

# First Meeting of the New Village Hall Working Group

Monday 19<sup>th</sup> July 2021 at Hayesfield

**Present:** Graham Knaggs (chair), Karl Madden, Caryl Lansley, Judith Knaggs

**Apologies:** Ann Gibson

## Parish Council minute – 21<sup>st</sup> June 2021 - creating this Working Group

### 9. New Village Hall project

It was agreed that to start planning for the development of the new Village Hall – some funds have been set aside in the Budget to take the project up to outline planning permission. Cllr Knaggs has been in contact with an architect who is offering to provide advice on drawing up an invitation to tender for the required Quotes - from at least three architects.

Colin Dingwall (West Oxfordshire District Councillor) has some experience in assisting PCs in obtaining grants and finance (including low-cost loans). Reference was made to the success of both Hanborough and Freeland Village Halls where they now obtain lots of bookings.

It was agreed to set up a Working group of Councillors and residents to map out the way forward. Regular reports to the PC will be required.

Councillors prepared to join the group are **Giles Doland, Ann Gibson and Tina Rogers with Andy Smith on the reserve list**. An advert will be placed in the Hailey Herald to invite residents to join the group.

Three residents have joined the group so far - **Karl Madden, Caryl Lansley and Judith Knaggs**

### Where are we now?

The Infrastructure Development Planning (**IDP**) Group met from November 2017 to Feb 2020 when activities were suspended. It considered plans for all potential infrastructure (including the new Village Hall). An Architect's brief, which was one of the primary deliverables of this Group, provides an excellent starting point for this Group.

In 2018, Andrew Foster of Robothams Architects carried out an initial Feasibility Study (they were involved in an expansion of Common Leys campus). This study enabled the Parish Council to decide to rebuild rather than refurbish the existing Village Hall. We promised to include Robothams in any subsequent tender process as set out above..

In 2019, at a meeting for Village Hall administrators, another Company - SWA Architects (Steve Wolstenholme) demonstrated experience in developing Village Halls and has agreed to help us in preparing a document inviting tenders to take our Village Hall project to the Outline Planning stage.

The Architects Briefing paper prepared by the IDP Group (Feb 2020) was given to SWA for comments and advice.

Their comments (**in blue**) are shown below:

The meeting discussed most of these comments:

### **I. Planning Context – falling within Conservation Area – could include CA plan, also confirmation of status of existing trees (almost certainly covered by TPOs)**

The Recreation Ground is within but on the edge of the Hailey Conservation Area – see map<sup>1</sup>

#### **The Conservation Area Character Appraisal<sup>2</sup> states**

... Delly End and Poffley End form spurs coming off the main road through Middletown at right angles. Middletown itself has a dense linear form, and comprises a large volume of recent housing (much of it arrayed along Giernalls Road and New Road) interspersed with occasional period structures.

Hailey's tripartite form was still intact in the early 19<sup>th</sup> century, but during the 20<sup>th</sup> century, expansion saw a blurring of the demarcation between the three parts.

#### **Listed buildings**

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<sup>1</sup> <https://www.westoxon.gov.uk/media/efkbsucw/hailey-conservation-area-map.pdf>

<sup>2</sup> <https://www.westoxon.gov.uk/media/fqwhcfw2/hailey-conservation-area-character-appraisal.pdf>

There are no listed buildings close to the Recreation Ground, the nearest being the Lamb & Flag public house on the B4022 main road.

### **Architectural character and quality of building**

The architecture of Hailey is largely vernacular in character. Most of the period houses and cottages date from the 17th and 18th centuries and feature local grey, oolitic limestone employed in coursed rubble form. Roofs are predominantly of stone slate. Two- and three-bay ranges, stone or brick stacks, and 20<sup>th</sup> century windows predominate. Although consistent in their use of materials, the buildings exhibit a wide variety of plan forms. Hailey also contains a large volume of 20th-century housing, the majority of which is concentrated in Middletown. Inevitably, this has resulted in some dilution to the historic character of the settlement as a whole (although Delly End in particular remains largely undisturbed). However, the colour precedent set by Hailey's period buildings has largely been honoured throughout the settlement (there is, for example, virtually no red brick in Hailey). More recent infilling has sought to restore something of Hailey's original small-scale vernacular character.

See also Hailey Conservation Area proposals for preservation and enhancement<sup>3</sup>

### **Status of existing Trees (Tree Preservation Orders)**

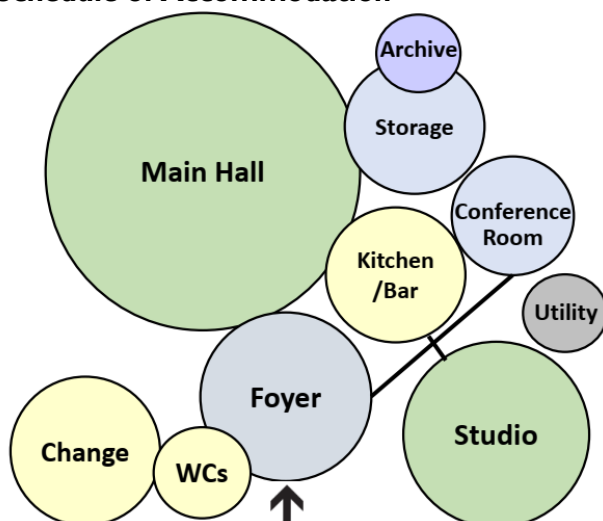
Nick Dalby, WODC Forestry & Landscape Officer stated

There are no TPOs affecting trees within, or adjoining, the Recreation Ground or Play Area but both are within Hailey Conservation Area, so the usual procedures for carrying work to trees in such areas apply.

Note: None of the trees in the Recreation Ground or Play area are marked on the CA plan.

**2. Space requirements could be formalised as a Schedule of Accommodation. This could be coupled with an indication of preferred adjacencies between different areas. Total STORAGE requirements might be broadly defined as a target area (% of total footprint) and also by reference to particular storage-hungry user groups such as preschool. NB Sports facilities will require provision of some external equipment storage**

### **Schedule of Accommodation**



**Figure 1 Spatial Arrangement Diagram**

**We have referenced Sports England guidance here.**

### **Entrance Hall / Foyer**

Should provide direct access to each of the lettable areas, toilets and changing facilities.

**Main Hall**-A Hall sized for Badminton (18m X 10m X 6.1m high) would be optimal. Kitchen /Bar and storage to be adjacent

### **Storage Area (minimum 40m<sup>2</sup>)**

This extra area to be located at the end of the main hall behind where a temporary stage would be located with a couple of wide doors either side of the

<sup>3</sup> <https://www.westoxon.gov.uk/media/n3wdmdnk/hailey-proposals-for-preservation-and-enhancement.pdf>

stage area. Provision of a mezzanine area above this space could provide Archive / Office space. Easy proximity to the Conference Room is also required.

**Conference room** - A carpeted area for up to 30 people (4m X 10m) with access to Kitchen/Bar.

**Small Hall / Fitness studio** - For sports, 9m x 9m or preferably 10m x 10m x 3.5m high close to changing facilities.

#### **Kitchen/Bar**

We have merged these two areas. The kitchen/bar should be located to directly serve the main hall and the Conference Room.

**Changing Facilities** - Two separate changing areas each with 2 rooms (changing and wet area) containing 1 toilet and 3 showers heads in each plus referees changing room with shower.

(Sport England have standard designs) with a separate entrance/exit providing direct access to the recreation ground. These facilities should also be proximate to and available to users of the Fitness Studio. Toilet facilities could also be used to create extra capacity at larger events.

The football teams have a double garage, external to the Village Hall, in which they store grass cutting and line marking equipment. It is not anticipated that its replacement will be part of this scheme.

#### **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. Located in the entrance hall.

#### **Utility room**

Containing a bucket sink – including cleaner's storage space. Storage batteries for solar heating could also use this room, along with any utility meters etc. Location and size to be determined.

**3. Scope of Architects services could be further defined by reference to RIBA Plan of Work 2020 and to the particular Work Stages to be covered – e.g. the PC may wish first to commission an initial Feasibility Study, which would be covered by RIBA Work Stages 0-2 as shown on the appended RIBA chart (NB much further detail is available for the RIBA Plan of Work, if wanted).**

**Alternatively, the PC might want to invite fee proposals to Full Planning (RIBA Work Stage 3)**

The Parish Council wishes to separate the two stages with Stages 0-2 – up to securing Outline Planning permission first. A separate exercise will occur to take the project to completion. Here is a summary of RIBA Work Stages 0-2:

### **RIBA Plan of Work Stages**

#### **RIBA Stage 0 – Strategic Definition**

Client requirements

Develop Business Case for feasible options including review of **Project Risks** and **Project Budget**.

Undertake **Site Appraisals**

#### **RIBA Stage 1 – Preparation and Briefing**

Prepare **Project Brief** including **Project Outcomes** and **Sustainability Outcomes**

**Quality Aspirations** and **Special Requirements**

Undertake **Feasibility studies**

Agree **Project Budget**

Source **Site Information** including **Site Surveys**

Prepare **Project Programme**

Prepare **Project Execution Plan**

#### **RIBA Stage 2 – Concept Design**

Prepare **Architectural Concept** incorporating **Strategic Engineering** requirements and aligned to **Cost Plan**, **Project Strategies** and **Outline Specification**.

Agree **Project Brief Derogations**

Undertake **Design Reviews** with client and Project Stakeholders

## Prepare **Stage Design Programme**

Obtain pre-application **Planning Advice**

Agree route to **Building Regulations** compliance

Submit outline **Planning Application**

**4. A checklist of outputs / deliverables – this might include a minimum checklist of drawings and planning submission documents (NB in the Conservation Area a written Design & Access Statement is pretty certain to be needed).**

We would look to the architect to provide such a list.

GK to create a draft Design & Access Statement.

**5. Define scope of other supporting professional services that may be required, such as quantity surveyor or energy advisor.**

The services of a quantity surveyor and an energy advisor will be required. We anticipate substantial solar technology / battery storage capacity alongside air source heating technology plus an associated high level of insulation.

## **6. Schedule of CONSTRAINTS:**

**Further checks on site background information**

**(1) – comprising mains services & drainage (record plans can be obtained from the various service providers)**

Note – a connection to gas services is not anticipated. Electricity supply is overhead, via a pole adjacent to the rear of the existing Village Hall (may need to be relocated). We have maps for all mains and drainage services.

**(2) – comprising accurate topographical surveys to check site levels, locate buildings, locate car park, trees etc.**

See maps at end of this document. Note that a topographical survey may be required.

**(3) – possibly comprising checking for archaeological or heritage issues on the existing site (WODC might be able to advise further?)**

No archaeological or heritage issues are identified in the Conservation Area documentation.

**(4) – possibly comprising Ecologist and Tree Reports, with definition of TPOs and of Root protection Areas as potentially affecting the scope of any proposals**

We have been advised that there are no tree preservation orders (TPOs) in the recreation ground or children's' play area. None of the trees in the Recreation Ground or Play area are marked on the Hailey Conservation Area plan.

**Reference needs to be made to site access & parking – with a target figure for parking capacity and/or reference to WODC planning standards; also for provision for disabled users**

Site access is, as existing – i.e. via Middletown (see arrow on map below). There has been a discussion about opening up a connection to Church Lane and introducing a one-way system.

The car park which surrounds the existing Village Hall (grey area on map) has a capacity for 22, of which 2 are disabled. This capacity will increase once the old Village Hall is demolished.



**Reference needs to be made to neighbouring properties and to the scope of works to the play area.**

The rear of Neighbours 1-3 (15,16 & 17 Middletown) are 25m from the Recreation Ground and overlook the existing sports pavilion.

Neighbours 4-7 (11,12,13 & 14 Middletown) border the Access Road to the Village Hall. The side of 14 Middletown overlooks the Village Hall.

Neighbour 8 (7 Church Lane) overlooks the existing Hall.

If the green area between the Changing Room and the existing Hall is chosen as the location, Neighbours 1-3 views will be affected, Neighbour 4's view (14 Middletown) slightly affected and Neighbour 8's view benefited.

If part of the Play Area is chosen as the location for the new Hall, some play equipment will need to be relocated. All of the neighbours mentioned above will benefit from the relocation.

See 'neighbours' photos at end of this document.

**Include references to Local Plan and to Neighbourhood Plan – i.e. website links or similar**

The WODC Local Plan 2031 is available on

<https://www.westoxon.gov.uk/media/feyjopen/local-plan.pdf>

The following Local Plan policies are relevant to this proposed development:

- OS2 – Locating development in the right places
- OS4 – High quality design
- OS5 – Supporting infrastructure
- E5 – Local services and community facilities
- T4 – Parking provision
- EH2 – Landscape character
- EH5 – Sports, recreation and children's play
- EH6 – Decentralised and renewable or low carbon development
- EH10 – Conservation areas

The Hailey Neighbourhood Plan is available on:

<https://www.westoxon.gov.uk/media/flmhngyh/hailey-neighbourhood-plan.pdf>

The following Neighbourhood Plan policies are relevant to this proposed development:

- C2 – Community facilities
- E1 – Trees
- E2 – Local Green Space
- E4 – Dark Night Skies

**For eco credentials, consider a clear definition of the target performance being sought, using formal criteria such as BREEAM (Building Research Establishment Environmental**

**Assessment Method) - e.g. a target rating of 'Very Good' would put the new pavilion in the top 25% of UK new non-domestic buildings & would represent advanced good practice.**

In principal a BREEM target rating of "Very Good" sounds sensible but we would need to be educated on the implications. Although not a BREEAM project, "Very Good" status under that method will be used as a level of aspiration [based on BREEAM 2008].

**Invitation for the potential architect & other design team members, to submit examples of their relevant experience.**

Yes

**Include a Fees Table to be completed by the potential architect & other design team members, with clear definitions regarding aspects such as expenses, VAT, fee invoice stages &c. This Fee Table should include opportunity for the architect to state daily rates for any additional services that might arise, over & above the initial brief.**

Agreed

**Define the anticipated number of meetings & presentations the architect is expected to attend, as part of the public consultation process.**

Estimate one public consultation meeting prior to submission of outline planning application.

Otherwise, the Hailey VH planning group will need to be informed of progress at their (usually) monthly meetings.

**The PC might consider inviting a limited number of architects to submit competitive design proposals (SWA have done so on several occasions, sometimes successfully!) – BUT if the PC favours this approach, you should in fairness offer an honorarium to the unsuccessful contestants**

Noted – to be discussed at the PC meeting

**Provide as-existing information in the form of Location & Site Plans, also sketch plans to indicate existing buildings, car park and play areas (these might be derived from Google or similar) – these should include a statement of ownership (presumably buildings, car park, play area and pitches are all in PC ownership?)**

See appendix for location, site plans, existing buildings etc.

Hailey Parish Council owns the land associated with the Recreation Ground, Children's Play Area and existing Village Hall. The existing Village Hall which includes the car parking area is leased to Hailey Village Hall Management Committee.

**Provide as-existing information in the form of site photos.**

See library of photos at end of this document

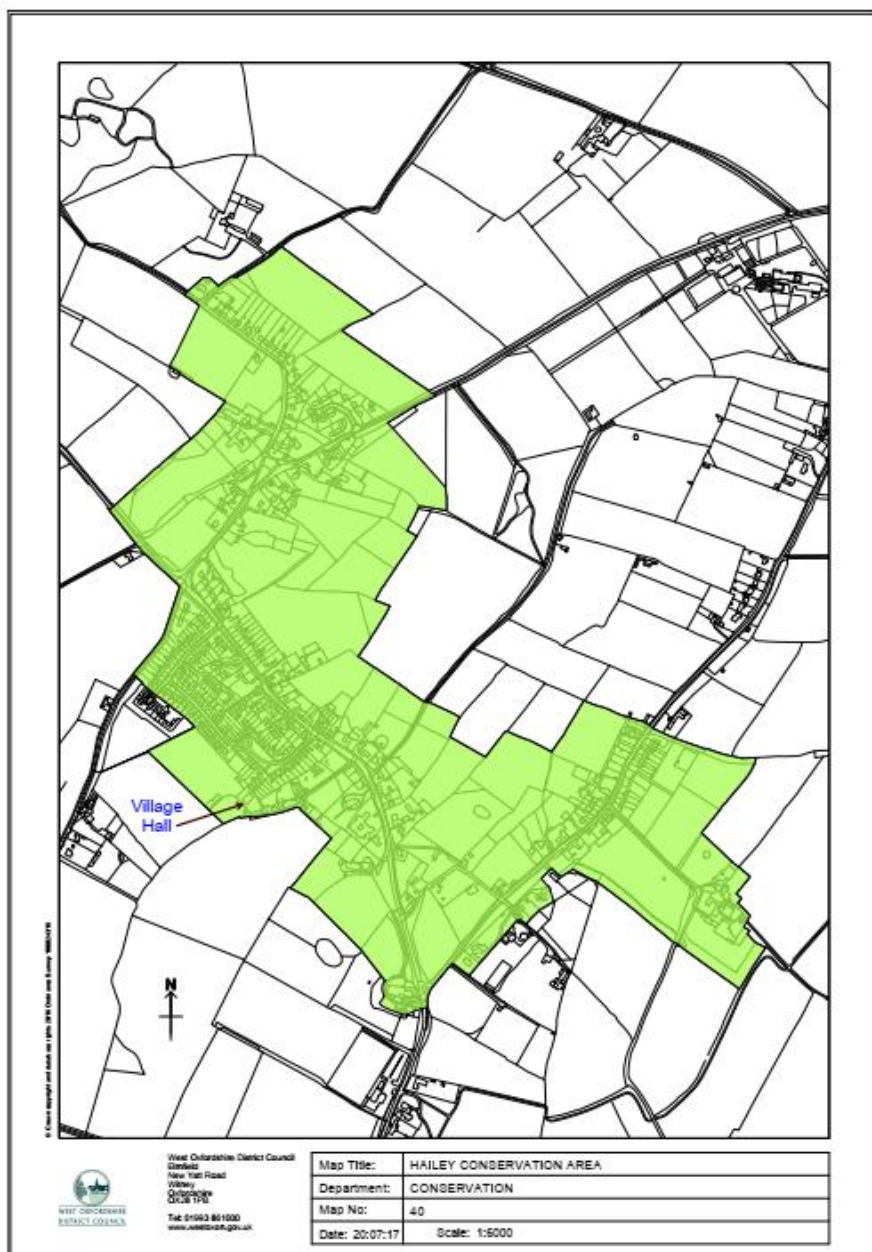
**Indicate the PC's programme for delivery of the Feasibility Study (or further stage services)**

Within three months of issue date of the tender invitation – to be confirmed.

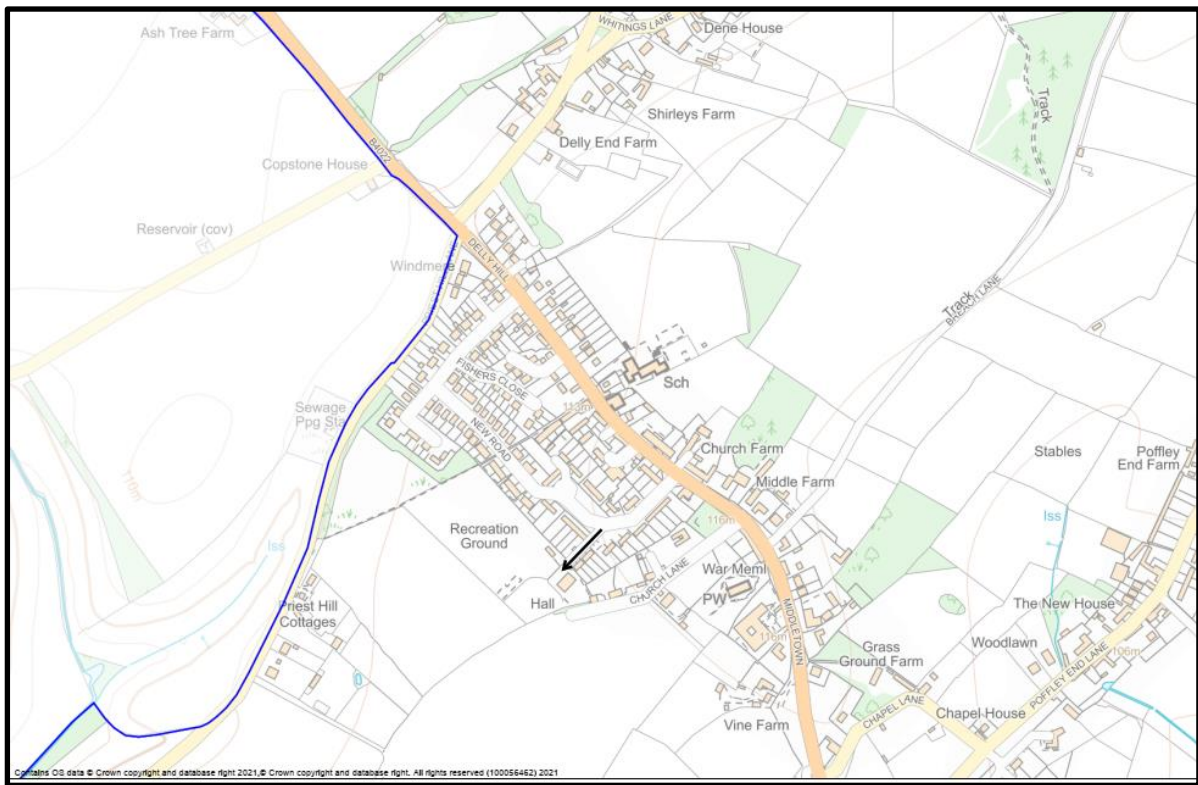
**The PC might opt for a defined & weighted evaluation of bids; against criteria such as fees, experience and initial design proposals**

Highly likely

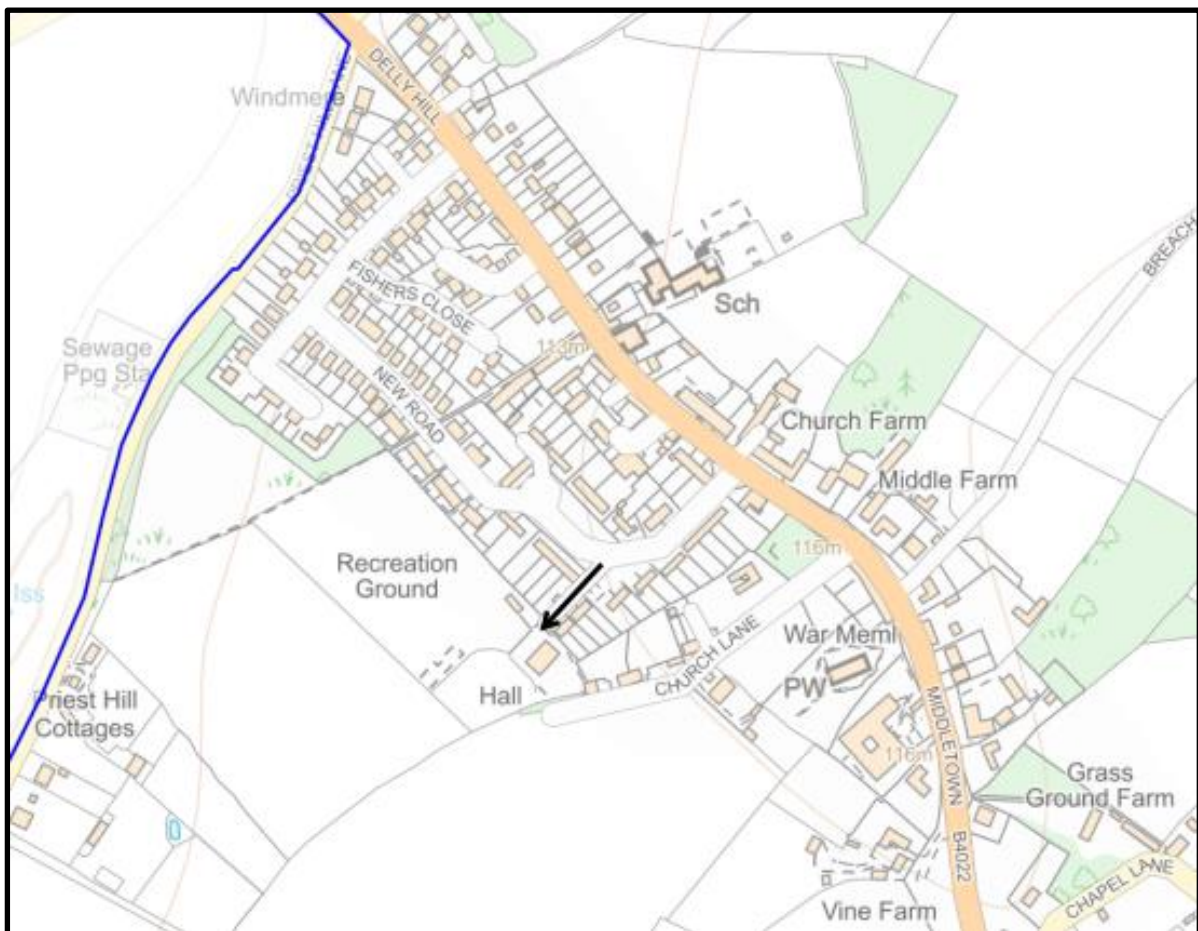




**Figure 2 Hailey Conservation Area Map**



**Figure 3 Hailey, Delly End & Poffley End Map**



**Figure 4 Hailey (Middletown Area) Map**





**Figure 5 Area around existing Village Hall**



**Figure 6 Aerial View of Village Hall, Changing Room and Play Area**













