

ST JOHN'S CHURCH, COLCHESTER CHURCH HALL REDEVELOPMENT PROJECT

PROJECT BRIEF DRAFT 5 – 28TH FEBRUARY 2005

VISION STATEMENT

Vision for St John's Church;

To experience and express the presence and love of God to the heart of the community and beyond.

Vision for the church hall redevelopment project;

The vision is to redevelop a new church hall to meet the churches ongoing needs & future growth, complimenting the current facilities in the church family centre.

PURPOSE OF THE PROJECT

Despite recent redecoration, the existing church hall building is close to the end of its life expectancy. If St John's Church doesn't address the dilapidation of the church hall over the next few years, the existing building is expected to deteriorate beyond a reasonable state of repair and become unusable. The purpose of the project is therefore to provide a new church hall facility before this situation arises.

As an addition to the project scope, the current church entrance / reception sits at a junction between travel directions, is relatively small, and causes delay to people entering / exiting the building. The entrance would benefit from increased internal space for meeting & greeting, with a dedicated space for information / leaflets / bookshop.

EXPECTED BENEFITS

In the first instance, a new church hall will provide a new building in which the existing work of the church can continue in a comfortable and sustainable environment. Given the growth of the church, the new building is expected to;

- Facilitate future development of church work
- Provide a contact / meeting place for the local community
- Be a point of offering community services
- Facilitate 3rd party needs – outreach
- Be an opportunity to expand a sense of citizenship based on, and encouraging the Christian faith and values in St John's and the wider north Colchester area
- Separate to the church hall, we would also like to improve the entrance foyer with a dedicated information / bookshop area

RESULTS TO BE ACHIEVED

- Greater flexibility for church use, and for functions / events
- Increased usage over the existing hall
- Aesthetically pleasing building & interiors
- Fully commissioned building services on completion of building works
- Acceptable capital costs – value for money
- Handover of operational and maintenance manuals and full operational training at Practical Completion of the building works
- Defect free completion
- Reliability of the building
- Low operational and maintenance costs
- Successful smooth operation of the completed building

PROJECT DEADLINE

Draft master programme attached. The programme considers minimising risk to the Church by following a traditional design and construction process. *Brief > design > tender (agree fixed price) > construction.*

The programme includes sufficient time for review and comment on design, includes a four month period for securing planning consent, and an assumed construction period of 8 months. Further consideration is required by the Church to establish a realistic period for fundraising. The design and construction periods may develop during 'pre-appointment' discussions with the design team, and during the 'tender period' with a Main Contractor.

PROPOSED MILESTONE DATES

- Confirm outline project brief (Church) – 31st March 2005
- Appoint design team (Church) – 31st March 2005
- Confirm detailed design brief (Architect) – 31st May 2005
- Secure planning consent (Architect) – 31st December 2005
- Complete design (Design team) – 31st December 2005
- Procure a main contractor (lead by Architect) – 14th April 2006
- Construction to Practical Completion of the building contract (usable building) – 31st January 2007
- Procure direct order items - IT, furniture, fittings & equipment, etc (Church) – 31st January 2007
- Smooth occupation & operation of completed building – 28th February 2007

SUCCESS CRITERIA

1. Delight church members, staff & visitors
2. Is delivered safely & considers the health & safety of all project participants & end users
3. Provide an environment that encourages church membership & growth
4. Business & financial – meets capital budget & is self-financing (source of revenue to pay for maintenance & future capital expenditure)
5. New operational hall delivered by March 2007
6. Maximise operational efficiency
7. Minimise waste throughout project delivery
8. Enhance the church environment / community
9. Provide a facility that accommodates all current uses & offers accommodation for other potential uses
10. Understand and consider / incorporate neighbourly matters
11. Improved access & egress to the main church building

OBJECTIVE STATEMENT

The project will seek to update the church centre facilities and replace the existing church hall in line with the vision of St John's church as stated above. This will enhance the church family's ability to fulfil and extend the out working of its ministry.

The project will embrace aims and values so to provide high quality, durable, safe and practical premises, meeting all functional requirements specified. The building must be sustainable, as measured by low running costs, economic maintenance and environmentally sensitive principles, and also inclusive and inspiring to the church family, the wider community and to all who will use it.

CLIENT CONCERNS / ISSUES

For information, the following list includes the issues and concerns that the church have at the start of the project. The design team are asked to demonstrate how these may be overcome / managed;

- Health & safety of all involved in the project – during and afterwards
- Project participants should not feel awkward / resentful
- Buy-in & working as a team
- 3rd party objections – planning, neighbourly matters
- Concern that the design does not accommodate all current users
- Building services don't work on occupation
- Building defects at construction completion
- Security (of building & visitors)
- Design must be fit for purpose
- Design co-ordination between designers / technical specialist suppliers
- Security of building and visitors (during and after construction)

CLIENT AGREEMENT & CONSENSUS

The following points are where the Client does have agreement / consensus about what it wants from the project;

- Church member involvement in design
- Building to feel part of community
- Easy and economical to manage / operate / maintain
- Recognisable Christian theme to the entrance
- Architecturally sympathetic to the church and old vicarage buildings
- Include stained glass window(s)
- Improved visibility from Ipswich Road
- Create separate functional areas that feel part of the same. Eg. Consider security of the playgroup
- Efficient heating & ventilation to suit irregular use
- Accessibility to the whole community without discrimination
- Considerate contractor scheme principals to be followed
- A building with presence
- Stimulating and imaginative design
- Spaces offering flexible usage

ACCOMMODATION SCHEDULE

(Used as basis for indicative budget. Architect to advise on areas)

<u>Room</u>	<u>No</u>	<u>Approx size (m²)</u>	<u>Comments</u>
Main hall / large meeting room	1	150	Split from medium meeting room by sliding partition Assumed 1.25m ² per person for 120 people
Stage area	1	15	To be included as part of main hall area
Medium meeting room	1	39	Split from large meeting room by sliding partition Assumed 1.55m ² per person for 25 people
Small meeting room	2	27	Assumed 2.25m ² per person for 6 people per room
Kitchen	1	30	Include double catering oven, 6-burner hob, stainless steel worktops with shelving under, large domestic fridge, hot water urn, large serving hatch discreetly located
Male toilets	1	15	To include adult & children WC's, urinals, wash-hand basins
Female toilets	1	15	To include adult & children WC's, wash-hand basins
Disabled toilet	1	4	1No unisex WC, 1No wash-hand basin, baby changing facilities
Entrance foyer	1	25	
Cloakroom			
Several store rooms	5	20	For use by Playgroup, Scouts, Church youth & childrens groups, etc
Plantroom	1	10	
TOTAL AREA		350	

External requirements;

Car parking spaces	25		Existing church hall parking area is marked out for 18 spaces
Landscaping			
External storage	1	8	Part of building but with independent external entrance – unheated store

Notes:

- The combined large & medium meeting rooms and stage area gives a room of 204m², which at 1.25m² per person, would seat 163 for a formal dinner, or at ??m² would accommodate ?? for a buffet
- Assumed single storey building
- Design team to include Architect, Structural Engineer, Services Engineer, Quantity Surveyor & Planning Supervisor
- It is assumed the facility will be administered from the main church office
- VAT to be investigated – Is the PCC a registered charity?

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EXISTING & POSSIBLE USES

Area of Church's ministry including parents	Current User Organisations	Frequency	Possible additional uses	Frequency	No of people	No of cars	Church's response to area of ministry		
							Minimum level	Maximum level	
Children's work including parents	Rainbows	Weekly							
	Brownies	Weekly							
	Cubs	Weekly							
	Funky family fitness	Weekly							
	Get Real	Weekly							
	Stomp	Weekly							
	Little Oaks teddy bears picnic	Annual							
	Acorns sports picnic	Annual							
				Acorns	Daily				
				Little Oaks	Daily				
Youth			Saplings	Daily					
			Mums & toddlers drop-in	Daily					
	Scouts	Weekly							
	Young generation youth club	Fortnightly					Environment, entrance, leaflets	Church members in leadership, attendance at selected services, linked events	
Outreach			Church youth club						
			14+ cell	Weekly					
			16+ cell	Weekly					
			Youth drop in centre	Daily					
	Woodturners	Monthly							
	Magdalen Wood W1	Monthly							
	Friars Grove W1	Monthly							
	Townwomens Guild	Monthly							
	St John's Ladies Group	Monthly							
	Anglian Quilters	Annual							
				Alpha	Occasional				
				Coffee drop-in centre	Daily				
				Bookshop	Daily				
				Shop & drop-in	Daily				
				Cell Group activities	Occasional				
			Christian social clubs (art, ballroom dancing...)	Occasional					

Ministry to the elderly	Age concern mobile toe nail clinic	Quarterly	Evergreen lunch club (additional) Tea dances	Weekly Occasional				
Community service	St John's residents association	Annual						
	Polling station	Occasional						
	Liberal Democrats surgery	Annual						
	Valuation tribunal hearings	Occasional						
	Public consultations	Occasional						
	Mental health training	Occasional						
	Events (birthdays ...)	Occasional						
			Blood donors	Occasional				
			Wedding receptions – hospitality packages	Occasional		150 for sit down meal, 200 for buffet		
			Funeral receptions – hospitality packages	Occasional				
			Baptism receptions – hospitality packages	Occasional		20 – 100 for sit down meal or buffet		
			Job seeker advice	Monthly				
			Form filling advice	Monthly				
			Conference centre facilities	Occasional				
			Meeting facility rooms	Occasional				
			Christian Counselling service	Occasional				
			Place for separated parents to meet their children on neutral ground	Occasional				