

Design & Construction – Bishopstoke community building	Date Issued: March 2026
Document Title: Design Brief	Version No: 1.0



Community Building, Bishopstoke - Architectural Services

1. Bishopstoke Parish Council

Bishopstoke Parish Council is seeking a suitable organisation to develop interpretation and design proposals for the construction of a new community building, on the site previously occupied by Bishopstoke Memorial Hall. The site is located on Glebe Meadow, Church Road, Bishopstoke, SO50 6LQ.

2. Background

The site is owned by the Bishopstoke Memorial Hall Charity, whose sole trustee is Bishopstoke Parish Council and is located within Bishopstoke Conservation Area. The previous community facility has been demolished and a new building is required to provide new and improved facilities for the wider community. The scheme should include access and car parking. Details for this element will be provided to the successful company upon appointment. The hall is expected to be used by a variety of groups including the 'Bishopstoke Players', an amateur dramatics organisation.

3. Scope

3.1 Client Requirements

Bishopstoke Parish Council is seeking architectural services / consultancy team to provide a design for the new community building on Glebe Meadow in Bishopstoke, incorporating at least one round of public consultation and consulting regularly with the Council. Once the design has been approved by the Council, planning approval must be sought, including full compliance for building control purposes, agreeing any changes that prove necessary for that with the Council. The scheme should be formulated on the basis of RIBA work plan 2-7 and fully costed should we wish to pursue the project further with the chosen architectural team, although this initial tender is to take the project to Stage 4 of the RIBA work plan. Stages 0 and 1 have been previously completed and surveys from that process can be made available if required. It should be noted that the RIBA work plan will not be a fully exhaustive list of works, however, and the following should be noted:

- Eastleigh Borough Council's planning policy requires that the building is robust and sustainable, taking on board environmental standards, life cycle costing and equalities act.

Design & Construction – Bishopstoke community building	Date Issued: March 2026
Document Title: Design Brief	Version No: 1.0

- The bid will require concept elevations of the sketch proposals rather than just plans for comparison purposes.
- Further clarification of services required will be provided at the start up meeting with the project team.
- All designs, once completed, will remain the intellectual property of the client.

3.2 Architects Essential Requirements

- RIBA accredited
- Experience of previous similar size projects
- Panel Interview attendance

4. Project deliverables

4.1 Documentation

The client requires you to provide a quotation including full fixed costs to undertake the design, consultation and planning phase of the project and include all expenses and disbursements. Your tender return should also include a ‘summary’ of similar local projects you have undertaken, detailing a maximum of 3 that are relevant to this piece of work (inclusive of sustainability examples), undertaken in the last 3 years. The lead consultants must also provide details of insurances (Min £10m public liability), list of accounts, VAT registration number, bank reference.

4.2 Requirements for the Development

Bishopstoke Parish Council will be the owner of the building and lead client, however, Eastleigh Borough Council (EBC) is providing significant funding for the development and will need to be satisfied that the public funds are being used in the best interests of the whole of the community. David Wheal, Clerk to Bishopstoke Parish Council, will act as the initial point of contact. Project support and specialist input will be provided as needed by Eastleigh Borough Council. It should also be noted EBC may expect to have collateral warranties with themselves for areas which require technical/design elements.

The proposals are expected to be of a high-quality design and the character or appearance of the development should preserve or enhance the surrounding area. Development proposals will not be permitted unless the design reflects the scale, form, and character of the Conservation Area.

Design & Construction – Bishopstoke community building	Date Issued: March 2026
Document Title: Design Brief	Version No: 1.0

5. Tender Requirements

5.1 Cost

Fixed price required including disbursements for each RIBA stage 2-7 and provide a breakdown, under each stage, of the fees associated with the wider design team.

At this stage, the client does not want to be restricted by a set budget, however, to aid the process it is envisaged that the full project, including the completed building, would cost up to circa £2,000,000. Also required are an estimate of the likely day-to-day running costs and ongoing maintenance costs of the building.

Role/RIBA Stage	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use	Total
Architecture							
Principal Designer/CA							
Quantity Surveyor							
Structural Engineer							
Mechanical & Electrical							
Landscape							
CDM							
Design Team Total							
EPC & Sustainability Statement							
Geotechnical							
Ecology & Arboricultural							
Utilities mapping							
Acoustician							
Topographical							
Capacity of Services							
Site Constraints							
Disbursements Total							
Fixed Fee total (exc. VAT)							

5.2 Timescales

All returns will be subject to a tender reviewed by the Parish Council for the community building in line with the weighting criteria set out in the ITT. Following a review of the submissions, companies should be prepared to attend an interview/presentation with the client if called upon. This will be held during week commencing Monday 4th May 2026.

An appointment is hoped to be made by Wednesday 13th May 2026. The client is expecting to have input throughout and will be more than happy to attend regular meetings and updates to assist with the process. There must also be at least one round of public consultation on the plans. The client hopes to have a final design ready to present to the Council by the end of October 2026

Design & Construction – Bishopstoke community building	Date Issued: March 2026
Document Title: Design Brief	Version No: 1.0

5.3 Project Brief

Land use issues mean that the building should only occupy the parcel of land managed by the Memorial Hall Charitable Trust. However, the car park and any terraced area can be situated within the wider Glebe Meadow.

There should be accessible entrances. The wrought iron gates from the previous building have been retained and it is desirable that they be used as part of this project.

See separate document Building Requirements for detailed guidance on the requirements for the building.

Appendix A – Indicative Site Location Plan

Appendix B – Bishopstoke Conservation Area Appraisal