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Tender

Design and Planning Services for a Replacement or Refurbished Village Hall

Barrington Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Procurement identifier (OCID): ocids-h6vhtk-05053e

Published 17 April 2025, 6:10pm

Scope

Description

Barrington Parish Council (BPC) wishes to replace or refurbish the village hall. The village hall and the land upon which it sits is held in Trust for the village by the Village Hall Trustee (VHT). The building is in poor condition and s106 funds have been allocated for its refurbishment or replacement. It is not a listed building but is a significant feature and located in a prominent position overlooking the Village Green and within the Conservation Area. It is accessed via a permitted accessway across the Village Green under licence from the Green Charity.

Following a detailed options study, BPC now wishes to drive forward with plans for the Village Hall and requires a company that can:

- Provide the necessary plans and documentation to support a planning application.
- Provide the necessary drawings and documentation to support tenders for construction works.
- Post-planning to provide building control plans (if required)

- Act as project manager for the construction project
- Act as the designated CDM

Refurbish

The principle of retaining an existing building wherever possible to avoid wasting carbon and resources points to refurbishment as the starting point for Stage 2 Concept Design. However, as the scheme is developed through Stage 2, the size of the original Hall, its proportion, construction and location on the site may limit flexibility in the emerging design and this needs to be considered.

The original Hall, with refurbished, insulated roof and new rooflights could sit at the heart of a highly insulated new building that could entirely envelop the old Hall, improving its environmental performance and creating welcoming and service space around it as well as extending its length with a secondary smaller hall to the rear. A Structural Report from the Structural Engineer Price & Myers indicates that the existing timber trusses in the Hall can be refurbished with tie rods at a higher level.

Rebuild

Alternatively, given the constraints of the Village Hall site, a new building is likely to be laid out with the two Halls at the heart of a building surrounded by circulation and service space. However, the freedom to change the proportion of the main Hall and its relationship to other parts of the building such as the smaller hall, may ultimately allow the design to be more flexible.

Accommodation Needs

The spatial requirements have been assessed following consultation with users. The total area was fixed at 650sqm in order to compare site layouts but including:

- Large hall: a flexible multi-purpose space.
- Small hall: a flexible multi-purpose space.
- Hospitality: a cafe space served by a kitchen and bar is a new space desired for the Village Hall, locating it at the front of the site enables it to double as a foyer zone for the arrival of large groups to attend performances. It also creates an active and welcoming front for the building, addressing the village green. The cafe area could function as the bar for events.
- Meeting Room: this is a new space for smaller meetings doubling as a room for curation or access to the Barrington History Society archive. The store for the archive should be

accessible from the room or nearby. Some of the material could be on permanent display in the building.

- Community kitchen: if the Cafe is run commercially or has a double function as a bar with a license, it may be necessary to also have a small community kitchen that can be used by community groups including children, such as scouts. Duxford community centre is a precedent for this.

- SCDC Guidance on the use of s106 public funds is clear that no space should be for the exclusive use of any single group - thus for example a "sports and social club with bar" as a separate membership and entity would not be allowed.

- Early Years: however, Barrington does need pre-school provision for children up to 5, particularly since the village is expanding with significant numbers of family housing. The size of the Early Years facility was fixed at 120sqm to reflect the level of funding contribution from SCDC, this is sufficient for a simple one room Early Years facility which should be an independent area of the building, with a clear security line between public and pre-school use and a direct entrance from the outside with drop off and pick up arrangements for buggies. This should enable delivery of the DfE's Early Years Foundation Stage (EYFS) statutory framework and would be inspected by Ofsted. The classroom would ideally connect directly to its own outside play space and of course co-location with the village hall would bring potential customers to a Cafe.

- Access and Parking requirements will need to be confirmed, and a transport assessment undertaken to provide a baseline count of existing cars at different times of the day and week, to include.

- Parking and EV Charging

- Disabled parking

- Bicycle parking

- Refuse and recycling storage

Budget Constraints

The finite amount of funds available means that the work on the village hall needs to be completed within very strict budgetary constraints. For the provision of architectural, surveying, planning, design and project management services a maximum budget of £160,000 is available.

Contract Period

The Services tender request includes whole life project management. The intended contract start and end dates - from the design to handover and sign off of the whole project - are Start date 1.9.25 End date 31.8.27.

Total value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2027
- 2 years

Main procurement category

Services

CPV classifications

- 71200000 - Architectural and related services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber

- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Submission

Tender submission deadline

16 May 2025, 5:00pm

Submission address and any special instructions

BPC invites you to tender for the above work.

Following receipt of your tender you will be invited to present your ideas and approach to deliver this project in person to a representative panel of the parish council and village hall users.

Your tender response should include:

1. A clear method statement setting out your understanding of the work required and how you intend to undertake it.
2. A Fee Proposal - your fixed price for undertaking the work and associated deliverables
3. A programme of work with reporting timescales
4. Details of personnel undertaking the work indicating their relevant experience

5. Project Examples

6. A Statement of No Conflict of Interest.

Tenders to be sent to the Barrington Parish Council Responsible Finance Officer by 17.00 hrs. on Friday 16 May 2025 at: rfo@barringtonparishcouncil.gov.uk

Tenders may be submitted electronically

No

Award criteria

Tenders will be assessed within 7 days of the closing date. Short-listed candidates will then be invited to present their ideas to a small panel of the Barrington Parish Council / VHT Working Group on Monday 9th June. The aim is to commission the work, subject to agreement of contractual terms and conditions, by the end of June 2025.

Criteria for awarding the contract include a combination of Relevant Experience and Expertise; Understanding of the Tender Brief; and Value for Money. Reasons for awarding or not awarding the tender will be provided to the parties on request as and when an award has been finalised.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[FINAL V5 Village Hall Brief April 2025.pdf](#)

INVITATION TO TENDER:

Design and Planning Services for a Replacement or Refurbished Village Hall, Barrington (v5)

Contracting authority

Barrington Parish Council

- Public Procurement Organisation Number: PHDY-2334-PJPT

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Litlington

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Region: UKH12 - Cambridgeshire CC

Organisation type: Public authority - sub-central government