

Bishopstoke Community Building

Building Requirements for design brief

Introduction

The key requirements of the new community building to be constructed at Glebe Meadow are laid out below. In addition to these requirements the following guidance is provided:

- The maximum total floor space of the building must not exceed 499 square metres. This is to ensure that the Eastleigh Borough Council requirement of a BREEAM assessment for any building above 500 square metres in total floor space is avoided.
- The building is not required to be single storey, provided it complies with the maximum floor space requirement.
- The shell of the building may not extend beyond the land owned by the Memorial Hall Charity, although external elements such as a car park and any terracing are permitted to be outside this area.
- The final design should facilitate the potential future use of the building for a pre-school.
- The site is within a Conservation Area. The building should aim to enhance this and integrate with it.

Memorial Hall Objectives

- To facilitate performances, providing a home for local drama group(s), with space to seat at least 150 audience members.
- To be flexible and practical to enable a variety of community uses, including private hire, indoor sports, fitness classes and carnival.
- Sufficient storage for general use of the building should be included (e.g. any loose tables and chairs). At least one hireable room should facilitate the temporary of large stage items such as scenery panels. Additional hireable storage space would be welcome, but is not as important as hireable activity space.
- To allow activities to easily utilise Glebe Meadow in addition to the building (e.g. outdoor terraced area for smaller performances).
- To be low carbon in build and operational impact.
- To be accessible to all.
- To be comfortable for all users at all times of the year.

Memorial Hall Infrastructure

- Main entrance (for pedestrians) to be from Glebe Meadow and/or Riverside.
- The requirement for the main hall to be an effective performance / sports venue may mean that part of the building needs to be 2 storeys in height.
- Heating and lighting systems should not impede the use of the Hall (for example badminton would require a clear space above the court), but must be able to effectively heat the entire space.
- All materials are to be responsibly sourced.
- Enabling performance:
 - There must be a “stage” for performances. It is anticipated that this will be at floor level with tiered seating although the Council is open to alternative suggestions.
 - Layout to reflect practical needs of performances.
 - Include infrastructure for lighting and sound in Main Hall.
- Energy and water use should be minimised, e.g.:
 - Utilising low carbon technologies for heat and power.
 - Incorporating renewable energy solutions.
 - Collecting and using rainwater.
 - Having high levels of energy and water efficiency for relevant items in the building (e.g. lighting, toilets, underfloor heating (wet type))
- High level of thermal comfort and acoustic insulation, including:
 - Light:
 - Addressing glare and overheating, for example with:
 - Window coverings
 - Brise soleil.
 - Ability to blackout Main Hall during performances.
 - Thermal insulation.
 - Efficient glazing.
 - Acoustic insulation at a level that will:
 - Enable performances to take place in the Main Hall without disturbance from both inside the building and outside.
 - Reduce impact on those outside the hall when activities are taking place.
 - Reduce impact on other users within the building when activities are taking place.
 - Reduce disturbance on all those using the building from noise outside the building.
- Effective ventilation to maintain high level of comfort and air quality. Could incorporate mechanical heat recovery.
 - The building should be assessed with regards to overheating as well as energy efficiency.
- Wifi to be available throughout building.
- Inclusive design so that all facilities can be accessed and used by all users, e.g.
 - Enable use of hearing loops.
 - Stair free access to all areas, including between “Green Room” and Stage, and between Main Hall and stage.
- Include other features that will improve the environmental performance of the building:
 - Cycle storage
 - Features to support wildlife, e.g. bat boxes, swift bricks, living walls/roofs.

- Design for easy maintenance:
 - Hard floor surfaces designed for high traffic (no carpets).
 - Include cleaning cupboard and plant room.
 - Easy access to bins for users and for emptying.
- Sub-division of the Hall into smaller spaces which can be hired separately is essential.

Facilities Required

Primary Component	Function & Notes	Anticipated users	Importance
1.0 Main Hall	Designed for performance, community events, parties and indoor sports	Drama groups, private hirers, short mat bowls, Carnival, Parish Council	Essential
1.1 Stage	<p>Accessible (e.g. step free) from both Main Hall and "Green Room" (4.0)</p> <p>Safety curtain</p> <p>Stage minimum width 6m (preferably 8m)</p> <p>Stage minimum depth 6m (preferably 8m)</p> <p>Stage wings minimum width 2m (preferably 3m)</p> <p>Designed to give audience good view of a performance.</p> <p>Appropriate for a variety of performance types – drama, music, dance etc.</p> <p>Designed so can access without disturbing other users.</p>	Drama groups, bands / choirs, performers	Essential
1.2 Acoustic insulation	Minimising interruption to performances from other users of building and area	All users	Essential
1.3 Light	In addition to the light/overheating measures mentioned in the infrastructure section, the ability to blackout the hall during performances.	Drama groups	Essential
1.3 Large opening to terrace	<p>Enabling events that blend indoor and outdoor activities (e.g. carnival, weddings, outdoor performances)</p> <p>Accessible access.</p>	All users	Essential
1.4 Loading doors to outside	[Could be achieved with 1.3]	All users	Essential – depending on 1.3
1.5 Sound and lighting	<p>Designed to facilitate performances.</p> <p>Designed to give audience good audio experience.</p> <p>Include control booth/area, infrastructure and equipment (to be discussed with Bishopstoke Players). Allow hirers to plug their own equipment into the system so that it can be controlled from the booth/area.</p> <p>Include audio loop.</p> <p>Option for projector.</p>	Drama groups	Essential

1.6 Retractable screen	Enable visual effects on stage as well as for use for talks and film events.	All users	Optional
1.7 Seating and tables	Designed to flex for all types of events, easily stored when not needed. Comfortable for audiences as well as robust and easy to store. If bleacher seating is used it must be easy to get out and put away and allow easy exiting in the case of an emergency. There will also be a requirement for some additional tables and chairs for other events (e.g. bingo). Storage will be required for these additional tables and chairs.	All users	Essential
1.8 Space for sports and exercise classes	Flooring type and sizing designed to flex for short mat bowls and badminton, for example (will also enable other activities). Badminton ideally would require a minimum height above the court of 9m. Sprung floor would be ideal for dance classes – would it help or hinder other users? Mirrors for use in dance / fitness classes.	Short mat bowls Exercise classes	Essential Optional
1.9 Kitchen	Opening to Hall, should also have door to outside (loading, bins). Large enough to allow catered events in main hall (food potentially reheated on site, not cooked on site). Commercial grade equipment. Ability to sell / provide refreshments to Meadow users directly from the kitchen to the Meadow	Drama groups, private hirers, Carnival	Essential Optional
2.0 Other hireable spaces	Multiple large or small spaces suitable for hire	All users	Essential
2.1 Hireable rooms	Each should ideally be minimum 6m by 6m. If spaces are larger then partitioning methods should be available to maximise flexibility. Carpeted Small group activities Drink making facilities	All users	Essential
2.2 Access	Accessible to all. Designed so can access without disturbing other users.	All users	Essential

3.0 Storage			
3.1 Storage for scenery (flats)	One storage area to be large enough to accommodate scenery panels during performances. Would need to be hired rather than permanent free storage.	Drama groups	Essential
3.2 Storage for regular hirers	To be included, but on the basis that it will be charged for.	Regular hirers	Essential, but scale to be agreed
3.3 Storage for chairs and tables	Centrally accessible to facilitate use in any hireable space.	All users	Essential
4.0 "Green Room"	Space for dressing and waiting to go on stage. Designed to facilitate performances but could also be hired separately.	Drama groups	Essential
4.1 Access	Accessible access to stage (more than 1 door) Accessible access to building Designed so can access without disturbing other users.	Stage users	Essential
4.2 Screens	Enabling space to be divided for changing/privacy	Stage users	Essential
4.3 Toilet(s)	Accessible, unisex	Stage users	Essential
4.4 Kitchenette	Kitchenette (sink, power, worktop)	Stage users, private hire	Essential
5.0 Lobby	Entrance area to building	All	Essential
5.1 Access	Accessible to all from outside and inside building, main entrance to be from Glebe Meadow and / or Riverside. Accessible opening to terrace area	All users	Essential Optional
5.2 Informal seating area(s)	Space for audiences before/after performances, intervals. Could be one of the other hireable spaces Links to 5.3 – community use	Drama groups All users	Essential
5.3 Access to Main Hall's Kitchen	Enabling access to refreshments whilst in lobby	Main hall users	Essential

6.0 Cleaner Store	Enabling cleaning materials and tools to be stored. Include sink and power. Accessible to all. Designed so can access without disturbing other users.	Cleaners, private hirers	Essential
7.0 Plant Room			Essential
8.0 Toilets	Available to all users. Accessible to all, individual unisex Designed so can access without disturbing other users. Not limited to one area – main hall, green room and elsewhere.	All users	Essential
9.0 Outside Building			
9.1 Cycle parking	Covered cycle and scooter parking	All users	Essential
9.2 Vehicle access	Easy loading to/from: <ul style="list-style-type: none"> • Main Hall • Main Hall's kitchen • Storage for scenery 	Users of main hall	Essential
9.3 Car parking	To be minimised except for blue badge parking and hirer loading. Include electric vehicle charging point(s)		Essential Optional