimpeded access for wheelchairs. Space for pushchairs should be provided off the circulation area and separate cupboards for coats may be required. Direct access to the Main Hall and other main areas should be provided from the entrance hall, enabling the separate activities to occur at the same time. A permanent **casual seating area** furnished with low tables could also be provided [some discussion about the necessity for this suggestion, along with whether the size and shape of the entrance hall would be large enough to facilitate. If the hall provides entry to all of the halls, conference rooms, toilets etc. then it will inevitably be large but may be a long corridor]. The toilets should include nappy changing and **disabled facilities** ~~and should be in close proximity to the Sports~~ **Changing Rooms**. Wheelchair access should be available throughout the whole building.

**Archive Office** – if one is required it should overlook the entrance. [Unlikely/unclear whether this is required]

## Main Hall

This provides an area for main activities and assemblies. The IDP team concluded that a hall sized for Badminton (18m X 10m X 6.1m high over the badminton court) would be optimal. This would provide capacity for over 180 seats<sup>1</sup> and sufficient space in a one-court hall for the three most popular sports – badminton, table tennis (4 courts) and short mat bowls (3 carpets) plus pickleball.



Badminton/short tennis

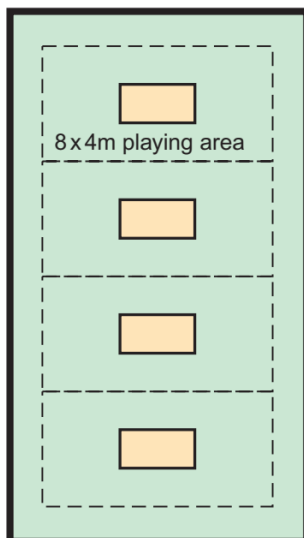
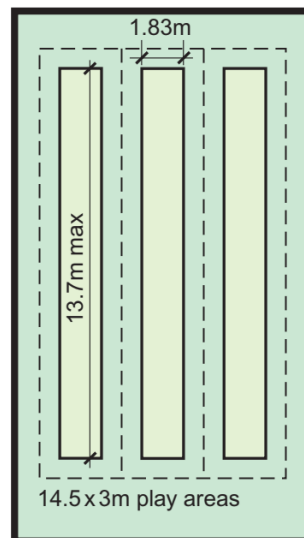


Table tennis – four tables

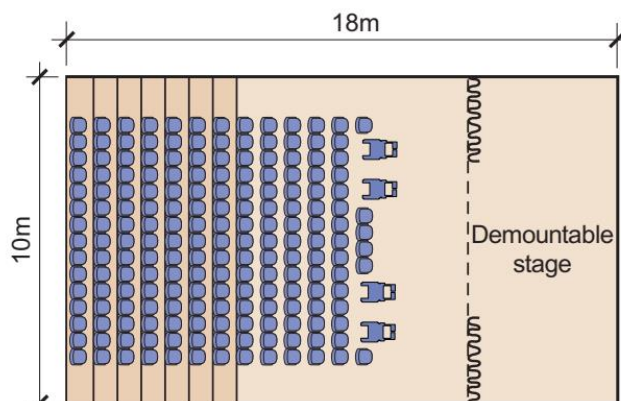


Short mat bowls – three carpets

The most popular sports in a one-court hall.

Here is a list of all potential uses for a hall of this size:

Sport/play	Other activities
Badminton	Clubs/societies
Short mat bowls	Concerts
Gymnastics	Conferences/meetings
Aerobics/keep fit	Dance/dance classes
Martial arts	Drama/films
Judo	Receptions
Yoga	Private functions
Playgroups	Auctions
Table tennis	Cheese and wine
Five-a-side (softball)	Women's Institute
Short tennis	Guides/scouts
Fencing	Discos



One-court hall – up to 186 seats

[Any exits provided should be clear of the nominated demountable stage area and consideration should be made for the safe exit any on-stage performers]

The recommended hall dimensions above correspond approximately to the size of the existing hall. Although there is a requirement for a stage, a permanent feature can become an inflexible single use. Modular platforms that create a stage of the desired size in the required position are therefore preferred.

<sup>1</sup> Actual permitted capacity will be determined by Fire Service – will be dependent on number of fire exits etc.

The hall should have Wi-Fi and audio facilities with a hearing loop and projection facilities including a white wall 'screen'. Adequate electrical provision for projection, stage lighting etc. will be required. Plus provision for lighting gantries or barrels.

## Flooring

An 'impact energy-absorbing' floor as defined in British Standard 7044: Part 4 is essential for sports use and provides a safer surface for children's play. The term refers to floors that deflect over a given area rather than simply beneath the point of applied pressure. Semi-sprung beech, beech and maple veneer and various composition and synthetic surfaces can meet the criteria set out in the British Standard.

An **equipment, table and chair storage 'extension'**<sup>2</sup> at the short end of the hall (behind the stage area) - possibly a mezzanine (including a staircase) with more storage.

## General requirements:

- A warm, inviting and well-lit internal space
- Suitable for "lively" activities including five-a-side (softball). i.e. non protruding radiators, "robust" fixtures and fittings and a non-marking floor suitable for young children to crawl and run on, with an area available for messy play.
- Direct access to and view over the Recreation Ground
- Storage for the Parish Council and Village Hall archives.
- Good acoustics
- Good eco credentials – well insulated with efficient (underfloor?) heating using green energy if possible
- Pitched, tiled or slate roof - not flat! [Windows in roof – can provide good lighting but there is often a cleaning / maintenance issue
- Low maintenance
- Kitchen / Bar should have some lockable cupboards for bar use.

## Conference room

A carpeted area for up to 30 people (5m X 10m) that is accessible when other areas are being used. The room should have permanent furniture and presentation facilities including WiFi, ~~telephone,~~ [not required as most residents have a mobile phone] projection equipment, screen and coffee making facilities (including a small sink?). This area could be split into two rooms by using acoustically efficient folding doors.

## Small Hall / Fitness studio

For sports, 9m x 9m or preferably 10m x 10m x 3.5m high is recommended and will accommodate the following activities:

- aerobics
- martial arts
- table tennis (2)
- keep fit
- boxing
- darts matches.

Other activities suitable for smaller halls include:

- drama workshops
- club meetings
- playgroups
- whist drives
- clinics
- luncheon clubs
- craft shows

The changing facilities (see below) should be close to the Fitness Studio.

If above Conference Room and Fitness Studio are adjacent then they should be the same width?

## Changing Facilities

Consultation with the football club has started but no responses available yet.

If integrated into the Village Hall complex, separate direct access from the recreation ground to this area (to avoid cleaning issues in other areas) is essential.

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<sup>2</sup> The team were particularly impressed by Freeland Village Hall's storage provision at one end of their hall.

Two separate changing areas each with 2 rooms (changing and wet area) containing 1 toilet and 3 shower heads in each (Sport England have standard designs).

Referees changing room with shower.

These facilities should also be available to users of the Fitness Studio.

One fully accessible multi use toilet (including nappy changing facility) directly accessible from the outside for visitors to the recreation ground / play area.

### **Kitchen/Bar**

The kitchen/bar should be located to directly serve the main hall and ~~at least one other space~~ the Conference Room. The kitchen should be positioned on an external wall and should contain plenty of power points for the use of kitchen appliances.

It should be professionally fitted out with a large large cooker, microwave oven, fridge, dishwasher, double sink, hot water boiler and storage cupboards. A separate washbasin must also be included.

The design should permit:

- Sufficient space between fittings for several volunteers to work simultaneously. The design must be suitable for use by outside caterers at specific events.
- Fitting heights and space standards to suit helpers in wheelchairs.
- Serving hatches with inward opening fold back doors and an uninterrupted surface to prevent spillage.
- Robust, low level shelving beneath the servery worktop for the kitchen to double as a temporary bar.
- Provision of mechanical air extraction.
- Easily cleaned surfaces that minimise impact noise and a non-slip floor finish.
- Direct access to refuse bins.
- Lockable cabinets for bar stock.

### **Toilets**

Male (1 toilet + 3 urinals and 2 sinks), Female (3 toilets and 2 sinks), Disabled (1 toilet plus a sink) plus baby changing facilities.

### **Utility room**

Containing a bucket sink – including cleaner's storage space ~~and possibly containing the boiler.~~

**Terrace** overlooking the recreation ground. ~~—optional~~ [deemed to be a necessary addition to take advantage of the surroundings]

### **Location of the hall**

Continued use of the existing Village Hall will be necessary during the construction period to maintain a continuous service to the community. Hence the replacement hall will have to be located elsewhere. Initial suggestion is that it should be located on the recreation ground between the edge of the car park area and the existing Sports Pavilion

### **Landscape enhancement**

The site must incorporate car parking and it is essential that the whole area is sympathetically landscaped. This should include provision of lighting on the site and a bicycle parking stand. External lighting should be low level, unobtrusive and preferably solar powered.

### **Car parking**

The number of car parking spaces will increase following the removal of the existing Village Hall and tarmacking of the released area.

### **Tennis Courts**

The team identified a possible future initiative to install two tennis courts – to be considered when designing layouts but not part of this scheme.

### **Children's playground**

These facilities must be retained.

## Trees

None of the trees in the recreation ground are subject to a TPO but they should be retained wherever possible. The horse chestnut tree located between the current Village Hall and the sports pavilion is suffering from a canker and will have to be removed within the next couple of years.

## Building method

The Architect should consider all possible methods (e.g. wood, steel frame) that may offer economies in construction costs. Offsite modular construction should be considered

**Demolition costs** should be identified as and when required.

## [END OF RE-DEVELOPMENT DOCUMENT]

## Further changes

Action: All – please examine the above document and submit any further changes, missing requirements etc. so that the document can be finalised at our September meeting.

## Consultation

A copy will be sent to the Parish Council, the Village Hall Management Committee and the Football Club for comments. There will be a consultation on the document during October. It will be advertised in the Hailey Herald and facebook and a copy placed on the Village web site. Direct contact will also be made with all Village organisations and regular users of the Village Hall.

## WODC Local Plan 2031

The plan is further delayed. The Inspector has asked the Council to consider undertaking further Habitats Regulations Assessment work in respect of the plan is necessary in the light of the following recent European Court Judgement: This additional work has now been completed and a copy of the HRA report sent to Natural England on inviting comments from by 10 August 2018. It is hoped that the Inspector will issue his report in early autumn.

## Hailey Neighbourhood Plan

The Parish Council tried to submit the NP to WODC but they were advised to wait until the WODC Local Plan 2031 was adopted (see above). This situation has arisen since the NP Inspector rejected the Eynsham Neighbourhood Plan because it would have to conform to both the existing 2011 WODC Local Plan and the emerging replacement 2031 plan (which could still change).

## Project Hailey - fundraising

We have over £7,680 in the Project Hailey Account. An aspirational target of 'getting into five figures' by the end of the year was declared.

Possible fundraising activities included:

- A village wide Christmas raffle (Nyree Brown runs the School Summer raffle)
- Christmas cards
- A Beer Festival with participation from the Football Club (?)
- Bingo – withdrawn as V Hall is probably going to start running regular sessions
- Sell 'bricks' – concern was expressed at the potential cost (and low income) of bricks with names inscribed into them
- A Jazz night
- A Race night
- Oxbrew micro brewery
- Auctions
- Selling squares on a board (with a % of income as a prize)
- 200 Club (Sue Ford was mentioned as having run one)

**Date of next meeting:** 7.00 pm, Thursday 6<sup>th</sup> September 2018 at Hayesfield