

# Mayfield Community and Health Centre

## Architect's Brief

### 1 Project scope and description

***“To create an asset of significant stature and endurance for the Parish which meets the expressed needs of the community, is affordable to build and sustainable to operate”***

#### 1.1 Introduction

The village of Mayfield currently has several pressing needs, namely:

- i. A new social/community hub for the village.
- ii. A replacement for the existing Memorial Hall.
- iii. A new health / medical centre.
- iv. Increased parking provision.

The project plans to address these needs by creating a new social focus for the village containing facilities directed towards the recreation, health and wellbeing of the whole community. It should be accessible to all residents, visitors and members of the 60 clubs and societies active in the village.

The project will also contain the new village Health Centre which should be designed to be an adjunct to the social elements of the building.

The new centre should have a presence and stature reflecting its importance as the social centre of the village, form a dramatic entrance to Court Meadow and take advantage of the spectacular views to the east over the Weald.

#### 1.2 Client partnership

The parish council, which owns the land at Court Meadow, is partnering with Wealden District Council (WDC) on this project. The parish council is responsible for the final design and funding of the community centre part of the project. The parish council will be leasing the ground/land occupied by the health centre to WDC and WDC will be funding the health centre part of the project. WDC will be the landlord for the health centre and will rent the health centre premises to the local GP practice, with the support of the local NHS Clinical Commissioning Group (CCG). WDC will therefore be responsible for ensuring the design of the health centre meets the CCG and NHS requirements.

The identified basic / minimum requirements (brief) for the social and health spaces of the project are given in Section 2 of this document.

#### 1.3 Overall requirements

The main hall will accommodate a wide range of social and sport activities from badminton through theatre and music performances, weddings and banquets,

meetings and exhibitions. For smaller events / functions it is envisaged that the main hall can be divided into two smaller rooms using high specification acoustic insulated folding partition doors. A kitchen facility will be needed to meet the requirements of the hall(s), and also to provide refreshments in a communal area - which is to form the basis of a communal hub/meeting area. The most significant users insofar as they impact the overall design of the community centre are the rifle and badminton clubs.

Changing and storage facilities for all users of the centre together with external sports activities are required.

Experience shows that there can never be enough storage space and the design should maximise any storage potential (particularly in any otherwise unutilised voids).

The health centre element of the building will need to provide the functionality as set out in section 2 and additionally with the standard NHS design criteria for health/medical centres. The local CCG will confirm the requirements which will include allocated parking for the medical facilities.

The project will be designed to maximise the number of parking spaces and it is envisaged that this will be up to 110, although the exact figure is likely to be determined by the requirements of CCG and ESCC highways. Traffic congestion on the main road and also in the car park is a major problem (especially at school drop-off and pick-ups times), hence a new second vehicle access in the north west corner of the site should be considered to allow a one-way traffic circulation system serving the entrance of the centre. [nb: initial inter-action with the local planning authority suggests that this requirement might be challenging but the advantages are significant in terms of ease of circulation of vehicles and ultimately safety of users].

The project should respect the environment and be based on an ethical, passive and sustainable design strategy. It should demonstrate an awareness of, and a response to, the challenges of climate change and the character of buildings in Mayfield and the Weald. The Parish Council and WDC are keen to explore the extent to which the project can be an exemplar of 21<sup>st</sup> century construction techniques as a continuation of the character and techniques of building in the Weald.

A total construction budget including external costs for the car park, landscaping etc., demolition of existing hall and professional fees of £2.35M for the community centre has been budgeted and a further £1M for the health centre.

## 2 Specific Requirements

### 2.1 Location

The location of the proposed new community and health centre is Court Meadow, Tunbridge Wells Road, Mayfield, TN20 6PJ, on land entirely owned by the parish council.

The centre is to be built in the area defined in figure 1. There is a preference for the existing hall to remain open during the construction phase but if there are valid arguments for why this is not possible then they will be considered.

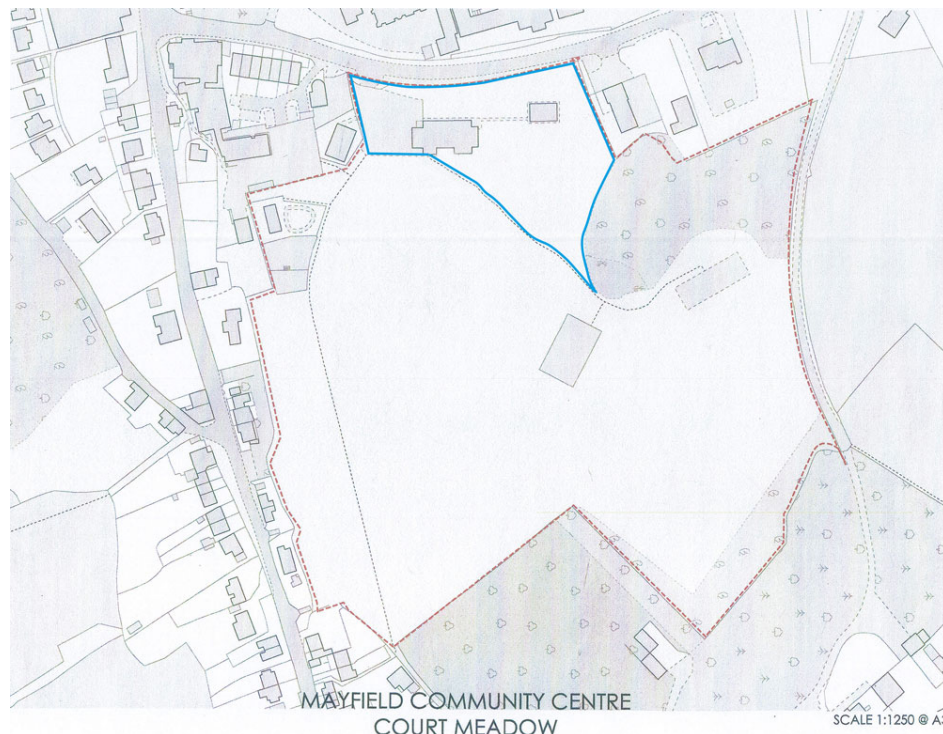


Figure 1: Showing Court Meadow and the land shown with a blue border in which the new centre will be located

The existing band hut will remain in situ.

The scout and guide hut is not part of Court Meadow land but does require continued access from the car park.

The location is such that the centre should be designed and oriented so as to maximise the views to the East over Court Meadow.

It should be noted that, whilst the existing hall is located on flat ground, the land falls away relatively sharply to the east and north. This will have a major influence on the design and location of the new building noting both the desire to keep the existing hall open during the build phase and the fact that the existing ridge line must not be exceeded.

There is an existing public footpath / right of way which runs north east from the entrance to Court Meadow which passes through the south east corner of the existing Memorial Hall. The parish council has decided that the existing legal footpath route

should not be re-routed and hence the new centre will have to be located to the west of this footpath as shown in figure 1.

## **2.2 Massing**

It is understood that a compact design often achieves the optimal design at minimum cost. However, preliminary discussions with the local planning authority have indicated the importance of not exceeding the ridge line of the existing hall.

## **2.3 Style**

The village is historic and a prime example of a Wealden hill village. Given its wooded character for centuries it might be appropriate for the style of the new community centre to appear to be of a traditional design based on the local vernacular and building palette. The precise structural design might not be traditional but, as long as it does not detract from the 'traditional' design appearance, then this would be acceptable. In addition, sustainability and environmentally friendly approaches are highly desirable. A flat roof is not favoured, nor any proposals for grass roofing, nor high tech modern looking structures or the latest fad in architectural design.

## **2.4 External requirements and car parking**

Access could be via the existing entrance although this should be widened to allow two vehicles to enter/leave at the same time, so as to avoid congestion in the main road (meaning that the existing pillars and gates will need to be removed). Alternatively, if ESCC Highways dept would permit it, a second access just to the north of the band hut might have some merit in that it would facilitate a safer one-way traffic flow system through the site.

The area serves as a drop-off and pick-up point for parents with children attending two immediately adjacent schools (namely the local primary and the pre-school) and provision should be made for this activity insofar as it is possible.

One of the major benefits of a new community centre would be the ability to increase the number of off-road car parking spaces available to the village. It is hoped that the existing 55 places (main and overflow car parks) could be doubled to around 110 if at all possible. A small number of dedicated car parking spaces for the health centre staff will be provided but patients will be able to use the 100+ spaces.

There should be space for an ambulance area for loading and off-loading patients outside the health centre, but not as a permanent parking space.

There will a requirement to have electric vehicle charging points at a dedicated area within the car park as per latest regulations.

There should be a patio/boardwalk area overlooking the Court Meadow with access from the community hub, and possibly other parts of the centre.

## 2.5 Internal social spaces

### 2.5.1 Main hall 23m x 10m 6.1m high

- The main hall is designed to meet the minimum requirements for a badminton court as defined by Sport England (18m x 10m). Of particular note is that the ceiling height needs to be 6.1m albeit at the 8m wide lines.
- A slightly longer hall of 23m is needed to accommodate a rifle range and also to provide more stage space for theatrical performances.
- The hall is to be provided with full height internal sound-proof folding dividing doors such that two meetings/events can be held simultaneously (meaning the highest possible acoustic attenuation for the dividing doors). The dividing doors shall be housed in recesses when open. An asymmetrical one third / two thirds split is envisaged (the larger split being the part that might use a stage). Usage analysis suggests that most of the time the doors will be closed, and only opened for theatrical performances, events such as weddings, and a small number of sports, eg badminton, rifle shooting etc.
- The use of a demountable stage is proposed using a number of demountable staging units such that a stage area of up to 50m<sup>2</sup> can be created with flexible options for location throughout the hall. The staging units would be housed in concealed storage space adjacent to the hall when not in use.
- Internal double doors shall be provided into each half of the open hall, such that access to each smaller hall is possible when the dividing doors are closed. In addition, a single / double door will be located at the stage end of the hall to enable actors etc to access the stage for performances.
- External doors shall be provided along the east side of the building entering on to a terrace / patio area.
- The wall at the stage end of the hall should not have any windows and should be constructed such that it is suitable for rifle shooting. (see MoD document JSP 403 Volume 2 Edition 3 Change 6 for details)
- The hall with dimensions 23m x 10m should accommodate up to 250 people in theatre style seating, excluding an allowance of 5m x 10m for the stage area.
- No proscenium arch will be provided. However, facilities for providing stage lighting on every wall of the hall is required, given the trend towards theatre in the round. In particular the flexible location of the stage will have ramifications for the stage lighting, sound and other control cabling which will need to be addressed within the design. These same facilities may also be used for 'dressing the hall' should this be desired.
- There are a number of film events held in the enlarged hall and projection facilities have to be provided. A means of concealing these in a projection room would be desirable, which could also be used as a stage lighting and sound control centre. This projection/control room would ideally be high up at the non-stage end of the hall and fitted with sliding windows.
- Direct access to a kitchen should be possible from the hall.
- Experience indicates that acoustics in community halls can be bad unless appropriate measures are taken and a design that minimises unwanted acoustic effects is desired.
- Stage lighting and a sound system will be fitted, and appropriate cabling connectivity will be needed around the hall connecting with the control centre. [nb: the actual sound system, and lamps will not form part of the building contract, but loudspeakers should be included].
- The hall should have a sprung floor.

### 2.5.2 Storage areas adjacent to main hall

- It is thought that the storage space will need to be a minimum of 20% of hall space
- The space will need to house inter alia:
  - the demountable stage units behind doors when not being used. There are likely to be 25 such units (2m x 1m x 50mm), mounted horizontally on two dedicated trolleys.
  - chairs and tables when not in use.
  - sports equipment.
- All the storage spaces shall be hidden behind doors lining the main hall
- Any voids in the building design should be considered as to their suitability for general user storage space.

### 2.5.3 Meeting rooms / offices

- There is an identified need for two meeting rooms as below:

1 @ 40 sq.m.	20 persons
1 @ 25 sq.m.	12 persons
- There is also a desire for a minimum of two offices and maybe more if practicable. Nominal dimensions are

1 @ 22 sq.m.	2 persons	(Mayfacs)
1 or 2 @ 13 sq.m.	1 person	(Hall Manager)

### 2.5.4 Community hub with kitchen

The design shall include an open space which can act as a community hub with seating for up to 30 people (seated).

A kitchen area is needed which will serve both the community hub area as well as events in the main hall.

### 2.5.5 Entrance lobby / foyer

It would enhance the character of the building to have a reasonably large foyer, consistent with keeping within the overall project building cost. From the lobby / foyer it should be possible to access all areas and in particular the main hall, community hub and possibly the health centre.

Windows facilitating views across Court Meadow from the foyer to the East would be attractive.

### 2.5.6 Toilets

Sufficient toilets need to be provided to accommodate up to 250 people who might attend a major event in the main hall. Male, female and disabled toilets and child changing facilities will be necessary. The toilets should also be available to the general public during daytime hours and/or when the hall is open.

### 2.5.7 Changing rooms

There is a need for changing rooms which might be used by two types of user:

- i) Footballers.  
Sport England provides relevant specifications. This requirement is so as to be able to apply for a grant from Sport England.
- ii) Actors  
Actors in theatrical productions will require the use of changing rooms and to keep building costs down it would be advantageous if the footballers' changing facilities can be used, although they could possibly use the meeting rooms.  
Access to the stage area from the changing rooms will also be required.



### 2.5.8 Miscellaneous rooms

Rooms / space for a janitor, equipment rooms etc will be required.

### 2.6 Patio / terrace / verandah

There shall be a patio, terrace or boardwalk along the east side of the community centre part of the building, overlooking the grassland area of Court Meadow, with space for seating and tables.

### 2.7 Health Centre

The health centre part of the building shall be integral to the whole building and shall be capable of accommodating a GP practice. It should comprise exactly 350m<sup>2</sup> gross internal floor area (including circulation areas/corridors etc), this figure being stipulated by the NHS/CCG being based on the prospective number of patients expected to use the centre.

#### 2.7.1 Health centre internal space allocation

[This data has been supplied by the local GP practice]

The health Centre shall comprise (showing indicative areas):

Entrance lobby		18 m <sup>2</sup>
Patient reception		14 m <sup>2</sup>
Patient waiting area (for 20 people) with seating		30 m <sup>2</sup>
Reception office		14 m <sup>2</sup>
Doctors consulting rooms	(3 @ 15sq.m.)	45 m <sup>2</sup>
Nurses / minor ops room	(2 @ 18sq.m.)	36 m <sup>2</sup>
Management offices	(2 @ 13sq.m.)	26 m <sup>2</sup>
Staff room		12 m <sup>2</sup>
Kitchen		6 m <sup>2</sup>
Staff toilet	(1@4sqm)	4 m <sup>2</sup>
Store room		55 m <sup>2</sup>
Public toilets	(2@4sqm)	8 m <sup>2</sup>
Disabled toilet / baby change	(1@4sqm)	4 m <sup>2</sup>
Circulation areas etc		78 m <sup>2</sup>
<b>Total gross internal floor area =</b>		<b>350 m<sup>2</sup></b>

#### 2.7.2 Access to Health Centre

Access to the health centre shall be through its own secure lockable external double doors. If the building layout design so permitted, internal access from the community centre into the health centre might be considered, albeit through internal secure (lockable) doors.

### 2.8 Other items

#### 2.8.1 Heating

Sustainable methods of heating throughout the building would be desirable. Consideration should be given to ground heat source pumps and other sustainable and environmentally friendly options.

### **2.8.2 Ventilation**

An air conditioning system(s) throughout the building would be desirable although systems employing large ducting are not desired unless they can be shown to be more economic and the ducting can be adequately concealed.

### **2.8.3 Electricity generation**

Solar panels might be considered as a means of reducing electricity costs, but they should not detract from the appearance of the building in a conservation area and especially from the east looking westwards.

### **2.8.4 Floor**

A sprung floor in the main hall is a requirement.

### **2.8.5 Further storage and / or meeting rooms**

If the building design readily facilitates the provision of additional meeting rooms at little extra cost, then this would be desirable.

Likewise, if the building design facilitates the provision of additional storage space then this would be a bonus.

### **2.8.6 Folding dividing walls in the main hall**

An essential element of the design is to be able to divide the main hall into two sections (roughly 2/3 and 1/3) to as facilitate two functions running at the same time, or alternatively to provide a more comfortable ambience for one smaller event. Adequate sound-proofing is essential however.

### **2.8.7 Electronic systems**

Systems for security, hvac, lighting and communications shall be provided - controlled from a central control point.

Wiring for theatre sound and lighting systems shall be provided so as to provide maximum flexibility for location of lights and loudspeakers. Stage lighting suspension poles shall be installed around the whole hall so as to provide maximum flexibility for the positioning of stage lighting.

### **2.8.8 Waste bin areas**

There is an existing public recycling area which needs to be retained but not necessarily in the existing precise location, with suitable screening provided.

In addition screened space shall be provided for commercial sized waste bins for use by the community centre and separately by the health centre - the latter requiring a secure area due to the presence of medical waste.

### **2.8.9 Janitors room**

A room for cleaning tools and materials will be necessary.



### **3 Public Consultation**

#### **3.1 Phase 1 public consultation**

A phase 1 public consultation was held in January 2020 and the results are included as attachment no. 1.

In summary the results showed that:

- i) The village is very supportive of the project (82%)
- ii) The village is keen that the community centre include a Health Centre (76%)
- iii) The village voted 66% to keep the existing hall open during the new build. However, costs and other considerations might mean that keeping the hall open is not feasible/practicable. This issue will be addressed as part of the phase 2 public consultation.

Comments included with the phase 1 responses have made it clear that:

- a) the external design of the centre should be sympathetic with the vernacular and historic nature of Mayfield (note its oak-based heritage).
- b) an ultra-modern external design would not therefore be appreciated
- c) nor would a flat roof nor grass covered roof.

This does not mean that modern building / structural techniques should not be used but they should not be obvious on the external elevations.

The internal design can be modern looking, although even here a nod to the oak heritage / vernacular might be appropriate.

#### **3.2 Phase 2 public consultation**

A phase 2 public consultation is to be held at the earliest opportunity after the appointment of an architect (ideally within 2-3 months) and after the necessary preliminary design work has been undertaken.

There will be two actual public consultations most likely on two consecutive Saturdays in the existing Memorial Hall. The architect will be expected to present their findings with supporting diagrams and other documentation as follows:

This phase 2 consultation will address options for:

- a) The internal design and layout of the centre
- b) The massing / external design of the centre
- c) The precise location of the centre on the site
- d) The aesthetical design of the centre

At the phase 2 public consultation the viable options for each of a) – d) shall be presented by the architect together with a number (maybe three?) overall designs from which the public may select their preferred design. Where options can be readily shown to exceed the budget then these need not be considered in any detail. Options which can be achieved within the budget can be presented in more detail with the advantages and disadvantages of each being noted. These options might be ranked in respect of meeting the requirements and also by cost to achieve - in order to facilitate decision making.

## 4 Building Costs and contract

The parish council has a budget which cannot be exceeded of £2.35M (ex vat) for the community centre part of the project (including professional fees, external works and contingency). The costs for the health centre will be funded separately by Wealden District Council.

A GIFA build cost of £2,500/m<sup>2</sup> has been assumed in the budgeting exercise, but the architect would be expected to provide more accurate cost figures.

The parish council is not in a position to spend more than £2.35M. For this reason a fixed price building contract might be negotiated.

The architect will be asked in the Architect's Request for Quotation (RFQ) to provide quotes for their architect's fees, together with quotes for all other professional fees eg quantity surveyors, structural engineers, environmental experts etc.

The details regarding project management will be advised separately.

## Attachment no. 1

### Public Consultation results

	Q1: Do you support the concept of Mayfield having a new community centre to replace the existing Memorial Hall?		Q2: If the new community centre was to go ahead do you think that the existing hall should be kept open until the new centre is completed?		Q3: Would you be prepared to accept an increase in the parish precept ? [PWLB loan of £2.35M over 25 yrs. Annual increase in precept = £130,883]		Q4: Do you agree that the new health centre should be integral to the community centre?	
	Yes	No	Yes	No	Yes	No	Yes	No
<b>TOTAL NO.</b>	450	99	335	172	373	176	402	130
<b>%</b>	82%	18%	66%	34%	68%	32%	76%	24%
<b>Total responses to question</b>	549		507		549		532	

<b>Total questionnaires sent out to all households =</b>	1776
<b>Total no. of responses =</b>	555
<b>Response rate =</b>	31%

