



## Barrington Parish Council



### **INVITATION TO TENDER:**

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

# **Replacement or Refurbished Village Hall**

## **Introduction**

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 or Rebuild**

Two approaches need to be considered. The first approach is to retain the original 1928 Village Hall building and the second would build a completely new building. Cost Modelling indicates that with the swings and roundabouts of the cost of refurbishment and new build and VAT rates at 20% for refurbishment and 0% for new build, the costs are similar.

## **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.

## **Invitation to Tender: the closing date for proposals is Friday 16 May 2025.**

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](mailto:rfo@barringtonparishcouncil.gov.uk)

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 9<sup>th</sup> 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.

## **Barrington Parish Council, April 2025.**

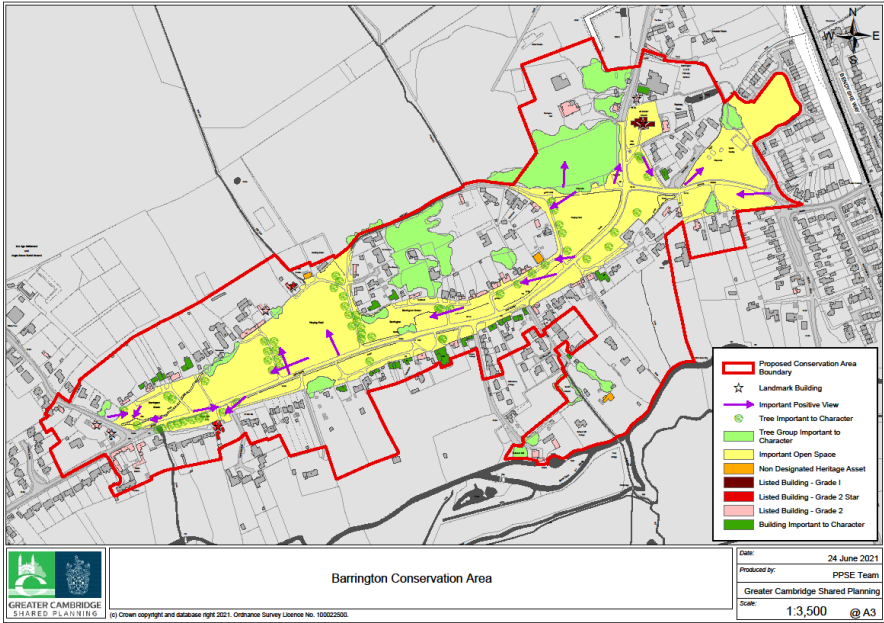
### **Further Information**

To provide itself with information and context, councillors have visited similar village halls, and BPC has undertaken a household survey, extensive consultation with stakeholder groups and has received the following reports:

Whitworth	Barrington Village Hall & Sports Pavilion Initial Survey Report (August 2021)
L Howells	Barrington Village Consultation (Household Survey) Report (November 2023)
Mills Power	Barrington Community Facilities Feasibility and Stage 1 Report Part ½ Preparation, Briefing and Options (August 2023)
On Centre Surveys Ltd	Land Survey of Barrington Village Hall (May 2023) Ground Floor Plan of Barrington Village Hall (May 2023) Roof Plan of Barrington Village Hall (May 2023) Elevations and Sections of Barrington Village Hall (May 2023) Front Elevation / Street Scene of Barrington Village Hall (May 2023)
Price & Myers	Preliminary Structural Report on Existing Roof Tie Rods Barrington Village Hall (June 2023)

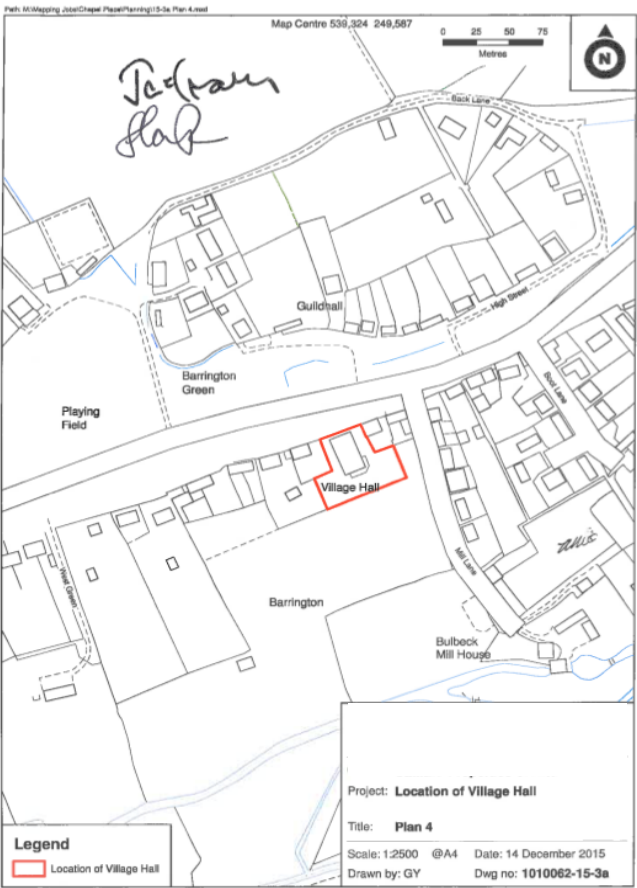
The above material and data will be made available to the successful candidate.

APPENDIX I Barrington Conservation Area and Village Hall Location Plan



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Barrington Conservation Area Appraisal, January 2022



## APPENDIX II Current Elevations

