



GLATTON VILLAGE HALL DEVELOPMENT PROGRAMME

VILLAGE HALL - USER REQUIREMENTS

V1.5.3

1. Introduction

The aim of this document is to capture and prioritise the requirements of a village hall as identified by the Glatton Village Hall Development Group, Glatton residents and various user groups. It builds upon the Village Hall Community Survey carried out in May 2020 and will form the basis for building design options and a “Statement of Works” that will be drawn up for both refurbishment and rebuild planning options. The Statement of Works document will form the basis for costing estimates.

The Village Hall plays a key role within Glatton’s rural community providing a space that allows the community to come together, to socialise, to collaborate, to bond, to celebrate and to learn new skills. It offers facilities that encourage mental and physical fitness and wellbeing and offers those who are disabled or impaired a venue to relax and meet and mix with others, alone or with their families and/or carers.

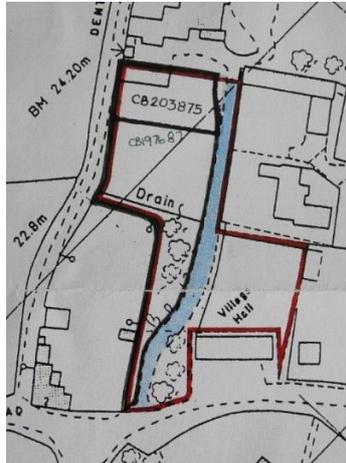
The existing Village Hall (photo below) is not environmentally friendly, energy efficient or sustainable and it is the desire of the Trustees to build a new, environmentally friendly, greener and sustainable Village Hall which can be enjoyed by future generations of Glatton’s parishioners.

2. Site Location, Footprint & Planning Constraints



Glatton Village is a small community of 115 houses within the District of Huntingdonshire of northern Cambridgeshire. It is rich in history and has many picturesque thatched cottages

and the striking St Nicholas' Church. Glatton Village Hall is located on High Haden Road, Glatton, Huntingdon, Cambridgeshire PE28 5RU. The hall is orientated roughly north-south along its length. It sits in the middle of a Conservation Area and enjoys magnificent views to St Nicholas' Church on the opposite side of the road. The Village Hall is a registered charity (No 302636) and is held in Trust by the Village Hall Trustees, the Village Hall Committee. The property/land is unregistered and both the Charities Commission and the Land Registry have confirmed that no title deeds or property plans/maps are available. However, adjacent land registered with the Land Registry gives an indication of the rear and side boundaries as shown below:



Recent communication from Cambridgeshire County Council Highways Department has confirmed that part of the parking area to the west of the building has public access, it being a continuation of the pathway to the north to the grassed pathway to the south of the hall on land adjacent to the property to the south of the hall. This area is depicted in the photo provided by Highways below. The public access (pathway) between the High Haden Road and the red line annotated on the photograph below. Guidance is that this area should be left clear of vehicles (parked or otherwise) for public access and that reducing available parking allocation would be unlikely to meet with planning approval. The area laid to slab however, is not considered to be available for parking. GVH's best assessment is that HDC Planning authorities will insist that there is no reduction in the number of car parking spaces.



Planning & Design must be consistent with The UK Government's National Planning Policy Framework (NPPF) and relevant planning practice guidance.

Due to its central location within the Conservation Area, planning applications are subject to particular scrutiny at Parish and District Council. Therefore building design must be in accordance with the Huntingdonshire Design Guide 2017 issued by Huntingdonshire District Council Planning Authority at:

<https://www.huntingdonshire.gov.uk/media/2573/huntingdonshire-design-guide-2017.pdf>

3. Scaling the Existing Village Hall

3.1 Hall Footprint

Dimensions of existing Village Hall:

Main Hall including kitchen & toilet areas (external size end-to-end): 24.384m x 7.62m

Main Hall usable floor space: 19.812m x 7.62m

Plus: 1.422m passageway to the left

Plus: 1.118m to the rear wall

Plus: 0.914m to the right driveway

Plus: 8.839m (average) at the front to roads white line markings, currently used for car parking.

3.2 Physical Capacity The physical capacity of the existing Village Hall, to conform with UK Fire & Safety Regulations is: maximum of 90 people seated plus additional 30 standing. Total capacity 120 includes guests, staff, entertainers, caterers, etc. Village Hall Insurers require adherence to UK Fire & Safety Regulations and consequently this maximum capacity.

Requirements Definition

4. Requirement Category

Each requirement is categorised and colour coded as following:

-  M Mandatory Requirement. This requirement must be included in final building design.
-  D Desirable Requirement. This requirement should be included in final building design unless its cost is too high.
-  O Optional Requirement. This requirement can be included in the final building design subject to affordability at contract award i.e. affordable costed options.
-  E Possible Future Enhancement. This requirement is recorded as a candidate for possible future enhancement of the building depending upon affordability at a future date.

UK Government Mandated Standards for Building Construction

▲ It is a requirement of the Trustees of Glatton Village Hall that all work undertaken on Glatton Village Hall, a public building, conforms with mandated standards set out by UK Government for the construction and/or refurbishment of public building within the UK. These can be found in a series of documents at: <https://www.gov.uk/government/collections/approved-documents>

This requirement includes:

- Building Regulations
- Fire Safety Regulations
- Site Preparation and Resistance to Contaminates and Moisture
- Toxic Substances
- Resistance to Sound
- Ventilation
- Sanitation, hot water safety and water efficiency
- Drainage and Waste Disposal
- Combustion Appliances and Fuel Storage Systems
- Protection from Falling, Collision and Impact
- Conservation of Fuel and Power
- Access to and use of Buildings
- Electrical Safety
- Security in Dwellings
- High speed electronic communications networks
- Material and Workmanship

Other relevant planning documents and guidelines applicable to the project, including The Equality Act, will also be an important factor determining planning & design.

Requirements for Village Hall

5. Village Hall Purpose and Functionality

The village hall must provide:

- ▲ 5.1 a comfortable and flexible environment that meets the evolving needs of the community and the services it needs.
- ▲ 5.2 a main hall that can be configured for social gatherings, events and functions e.g. parties, receptions, etc and also as a classroom and/or lecture venue for group audiences.

5.3 a main hall that can facilitate group activities of a physical nature, activities of an education & learning nature and that can provide adequate space & facilities for a broad range of social events. Current and aspirational (Target) user groups are tabulated below:

Group/Activity	Current or Target User	Status	Notes
Aerobics Classes	C	Regular	
Martial Arts	C	Regular	
Line Dancing	C	Regular	
Table Tennis	T		
Dance classes (salsa, ballroom, etc)	C	Regular	
Zumba Classes	T	Previous user group	
Badminton	T		
Slimming World	T		
Pilates Classes	T		
Yoga Classes	T		
Carpet Bowls	T		
Band/orchestra practice	T		
Darts	T		
Art & Crafts	C	Regular	Painting, drawing, sewing, etc Require natural light source
WI		Dormant	
Formal Receptions	T	Sporadic	Weddings, christenings, etc Requires catering facilities
Private Parties	C	Sporadic	Adult/children Requires catering facilities Disco, live music, etc
Community events	C	Sporadic	Balls, parties, race nights, etc Requires catering facilities Disco, live music, etc
Lectures/talks/conferences	C	Sporadic	
Training Courses	C	Sporadic	e.g. defibrillator training, first aid training, etc
Away-days	C	Sporadic	Council, commercial away-day venue

5.4 design must ensure that the full range of activities can be carried out without detriment to each other.

5.5 The Village Hall must be environmentally friendly, energy efficient, and sustainable

6. Village Hall Location, Appearance & Aesthetics

6.1 The building must be built on the footprint of the existing village hall site.

6.2 The appearance & aesthetics of the building must be pleasing and “in keeping” with the architecture of the conservation area in which it sits.

 **6.3** The building should maximise views to St Nicholas' Church across the road.

 **6.4** The height of the building must not negatively impact the amenity of neighbouring properties through the deprivation of daylight or privacy.

7. Building Structure

 **8.1** The building can be of composite design (e.g. mixed roof profiles) and of composite construction so long as the main hall offers sufficient height, ideally to open roof trusses in order to create a feeling of volume and space and to facilitate the full range of target activities identified at 6.3.

 **8.2** The Main Hall should be no less than 13m x 7.5m of open, uninterrupted floor space.

8. Ceiling and Roof

 Open, wooden roof design with exposed trusses (timber glulam trusses) will add interest and appeal to the main hall. Roofing framework might be of Kings Post, Queens Post, Scissor Truss or Hammer Beam design or something similar.

 **9.1** The ceiling interior will be both insulated and acoustically lined.

10. Walls & Insulation

 **10.1** External walls should be constructed of materials appropriate to the environment, and that provide longevity, are as sustainable as possible, of low maintenance, cost effective and are resistant to vandalism.

 **10.2** The building will have high levels of insulation throughout and a well-sealed building envelope.

11. Entrance Porch

 **11.1** There will be a feature entrance porch to create presence and add definition, impact and appeal to the building.

 **11.2** The entrance door should incorporate a draft lobby to help retain the thermal capacity.

12. Windows

-  **12.1** Windows will be large and, as a minimum, double glazed to maximise views of St Nicholas' Church across the road. Ideally, windows will have opening quarterlights
-  **12.2** Windows are not required on the main hall wall facing the adjoining property wall to the east.
-  **12.3** Roof windows should be considered for the main hall roof to allow for natural light & ventilation.

13. Doors

-  **13.1** Hall access doors should be flush to the wall face.
-  **13.2** Entrance to the main hall will be by a lockable double opening door.
-  **13.3** All doors/fire escape provision will meet the minimum requirements as specified in the reference documents at Para 2 and with all applicable H&S requirements.

14. Floor

-  **14.1** The Main Hall should have a 'impact energy-absorbing' floor as defined in British Standard 7044: Part 4 for sports use and to provide a safer surface for children's play and barefoot activities e.g. martial arts, etc.
-  **14.2** Wooden floor panels from the existing floor of the main hall should be re-used if possible and economically prudent to do so.
-  **14.3** Kitchen & toilet facilities will include anti-slip, non-porous flooring, even when wet.

15. Power Supply & Electrics

-  **15.1** Electrical installations must be designed and installed in accordance with the latest UK Government issue of BS 7671 including all amendments and supplements.
-  **15.2** Residual current circuit breakers will be fitted for safety.
-  **15.3** Within the main hall, there will be flush mounted double power sockets every 3 metres at waist height along both of the longer sides of the room and along one end.

16. Lighting

-  **16.1** Lighting in the main hall should be overhead and arranged in independently controlled banks.
-  **16.2** All lighting will be energy efficient and low maintenance.
-  **16.3** A presence detection system should be used throughout the building for primary light sources.
-  **16.4** Time clock or sensor control will be required for external illumination.
-  **16.5** Emergency lighting will be required.
-  **16.6** Lighting in toilets, the kitchen and side rooms should be independently controlled with motion sensors/PIR fitted and manual over-rides.

17. Ventilation

-  **17.1** The main hall must have adequate ventilation to suite a range of physical, academic, artistic and social activities.
-  **17.2** A Mechanical Ventilation and Heat Recovery (MVHR) system should be considered throughout the building.
-  **17.3** One extractor fan will provide ventilation in the kitchen.
-  **17.4** Each of the three toilets will be fitted with a sensor-controlled extractor fan.
-  **17.5** Meeting/conference/ bar/coffee rooms will control ventilation by windows or window quarterlights.

18. Heating

-  **18.1** Main hall heat sources need to be visually unobtrusive, be responsive and deliver comfort conditions.
-  **18.2** Heating throughout the building will be energy efficient, cost effective & low maintenance.

19. Toilets

-  **19.1** There will be separate toilet facilities for men, women and disabled.

-  **19.2** The male & female toilets will be accessible by their separate internal doors from the village hall.
-  **19.3** The disabled toilet will be accessible from both the village hall internally and from a lockable external side door. Both these doors will be wide enough for entry by a wheelchair.
-  **19.4** The disabled toilet will be unisex, will have one WC and will be equipped with baby changing facilities. The room will be large enough to manoeuvre a wheelchair and/or accommodate a child's buggy.
-  **19.5** Toilet provision will meet the minimum requirement as specified in the approved reference documents at Para 2 and British Standards.
-  **19.6** The female toilet will be equipped with two WC's and two washbasins.
-  **19.7** Waterless urinals will be used in the men's toilets.
-  **19.8** All toilets will be fitted with a sensor-controlled extraction ventilation fan.
-  **19.9** Rainwater harvesting should be considered for toilet use.

20. Kitchen

-  **20.1** The kitchen shall be large enough to allow the preparation of up to 90 meals.
-  **20.2** The kitchen should be positioned to directly serve the main hall and have at least one external wall to facilitate ventilation of equipment, food and users.
-  **20.3** Space for kitchen appliances: electric cooker, fridge, dishwasher.
-  **20.4** Two double sinks with draining boards.
-  **20.5** The kitchen will be fitted with humidistat switching to ensure proper ventilation with over-run.
-  **20.6** Sufficient space between fittings for several volunteers to work simultaneously.
-  **20.7** Serving hatches with inward opening foldback doors and an uninterrupted surface to prevent spillage.
-  **20.8** Easily cleaned surfaces that minimise impact noise.

21. Bar/Coffee Shop

- 21.1** This feature may be an integral part of the kitchen facility or may be separate.
-  **21.2** A bar/coffee serving facility is required to serve parties using the main hall and outside on the patio area. This facility will have counter access, storage space for glassware, cups,

etc and a standalone fridge. It will also have the capacity to serve from two beer casks using cooler & two beer taps.

 **21.3** This facility will have a sink and hot & cold running water & waste drainage.

 **21.4** No alcohol will be stored in this facility, therefore security shutters are not required.

22. Storage

 **22.1** A general storeroom will be large enough to store 12 folded trestle tables and 90 x stacking chairs as well as allowing adequate storage for a variety of miscellaneous items. No windows or natural light is required in this room.

 **22.2** The storeroom will be served by a double opening, lockable, door entering directly into the main hall.

23. Car Parking Glatton Village Hall exists principally to serve the residents of Glatton Village, for whom the vast majority live within a walkable distance.

 **23.1** On-site car parking will be limited, possibly only six cars. Planning authorities are unlikely to approve any reduction in the number of currently available parking spaces. However, maximum use will be made of space between the building and High Haden Road.

 **23.2** Parking bays should prioritise disabled parking and this should be reflected in the marking of parking bays.

 **23.3** Parking bays should be laid out using a SUDS system..

24. Landscaping

 **24.1** An outside patio area from the bar/coffee shop will be landscaped.

25. Stage

25.1 a fixed stage is not required.

26. Disability Access & Requirements

 **26.1** Building design will meet all requirements as specified by the UK Govt Equality Act.

 **26.2** The front/main entrance to the Village Hall via an entrance porch will access suitable for wheelchair users.

 **26.3** Direct external access to the disabled toilets is required.

 **26.4** The emergency/fire door will be wide enough to allow wheelchair passage.

27. Security

 **27.1** All access doors and all windows will be lockable to afford a degree of security.

 **27.2** An intruder alarm system may be fitted.

 **27.3** CCTV may be installed.

28. Meeting/Conferencing Rooms

 **28.1** One or two (large & small) dedicated meeting rooms will provide a conferencing facility increasing appeal for commercial bookings.

 **28.2** Meeting/Conferencing rooms should benefit from natural light and ventilation and ideally a view to St Nicholas' Church.

 **28.3** Any wall separating the main hall from meeting/conferencing rooms will be lined, stud partitioned, acoustically and heat insulated.

29. IT (Information Technology) & Wi-Fi

 **29.1** A Wi-Fi hub may be installed.

 **29.2** Independent cabling to facilitate connection to a overhead projector may be installed in the main hall and in the meeting/conferencing room to facilitate lectures/talks/lessons/conferences.

30. Plant Room

 **30.1** All M&E equipment required for the efficient running of the building, including internal processing of rainwater harvesting, will be accommodated in a dedicated Plant Room.

31. Summary

Requirements identified in this document are intended to capture the needs of the Glatton Community, its various User Groups and target user groups and markets. However, Glatton Village Hall Committee accept that this document may not be exhaustive and that some requirements may change as a result of discussions between the Trustees, the architect and Planning Authorities. Requirements may also change if they prove unaffordable or if more affordable options are presented. It is envisaged that many potential solutions for each of the requirements will be subject to individual cost benefits analysis where trade-offs, benefits and affordability will prove determining factors. Thus, this version (V1.5.3) of this User Requirements Document (URD) forms a basis for discussion, planning and design.