

Client Mr Sam Adeniji
401 Design Statement rev B
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Secure by Design

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INTRODUCTION 1.0

Please note

This design statement is to be read in conjunction with appendices listed at the end of this document.

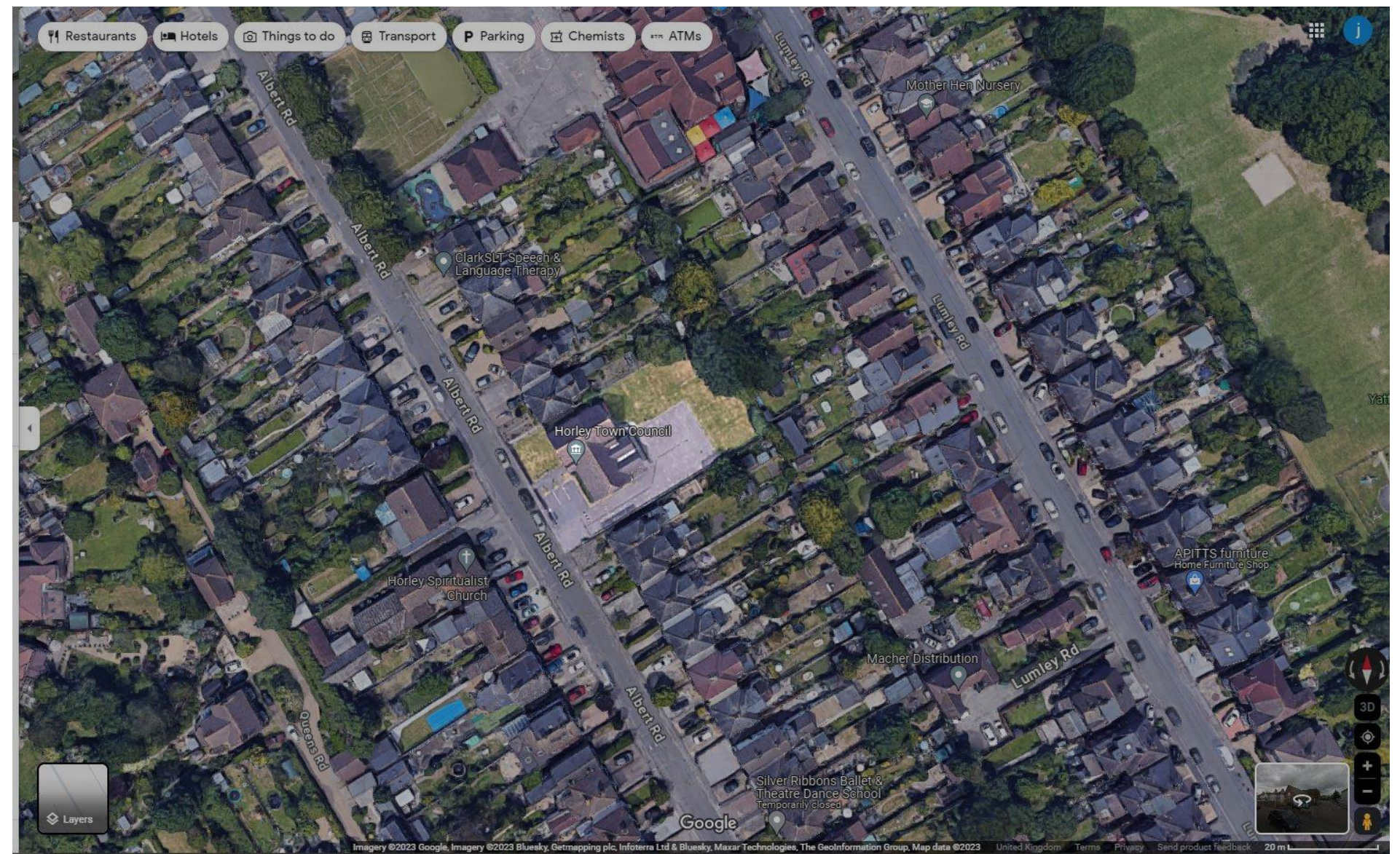
SITE ADDRESS:

Horley Town Council
92 Albert Road,
Horley,
Surrey.
RH6 7HZ

1.0 BRIEF

Project Overview

The client, Horley Town Council contacted MVL to assist with the design, remodel, and extension to the existing council office building. The project involves the expansion and enhancement of the existing local council office building to accommodate the growing needs of both the council staff and external users hiring the main hall. The objective is to optimize the available space, improve facilities, and incorporate sustainable features to create a comfortable, efficient, and environmentally friendly building.



Scope of Work:

1. Office Expansion:

- Double the current office space to accommodate 8 staff members.
- Design flexible workspaces to facilitate collaboration and adaptability.
- Ensure ergonomic and comfortable workstations.

2. Meeting Room Renovation:

- Replace the current meeting room with a better sized space.
- Optimize the layout for functionality and flexibility.
- Incorporate modern audio-visual equipment and communication technology.

3. Kitchenette Upgrade:

- Establish a dedicated kitchenette for council staff.
- Enhance the existing kitchenette to serve both staff and hall renters.
- Design a breakout space for staff relaxation.

4. Toilet Facilities

- Assess the adequacy of current facilities with the potential increase in staff.
- If necessary, upgrade or add facilities to accommodate the growing demand.
- Ensure compliance with accessibility standards.

5. Car Parking:

- Increase the number of parking spaces to alleviate congestion during hall rentals.
- Reinstall a security barrier for controlled access.
- Introduce designated spaces for electric vehicles.

6. Energy Efficiency:

- Replace single-glazed windows with energy-efficient double-glazed alternatives.
- Investigate the feasibility of installing solar panels on the roof.
- Explore other sustainable design elements to reduce the building's environmental impact.

7. Additional Meeting Space:

- Introduce a new meeting space that can double as a mini hall for rentals.
- Accommodate approximately 18 people for council meetings.
- Ensure the space is versatile and equipped with necessary technology.

8. Considerations:

- Comply with local building codes and regulations.
- Prioritize accessibility and inclusivity in design.
- Engage with stakeholders to gather input and ensure project alignment with community needs.
- Seek cost-effective and sustainable solutions for long-term benefits.

9. Project Timeline:

- Establish a realistic timeline, considering construction phases, approvals, and potential disruptions to ongoing operations.
- Communicate clearly with all stakeholders to manage expectations and ensure a smooth transition during the renovation.

10. Budget:

- Develop a comprehensive budget that covers construction costs, design fees, permits, and any unforeseen expenses.
- Explore potential funding sources or grants for sustainable initiatives.

Conclusion:

The proposed architectural interventions aim to transform the existing local council office into a modern, efficient, and sustainable space that meets the needs of both staff and the community. The successful execution of this project will contribute to the long-term functionality and resilience of the building.

1.1 SUMMARY.

This document has been prepared to endorse the remodel and construction of an extension to an existing town hall; demonstrating compliance with National Planning Policy Guidance; Adopted Regional Planning Guidance for England and Local Planning Policy.

FIGURE 001: LOCATION MAP INDICATING POSITION OF PROPOSED SITE

POLICIES & CONSULTATIONS 2.0

2.1 POLICIES

National Planning Policy and Reigate and Banstead Local Plan

2.2 CONSULTATIONS TO DATE

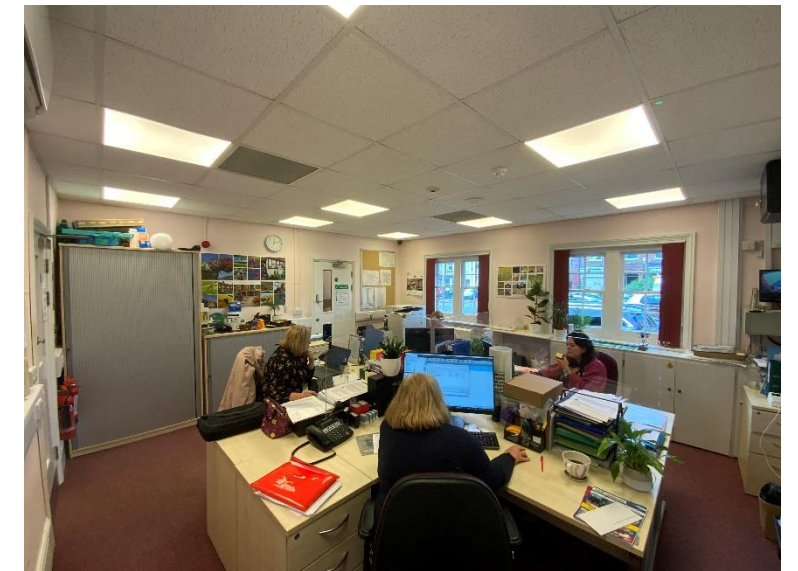
MVL Architects & Surveyors have engaged with the client throughout the design development process. Meetings and consultations have been carried out to meet the Local Validation Requirements.

Consultants involved

- Site Visits
- Email and Phone conversations.
- Internal Reviews
- In office and virtual meetings

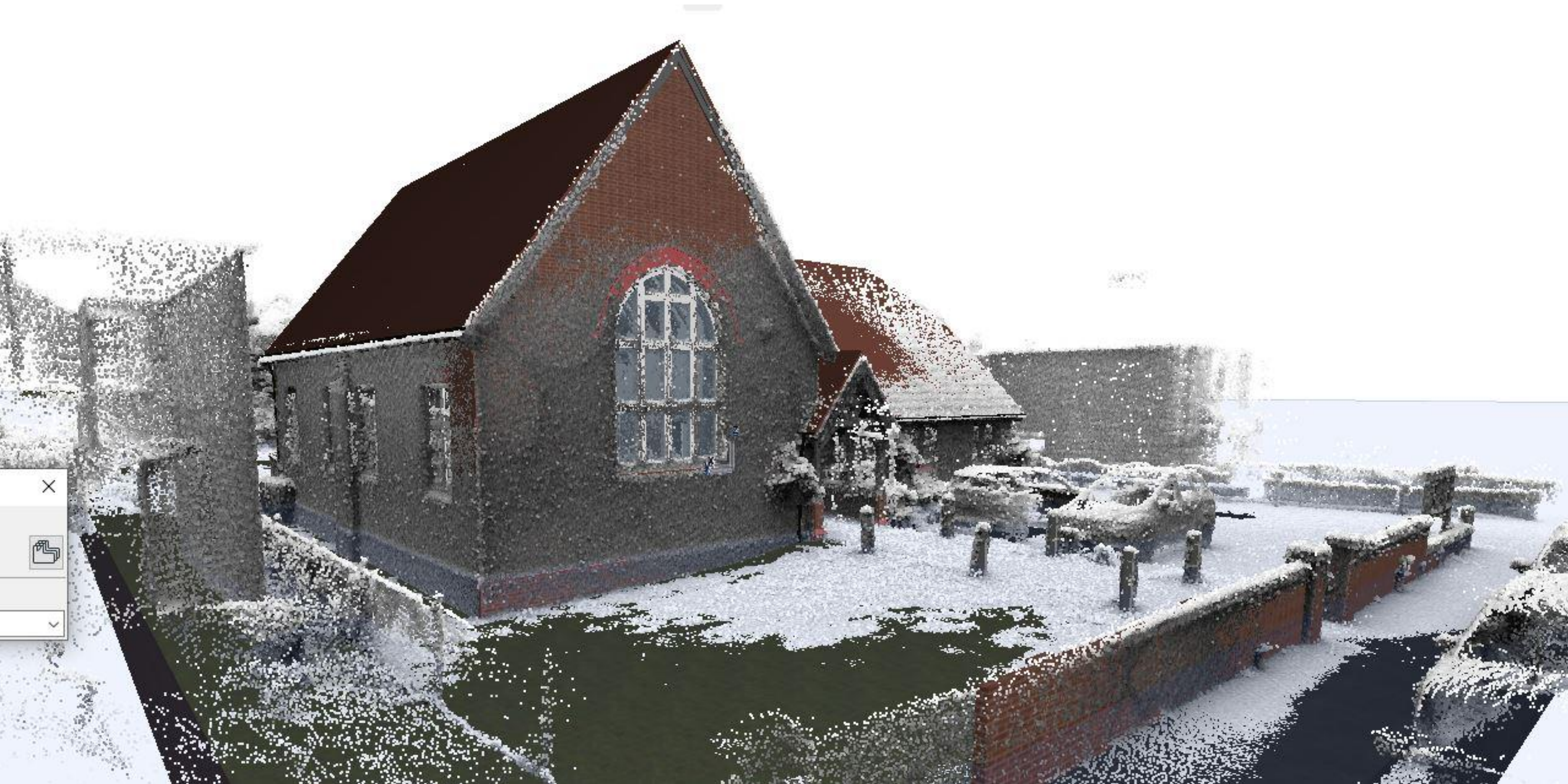
DATE	COMMUNICATION	INSTRUCTION
25/10/2022	Site Visit	Sketch Scheme & initial survey
21/12/2023	Survey information	Formal survey information prepared and release drawings to client
12/01/2024	Initial proposals	Release proposals and option for client review and comments
18/01/2024	Virtual meeting - Design Review	Design presentation and review with Client team
26/01/2024	Rev A proposals	Release revised proposals
07/02/2024	Virtual meeting	Design presentation and review with Client team
20/03/2024	SBD report	Secure by Design information circulated
20/03/2024	Energy report	Energy report circulated
24/04/2024	Telephone call	Client call to discuss next stages
24/04/2024	Client instruction	Client instruction received – prepare pre-application submission
26/07/2024	Report issued	Pre-application report received from LPA and issued to the client.
04/09/2024	Email response	Review pre-application feedback and outline a response to the client
10/09/2024	Client instruction	Client instruction to prepare revisions and submit application

SURVEY 3.0



3.1 SITE PHOTOGRAPHY

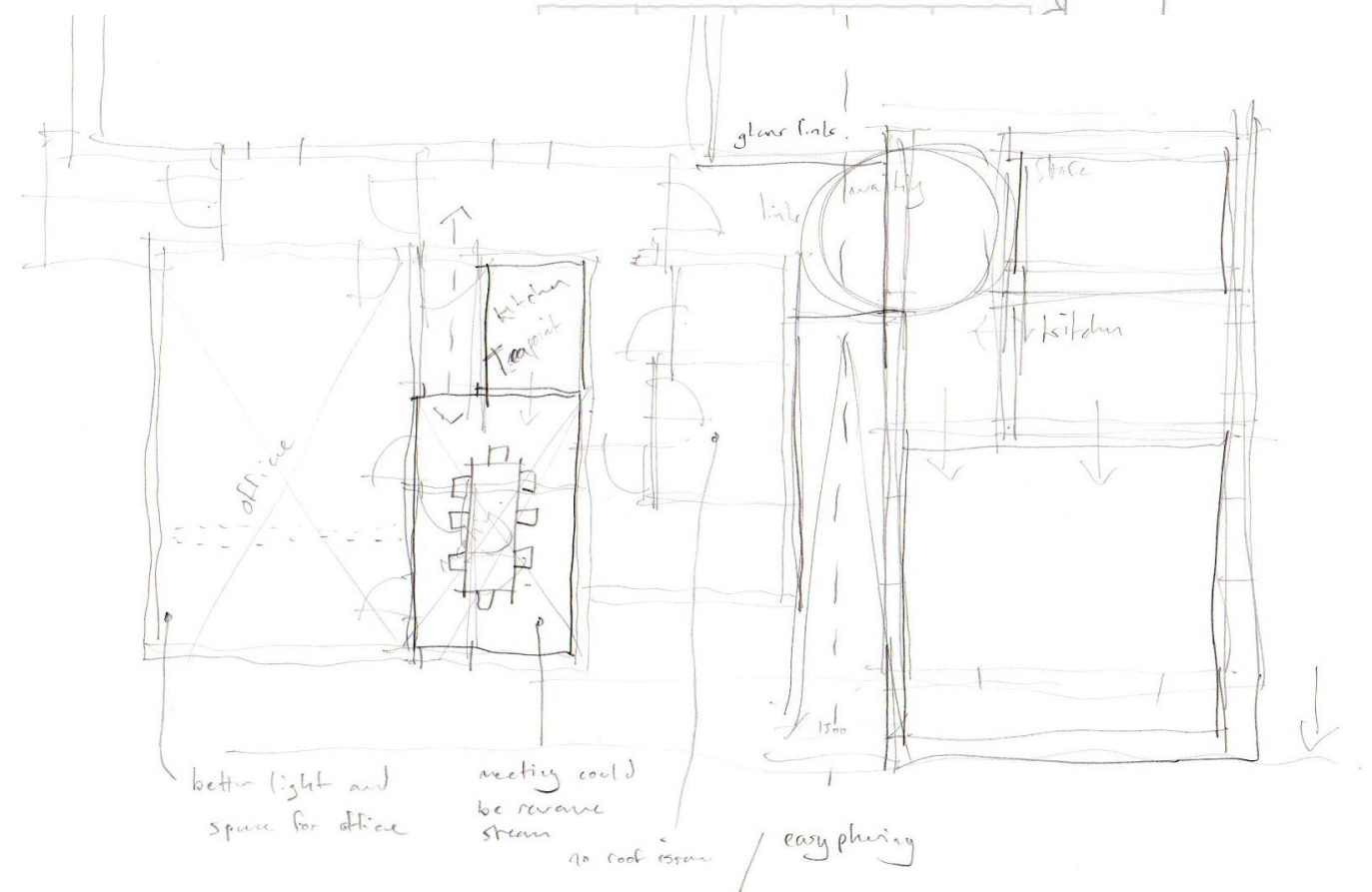
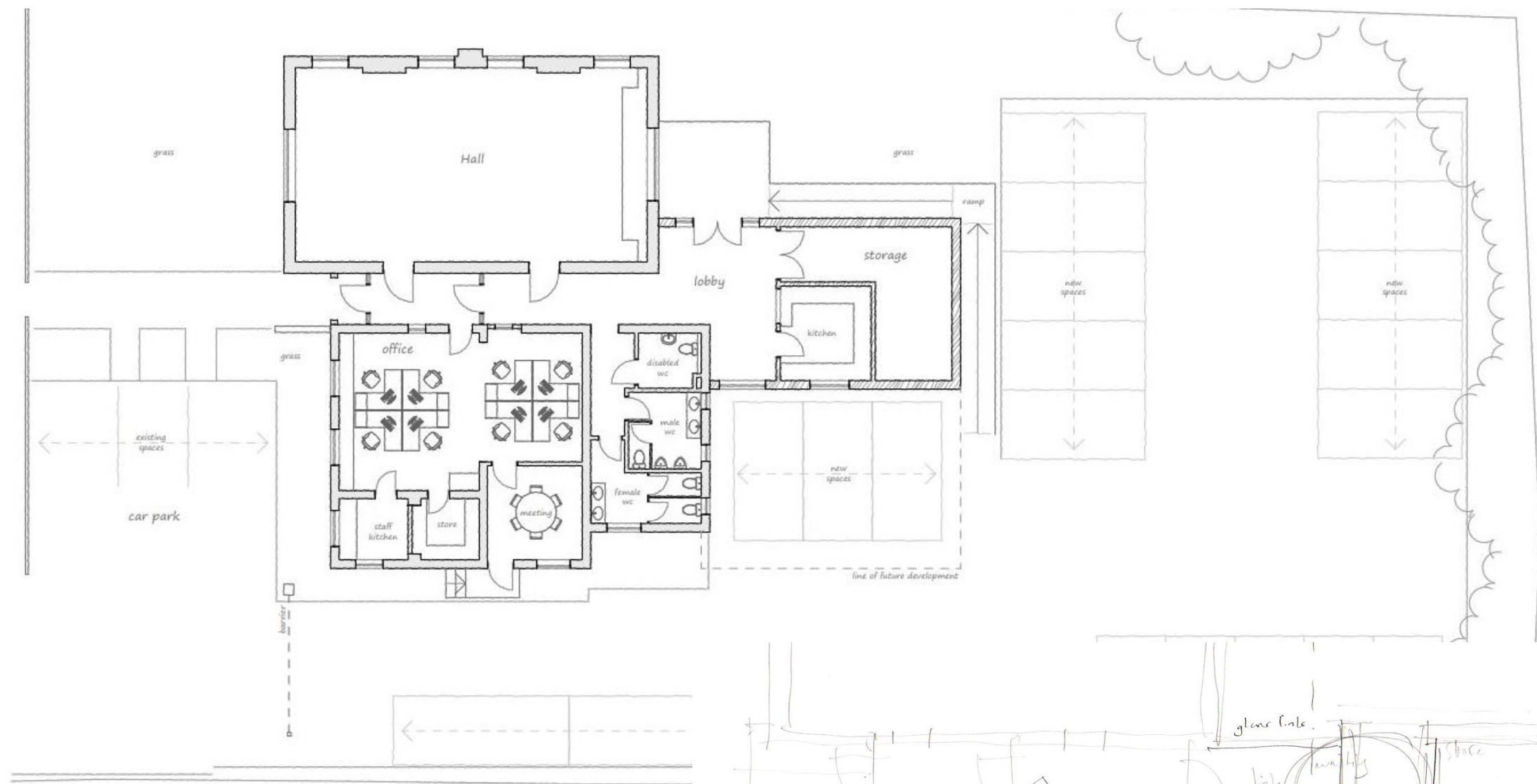
The photographs above were taken during the site survey, they are a representation of the current condition of the property.



3.2 POINT CLOUD DATA

The image shows the raw data (point cloud scan) collected on site used to develop a 3D model of the existing building. This information is then used to model the proposals.

SKETCH SCHEME &
DESIGN DEVELOPMENT 5.0



5.1 APPROVED CONCEPT DESIGN.

The images show the approved concept designs as nominated by the client and subsequent design development

DESIGN PROPOSAL 7.0



7.1 USE

The existing building is a large arts & crafts hall, office and ancillary space situated at 92 Albert Road, Horley. The building provides office space for the use of Horley Town Council, service spaces and a large hall operated by the Town Council, which is rented out for the use of the local inhabitants.

The proposed space offers new kitchen and storage facilities for the building allow the existing space to be remodelled to offer an improved user experience.

7.2 AMOUNT

The proposed extension would provide an additional area of approximately 58m².

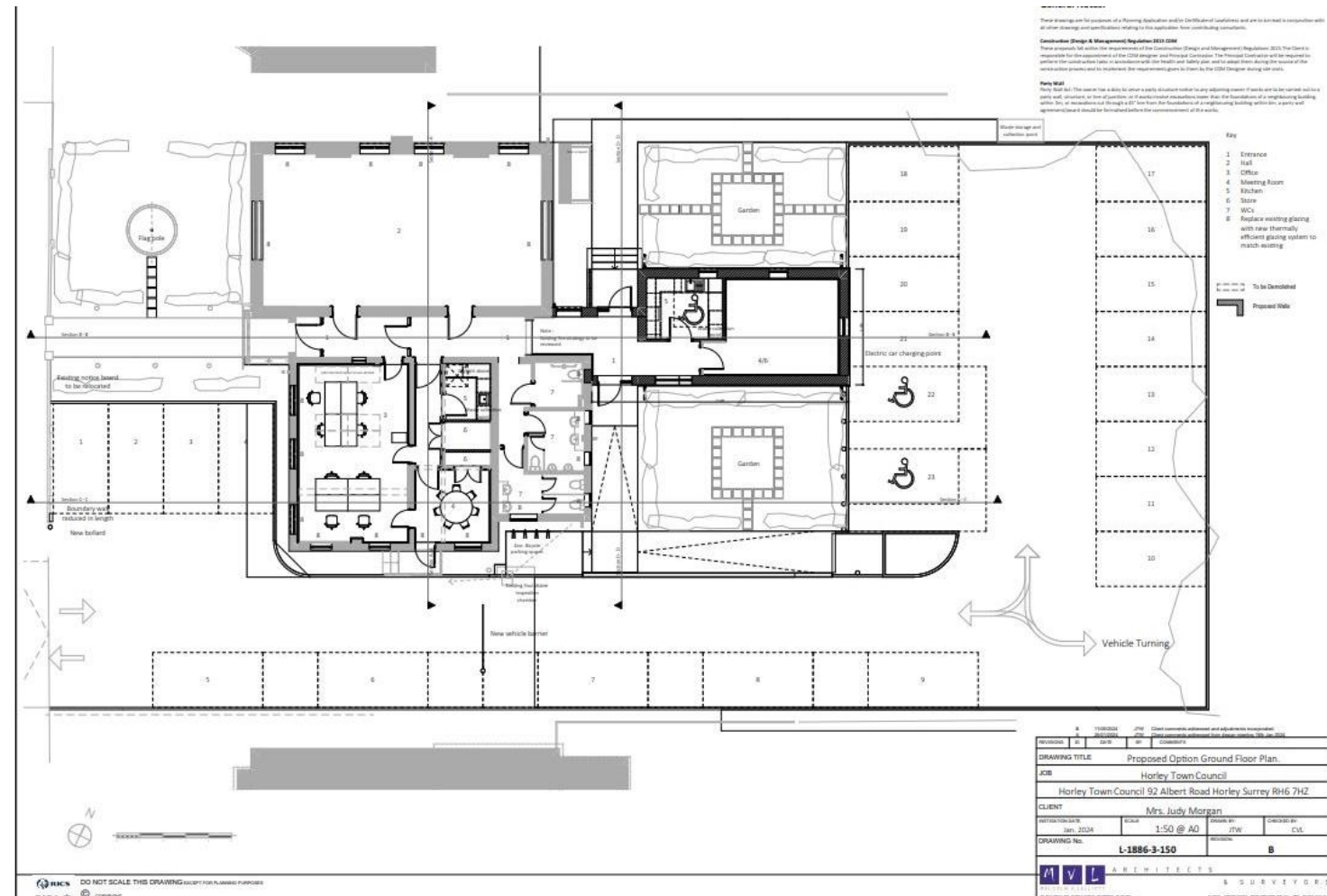
The proposals have also considered future development potential, highlighting the location for an additional hall space on the drawings, It should be noted that this element of the proposal might not be realised and would not form part of a planning application.

7.3 SCALE

The scale of the proposed works is sympathetic to the scale mass and bulk of the existing property. The proposed additional space is subservient to the existing building using pitched roof forms to mimic the existing building.

7.4 LAYOUT

The proposal seeks to occupy an existing car parking area at the rear of the site. The pitched roof extension will link to the existing building via a flat roof lobby space. A more enclosed garden space and formally laid out parking area completes the layout.



7.5 LANDSCAPING

Although the landscaping will be disturbed during construction, the aim of this project is to improve the condition that it is currently in with a precise architectural intervention that can, at the end of its lifecycle, be removed.

The proposals seek to provide users and visitors to the building with 3 garden spaces. These gardens will help to improve the users experience and provide spaces for them to relax and enjoy.

The entrance garden will serve as a formal backdrop for the flagpole, while the rear gardens will provide breakout spaces for the office workers and hall users.

New planting will foster a connection with nature, increase biodiversity, and include features like bug hotels, seating areas, and bird feeding stations.

7.6 APPEARANCE

The proposed remodelling and extensions identify as a part of the existing entity, adopting a similar, high quality material palette from the existing building. Externally built of a good quality brickwork to match the existing.

The proposed extension and remodel will not alter the principal appearance of or disrupt any views to the building and will improve its presentation. Material selection will match the existing palette.



7.7 ACCESS

Vehicular access to the site has not been altered in respect to this application. Improved pedestrian access has been considered whilst designing the proposals, providing level thresholds and ramped access to aid access for all.

Vehicle parking and bicycle storage has been improved for office users and visitors to the site.

The additional parking spaces are to support extra utilization of the council building, community hall and facilities. The objective is not only to optimise the available space and improve facilities but to plan for the future with the anticipated increase in Town Council responsibilities. An increase in capacity will reduce the reliance on street parking.

7.8 Sustainable Design

The proposals seek to improve the thermal fabric of the existing spaces, adopting a fabric first approach to reducing the impact of the proposals on the environment. Improved natural light penetration, reduced energy use and improved thermal efficiency. The design team has engaged with an energy consultant to advise on the best ways to reduce energy use and generate energy, reducing the buildings reliance on fossil fuels.

7.9 CONCLUSION

This is a straightforward proposal that is consistent with the relevant planning policies and guidelines. It is considered that the development is acceptable and should be viewed in a positive manner.



8.1 SUPPORTING DOCUMENTATION

In addition to this design statement, this application includes the following drawings and information: -

Survey Drawings

- L-1886-1-010 Site Specific Hazards & Risks
- L-1886-1-100 Existing Ground Floor Plan
- L-1886-1-102 Existing Roof Plan
- L-1886-1-200 Existing West Elevation
- L-1886-1-201 Existing South Elevation
- L-1886-1-202 Existing East Elevation
- L-1886-1-203 Existing North Elevation
- L-1886-1-300 Existing Section A - A
- L-1886-1-301 Existing Section B - B

Proposed Drawings

- L-1886-3-010 Rev B - Design Specific Hazards & Risks
- L-1886-3-020 Rev B - Proposed Location Plan
- L-1886-3-021 Rev B - Proposed Block Plan
- L-1886-3-150 Rev B - Proposed Ground Floor Plan
- L-1886-3-250 Rev B - Proposed North Elevation
- L-1886-3-251 Rev B - Proposed East Elevation
- L-1886-3-252 Rev B - Proposed South Elevation
- L-1886-3-253 Rev B - Proposed West Elevation
- L-1886-3-350 Rev B - Proposed Section A - A
- L-1886-3-350 Rev B - Proposed Section B - B
- L-1886-3-350 Rev B - Proposed Section C - C
- L-1886-3-350 Rev B - Proposed Section D - D

Reports

- Secure by Design statement as attached

SECURE BY DESIGN STATEMENT

Sir,

Thank you for your time this morning, I understand that the parish may wish to meet the Secure By Design scheme standards. If this is to be the case, then please submit an application for a commercial award on the Secure By Design website. I would not normally request such a measure as the development is fairly small in nature. That said, I am aware of several issues with youth congregating at this venue and at the car parking facility a short distance away.

I have reviewed the plans and as discussed, my initial observations, being the future creation of the void area once both parts of proposed building is completed. I would strongly encourage an access controlled gate (fairly robust in nature)

I see the proposal includes a gate to control vehicular access to rear car park, I would suggest the following simple measures which would go someway to deter future potential ASB.

Introduction of dusk to dawn lighting for rear aspects of the town hall to support 360 degree CCTV of the buildings. The guide states lighting levels for car parking complies with BS 5489-1:2020, in relation to the CCTV, I have been informed that the current CCTV system complies with UK GDPR (General Data Protection Regulations) and is registered with the surveillance commissioner. I would if possible extend the coverage provision of the current system.

I would ensure that there is signage is displayed at entrance and at vehicular access to reinforce access permissions and reduce the excuses of any potential trespasser.

If there are any further queries, please come back to self.

kind regards,

Simon.

Simon Evans 17631

Designing Out Crime Officer

Eastern Division

Surrey Police

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