



PITSTONE PARISH COUNCIL

9 Warwick Road, Pitstone, Beds, LU7 9FE
Telephone: 01296 660791 email: parishclerk@pitstone.co.uk
Facebook: Pitstone Parish Council Twitter: @pitstone_pc
Web site: www.pitstone.co.uk
VAT registration number: 944 4611 21

PITSTONE PAVILION SITE REDEVELOPMENT

(PHASE 2)

REQUIREMENT BRIEF FOR ARCHITECTS – INITIAL CONCEPT DRAWINGS AND OUTLINE PLANNING CONSENT – DECEMBER 2016

SECTION A: BACKGROUND

Pitstone and its sporting facilities

Pitstone is a rural village located in Buckinghamshire, at the foot of the Chiltern Hills, surrounded by an Area of Outstanding Natural Beauty. Population circa 2,600. The redevelopment of the Castle Cement factory grounds into the Castlemead housing estate during the late 1990s / early 2000s doubled the size of the village to 1,400 properties. The Pitstone Neighbourhood Plan allows for a growth of 170 more homes over the period to 2033 and there are substantial housing targets for the conjoined parish of Ivinghoe (c70) plus the neighbouring parishes of Cheddington (c135) and Marsworth (c40).



The premises sit on the site of the old Castle Cement work force football pitch. They were provided to the village as part of the S106 leisure facilities agreement between Aylesbury Vale District Council and the developers of the Castlemead housing estate (then Wilcon Homes and now Taylor Wimpey).

These premises comprise of one senior and one junior pitch plus changing pavilion and are owned by Pitstone Parish Council. The day-to-day management is handled by Pitstone Parish

Council Sports & Leisure Committee, which consists of members of the Parish Council and co-opted members to represent all the leagues that play regularly at the site and the Grounds Keeper.

The parish council is working with the community to extend and improve the site to both (a) increase the range of sports and activities available at the site and (b) improve the football facilities (as the league have advised that they would not meet their minimum requirements for the next level and would not therefore be fit for purpose).

The site has direct and individual access from the B489 Marsworth Road (in the south), currently gated. To the west lies an Anglian Water balancing pond and Network Rail maintenance hut. To the rear (north) lie open agricultural fields. The east of the site has a sub-station, then an open field

(currently used for grazing horses), followed by the residential properties at the end of The Crescent. There are no traffic restrictions.

Purpose and aim of project

The overall project will comprise four separate phases, work on the first two of which is required to start in the near future. **It is Phase 2 in respect of which your input is sought.** The distinctions and their associated requirements are discussed later in this Requirement Brief.

The holistic aim of the overall project is to upgrade the facilities at the pavilion site to enable a wider variety, and better standard, of sporting and community activities within Pitstone that will engage all residents from primary school age, through teen years, into adulthood and senior citizens thus improving health, wellbeing and community cohesion in our rural community.

Public transport from the village is limited, and declining, thus affecting the ability of residents to access sporting activities in other locations, and at the same time our population is growing. Therefore, development at the pavilion will enable a greater percentage of a larger population to access local classes, especially those without transport or financial means to travel further distances. It will also reduce reliance on travel and promote sustainable methods such as walking and cycling to activities – a stated objective of the parish council in its recently-‘made’ Neighbourhood Plan.

Other local factors that have had an impact on overall specification for this site

- The South Midlands League surveyed the site and determined it to be inadequate against their requirements for Step 6 football. Promotion to this league is a realistic prospect for Pitstone’s senior football team in the short-to-medium term.
- The football clubs currently have to relocate training during the winter months to various local astro-turf pitches in Tring etc due to insufficient floodlighting and poor ground conditions at the pavilion site.
- Pitstone Memorial Hall’s three function rooms are fully booked every weekday evening and therefore unavailable for other hirers giving rise to a requirement for another large space to be available in the village. On various recent occasions the parish council itself has had to schedule important public meetings around pre-booked indoor sporting fixtures, with the result that unconnected events dictate hall availability and result in the parish council being unable to provide a first-class service to local residents. In addition Pitstone Memorial Hall Charity is investigating possible redevelopment of the Hall which may result in a reduction to its (already stretched) capacity in future years.
- The Pitstone Youth Café has also not been able to be accommodated within Pitstone due to a lack of availability at the Memorial Hall therefore the Parish Council currently pays for the hire of facilities at Brookmead School (£1,000 per annum). The youth café attracts between 60 and 90 young people each week. Our youth café also provides the base for the Pitstone Youth Forum (funded by the Local Area Forum and fulfilled by AVYFC). A new sports centre (envisaged as part of Phase 3) would provide a suitable and potentially preferable location for a variety of reasons, the detail of which are outside the scope of this Requirement Brief.
- The adjacent field (currently utilised for horse grazing) has been designated in the Pitstone Neighbourhood Plan as reserved for expansion of the pavilion site and D1 education use. Those education facilities may require access to the sporting facilities leading to a requirement for multi-purpose changing facilities and internal rooms.
- Brookmead primary school may in due course also wish to utilise the sports facilities and site.

SECTION B: WIDER CONSIDERATIONS

Overall objectives for the site

- Enhance the ground and facilities to enable South Midlands League Step 6 football at the site.
- Enhance the facilities to enable all year play (ie floodlights to main pitch and training area plus five-a-side artificial surface training area). Potential later phase to convert one pitch to 3G.
- Retain existing sized junior football pitch.
- Enhance the facilities to enable use by wider community (eg recently utilised for the firework festival and a charity ball in a marquee) by providing better parking, access and facilities
- Improved 'clubhouse' area, with attached kitchen and bar, to (a) fulfil the provision of food and drink for football related activity at weekends and for weeknight matches (a requirement of the league), and (b) allow hire to third parties at other key times in order to provide an additional meeting/function room (with catering and refreshment facilities) to those in the Memorial Hall
- Reformat the front of the facility to increase parking and security, whilst improving access etc.
- Improve storage facilities both internally and externally
- Second and separate building to accommodate the youth café, studio space (eg spinning) and meeting room space. One large room capable of division into two. Services and storage etc.
- Obtain extra land to enable expansion of facilities to include a floodlit full size MUGA enabling expansion into tennis and netball as well as providing additional football all weather training.
- Cater for wider variety of indoor and outdoor sporting activities via floodlit multi-use games area or "MUGA" (see below) plus increased indoor space to facilitate hire to other groups for spinning, pilates, yoga etc.
- Enable Pitstone Youth Café to relocate to the site.

Legal works and initial consultations

- The council holds the title to all the land within the current pavilion site, copy provided.
- There are a number of statutory utility easements, right of access, and restrictions around the site, detailed on the schematics and within the topography report.
- The council has applied to Hanson (who now own Castle Cement) regarding the covenant on the pink triangle of land, and Hanson has confirmed that they have no issues with the re-development for sporting and community purposes.
- The council has made initial enquiries with Katy Walker at Sport England, as statutory consultee.
- The council has made initial enquiries with Aylesbury Vale District Council, who are both the planning authority and the holder of some S106 funding that will be utilised for the redevelopment.
- The council has made initial enquiries relating to an additional New Homes Bonus grant towards the building work, application deadline each July.
- The council has worked in conjunction with the South Midlands Football League to ensure that the specifications meet their Step 6 requirements.
- We work extensively with the local football teams and other community groups to ensure that the development is driven from local need, rather than vice versa.
- We have approached the neighbouring land owner regarding the potential procurement of additional land for the floodlit MUGA. The owner is a local charity who will respond in due course. This will form a separate and subsequent phase, i.e. Phase 4, the detail of which is currently outside the scope of this Requirement Brief.

Phase-by-phase breakdown

Phase 1

Phase 1 is purely football related, for example stands, barriers and floodlights. These works are being progressed by the Pitstone and Ivinghoe United Football Club. They will be seeking funding from the Football Foundation and a number of other sources. They will seek planning permission. The objective is to be ready for installation during the closed summer season May 2017 to September

2017. The work envisaged includes improvement of perimeter fencing, installation of ballstop netting and enlargement of the football pitch itself. These matters aside, the detail of Phase 1 falls outside the scope of this Requirement Brief.

Phase 2

The Parish Council is heading the re-building and infrastructure project as this will enable the wider use of the site by a greater proportion of our community and is not purely football related. This includes, for the avoidance of doubt, the expansion / rebuilding of the existing pavilion building itself, which will constitute Phase 2 of the project. **It is Phase 2 in respect of which your input is sought.**

Phase 3

The third phase of the project comprises the longer-term aim of constructing a new, additional community hall within the confines of the Pavilion Site, to allow an expanded range of classes and other activities to take place and to potentially house such ventures as the Youth Café. Phase 3 will be progressed by the parish council in conjunction with the Memorial Hall Charity who own the Memorial Hall, the building across the B489 in which the vast majority of our village's 'for hire' meeting and activity space is currently to be found.

Phase 4

The final phase, referenced earlier, involves the installation of a floodlit multi-use games area (MUGA) on land not yet owned by or leased to the parish council. As with Phase 3, any detail is outside the scope of this Requirement Brief.

Actions undertaken to date

- Topography report and schematic commissioned
- CAD drawing of overall site layout commissioned and agreed amongst local parties
- Digital copies of all schematics and plans for existing building obtained

All the above have been supplied and detailed in the "comprehensive list of documents provided" along with the Legionella Management Report (none on site), Asbestos Management Report (none on site), Geotechnical information and Title Deed.

SECTION C: PHASE 2 ITSELF

Next steps and timescales

- Commission feasibility stage concept drawing and outline planning scheme scope for both buildings and externals (1) layouts and elevations (2) 'in situ' on site plan
- Initial steps (eg site visits, preliminary design sketches & feasibility/risks report) to be completed within 30 days of appointment.
- Final concept drawings and plans to be completed within a further 30 days

Then:

- Utilise the above concepts to engage partners and refine requirements
- Complete full feasibility study and business plan

Then:

- Prepare an outline planning submission package
- Obtain outline planning permission, including clearing any conditions which can be reasonably cleared prior to submission of full permission.

Note: It is likely that after outline permission has been obtained and the project feasibility agreed, the Parish Council will continue with a full application and continue to a Design and Build tender process and procurement route, in which you will be invited to provide a fee estimate to continue your work.

Outline of work specification

Main pavilion / clubhouse

1. Building needs extending and renovating (or potentially replacing if more economical or advantageous), to meet required standards. Potentially single storey (we would consider conversion of roof space if this would be advantageous / cost effective). Rural design. Must be secure as situated in remote, unmanned location away from housing.
2. League Requirements: Spectators must have access to the following at all times on match days: 2 urinals & 1 WC (males), 2 WCs (females) and disabled facilities. (Currently only have 1 female WC and 1 male/disabled WC available to spectators on match days). Must have wash hand basins with running water and warm air hand driers (individual hand towels are not permitted). Toilet facilities must be indicated with appropriate signage. (These toilets can't be shared with the players or referees.)
3. League Requirements: Both teams must have separate dressing facilities. Each dressing room must be a minimum size of 18 square metres, excluding the shower and toilet areas. Each dressing room must have the following: a shower area comprising of at least 4 showerheads, at least 1 wash hand basin located outside the shower area, at least 1 WC in a cubicle. There must also be a cushioned treatment table in each dressing room unless there is a separate medical room available for the use of both teams. (Currently the dressing rooms are too small and no toilet facilities inside room.)
4. League Requirements: Separate dressing rooms must be provided for both male and female match officials. Each room must be a minimum of 6 square metres in size, excluding the shower and toilet areas. Each officials' room must have at least 1 shower, at least 1 WC in a cubicle and 1 wash hand basin. There must be an audible electronic warning device (bell or buzzer) in working order located in the match officials' dressing room, which is linked to the players' dressing rooms. (Currently only have one room, which is too small.)
5. Preferable to have dedicated medical room (Currently combined with the referee room.)
6. Expand facilities to include a new function room (accessed via a corridor from the changing rooms rather than direct from ground or will get very muddy), with access to bar & kitchen (suggested via internal serving hatch): see below. Must meet Sport England regs and those relating to hired public space – see further below.
7. Expand facilities to include a properly equipped kitchen to enable preparation of post-match refreshments and to allow hire of function room with catering (currently only a sink, urn & storage, no fridge/microwave/oven etc). Must meet all necessary catering / hygiene / health and safety regs. Must include a bar area (plus cellar/storage) that can be shuttered off from function room when not in use. Must include a serving hatch from the kitchen out to the pitch area for those wanting take-away tea, burgers etc whilst watching the match/training.
(NB. The function room and kitchen referred to in paras 6 and 7 above are the "improved 'clubhouse' area" referenced under the heading "Overall objectives for the site", above. This space will need to (a) fulfil the provision of food and drink for football related activity at weekends and for weeknight matches (a requirement of the league), and (b) allow hire to third parties at other key times in order to provide an additional meeting/function room (with catering and refreshment facilities) to those in the Memorial Hall. It must therefore meet all Sport England and any other requirements relating to both sports-related clubhouse areas and more general hireable function/meeting rooms.)
8. It is anticipated that the new function room (together with kitchen/bar) will occupy c.10 sq m.
9. Internal storage area for cleaning equipment (currently kept in kitchen).
10. Covered walkway to provide dry access to building from car park for hirers.
11. Upgrade electrical systems and capacity.
12. Need to retain/re-instate external electrical points.
13. Include controls/capacity for pitch floodlights, training area floodlights, MUGA floodlights etc.

14. May need to upgrade water heating system.
15. Air conditioning in function room/area.
16. Install more appropriate & adequate heating system (currently works on storage heaters which aren't much use for daytime hires). Need timer cut out function (eg set for 4 hrs when arrive). Must have ability for low level heating (without cut out) during unoccupied winter days to prevent freezing/burst pipes.
17. Needs a replacement roof and mechanic to prevent tile breakage from stray footballs (no tiles?). May need ball stop netting (retractable?) between the pitch and the building due to the close proximity of the pitch.
18. Provider locker storage area
19. Install external signage on front of new/redeveloped building and allow space for key users to erect signage eg home of senior FC, junior FC, etc.

External storage for main pavilion / clubhouse

1. Attached to main pavilion building or completely separate building(s)
2. Purpose built storage facility for ground keeping eg sprinkler, white line machine. Size: single garage size. Could be attached to point 3 below.
3. Purpose build storage area for football equipment eg goals when not in use, corner flags, balls. Size: approximately double garage, estimated cubic capacity 2,500 sq ft, at least 10ft wide and 8 ft high. Easy access key, to be able to manoeuvre goals in and out (currently use 40ft shipping container).

Generic requirements (will also apply in due course to Phase 3)

1. Any proposals will need to take into consideration the tight easements, right of access, utility infrastructure and pitch restrictions imposed at the site.
2. Must be fully compliant with the Equality Act 2010 (eg ramped access), Fire Safety regulations (eg push bar exit doors), Health and Safety regulations, Building Regulations, Sport England Design Guidance Notes, sport governing bodies, building regulations, British & European Standard Specifications and Codes of Practice, and all other necessary or applicable regulations and legislation.
3. Will need to end up with fully compliant emergency access system, fire alarm system etc.
4. All water systems to be compliant with legionella regulations (eg no dog-legs). All exposed pipes to be insulated.
5. Utilise motion sensor lighting wherever appropriate so toilet lights & external lights can't be left on
6. All flooring/walls etc to be appropriate for high traffic (muddy in main pavilion building) use
7. Install internal/external CCTV to both buildings and car park to improve safety and security.
8. Improve external lighting around buildings and in car park to enable easy/safe access for users entering the premises when dark
9. Install improved accessibility to building given likely increase in number and variety of hirers (currently via a bunch of keys that would rival the best jail to unlock all the external padlocks and internal doors).
10. Consider and account for long term maintenance, energy consumption, use of green energy (eg solar panels?) wherever practical and cost effective.
11. Relay external pathways as necessary
12. Sustainable designs in terms of materials used, reducing running costs and maximising recycling resources.
13. Aesthetically pleasing to reflect rural setting and important location at entrance to village, with complementary / similar style of design

Boundary and access-related requirements

Entrance / exits

1. Main entrance from road – overall site sign eg Pitstone Sport Complex

2. Single access required to western (balancing pond) side. Double maintenance/emergency access required to front. Main building requires one pedestrian entrance to front (eg JFC) plus one entrance with payment box (P&IUFC league requirement, see below). (Others for fire regs?) Note that in this regard new fencing will be installed along the western boundary during summer 2017 and that on the southern boundary will, in due course, be replaced so as to 'match'.
3. League requirements for main pavilion building: There must be at least 1 fully operational revolving turnstile or pay box where a charge for entry to the ground can be taken. In both cases adequate protection and security for the turnstile operator must be incorporated.
4. All exits must be clearly signed with 'running man' signs, kept clear and free from obstructions.

Front of building / access works

1. Secure new perimeter of activity area/building (see above)
2. Relocate car park gate to far end of site by balancing pond if so required by Network Rail.
3. Remove overgrown planted areas.
4. Remove mound (currently inside site fence).
5. Re-configure car parking provision to increase capacity. Some areas to be tarmac with marked out disabled spaces etc. Some areas eg near old mound can be permeable blocks or other environmental/drainage friendly solution.
6. Provide accessible bicycle racks to encourage sustainable means of arriving at the site.
7. Install motion sensor car park and walkway lighting to improve security and access.
8. Install external CCTV

Conflicting requirements: Where conflicting specifications exist between the football league and Sport England etc, the design should reflect the greater of the two requirements and therefore satisfy both.

Summary table

FEATURE	ESSENTIAL	DESIRABLE/ NEGOTIABLE
All		
Must meet all associated Sport England, legal and planning legislation requirements	✓	
Retain integrity of access rights, utilities etc	✓	
Ecological / energy savings / low maintenance where possible		✓
Redeveloped pavilion building		
Extend & adapt / demolish & rebuild / single storey / two storey		✓
Meet league requirements for Step 6 eg 2 x changing rooms with toilets, 2 x refs rooms, separate spectator toilets etc	✓	
Fully-equipped kitchen (plus serving hatch to pitch) connected internally to function room, with bar area	✓	
Cleaning cupboard. Plenty of storage.	✓	
External covered walkway, lighting, CCTV, signage etc.	✓	style
New roof	✓	
External storage 1 x single & 1 x double garaged sized buildings	✓	style
External		
1 x Pedestrian gate and 1 x turnstile/box by pavilion building plus 1 x pedestrian gate by new building	✓	
Re-configure car park & add bicycle racks	✓	
Security lighting, CCTV	✓	

FEATURE	ESSENTIAL	DESIRABLE/ NEGOTIABLE
Plans		
Concept Cad and pdf images of proposed buildings and external works plus 'in situ' plans with all rights granted to the parish council to utilise these when procuring a design & build contract	✓	

SECTION D: NEXT STEPS

Quotation requirements

Please review the information within this brief and the related documents detailed within the "Comprehensive List of Documents Provided".

The successful bidder will be undertaking the role of principal designer and will be responsible for CMD issues pre-construction. Your over-arching requirement will be to take us to outline planning stage (including obtaining outline planning permission itself), as referred to in Section C under the heading "Next steps and timescales", above.

If you have the necessary experience and expertise and are interested in quoting to provide this service, please supply all the following information:

- Company profile including brief history, company number, VAT registration number, date of formation and annual report and accounts for the last 3 years
- CV's for key personnel that the parish council will be working with, their qualifications/ experience and details of any elements of the work that will be sub-contracted
- Names & responsibilities of directors/partners
- Relevant experience of designing or redesigning sports pavilions and/or community buildings
- Relevant experience of designing public buildings in rural settings
- Relevant experience of energy efficient design work
- Contact details for at least three clients where your firm has carried out relevant design works ie community or sporting buildings (and your permission to seek references from them)
- Institutes and bodies your firm is a member of such as Architect's Registration Board (ARB, www.arb.org.uk) and industry body The Royal Institute of British Architects (RIBA, www.architecture.com) and/or details of your Quality Assurance accreditation
- Copies of your insurance certificates along with details of your insurance protection including employers liability, public liability and professional indemnity
- Fixed lump sum fee for:
 - Meeting with council to discuss requirements
 - All necessary meetings with user groups and client (PPC) to determine the scope/requirements and develop the scheme design (evening meetings may be required).
 - All out of pocket expenses, travel, post etc.
 - Review all information provided
 - Initial sketch design
 - Revisions after discussion
 - Proper worked concept designs in electronic (cad and pdf) and printed format (3 copies A1) showing both buildings and exterior – layouts and visuals
 - Proper site plan showing proposed buildings/boundary etc in relation to the easements and restrictions on the site (electronic and printed formats as above)
 - "Outline Scheme" report.
 - H&S reports of perceived risks, issues, implications and dependencies
 - Answering any tender stage queries on the design

- Preparation and submission of outline planning information, including liaison required with planners to obtain consent, including dealing with conditions that need to be satisfied prior to full planning.
- Terms and conditions
- Anticipated fee draw-down stages during the design phase (*in which regard please note that the Council may require up to 60 days to release funds with which to settle invoices – your proposed payment terms are kindly requested to address this*)
- Confirmation that the parish council will be granted ownership of the plans (pdf and cad) etc submitted, so that it can tender for design & build (local government tendering rules must apply) and amend the plans if necessary as the project develops
- Details of the way in which you prefer to collaborate with clients
- Any preliminary thoughts relating to this project
- Confirmation that the company can work to the required timescales, and that sufficient resource is available

You will be responsible for obtaining, at your own expense, any additional information necessary when preparing your quotation. Once a contract has been awarded, no allowance can be made for errors, omissions or misjudgements by you when preparing your quotation. A contract will be entered into and will in all respects be construed and operate as an English Contract and conform with English Law. You are welcome to arrange a site meeting prior to submitting your quotation.

All quotations must be received by close of business on **31 January 2017**.

All queries to be directed to: Mrs Laurie Eagling, Parish Clerk, Pitstone Parish Council, 9 Warwick Road, Pitstone, Buckinghamshire, LU7 9FE. Tel: 01296 660791. Email: parishclerk@pitstone.co.uk.

We look forward to hearing from you!