

North Hinksey Parish Council

**SPECIFICATION FOR THE
PROVISION OF
CONSULTANT SERVICES FOR THE
REJUVENATION
OF THE
LOUIE MEMORIAL FIELDS PAVILION
AND PLAYING AREAS**

October 2017

1. Introduction

- 1.1. The North Hinksey Parish Council wishes to improve the recreational and sports facilities at the Louie Memorial fields, pavilion and playing pitches sited at Arnolds Way, Oxford, Oxfordshire OX2 9JD.
- 1.2. As it is unlikely that the finances to undertake the total regeneration project will be available at one time, the Council has decided to develop a master plan for the site, to identify what it wishes to achieve over the next five years.
- 1.3. The master plan will be required to identify a phased approach to the delivery of the project, based on single activity areas which need to be costed in different phases. These will not necessarily be delivered in a particular order, but as funding becomes available through either grants or from other sources.
- 1.4. The land of the site was given to North Hinksey Parish Council by the Kingerlee family in 1939. The area consists of three main areas: an upper playing field, a lower playing field, and Hutchcomb's Copse lying on a downward slope towards the West and North of the lower field. The project is mainly to undertake works to the upper and lower fields although consideration needs to be given to the effects that any development could have on the Copse area. The upper and lower fields are divided from each other by Arnold's Way.



Site layout showing Upper and Lower Fields with Arnold Way running through the middle of the site

- 1.5. The lower field is mainly grassed with a play area aimed at young children sited within it (age range up to 12 years, but most equipment aimed at ages 3-8).



Picture of the Lower Field site



View from the Car park down the lower field

- 1.6. The upper field contains the pavilion, youth shelter, MUGA, football pitch, and a trim trail. It is also the site of the old skate bowl that was filled in

2010. Directly behind the pavilion is a scout hut, the redevelopment of which is included within the project.



Picture of the Upper Field



MUGA on top field



Youth Shelter

- 1.7. The pavilion was built in 1964 and requires investment to make it suitable to meet current expectations and to cater for the needs of the local community. It is managed by a committee of trustees who organise the booking of the pitch and other activities within the facility and are responsible for funding minor works required. The Council takes responsibility for funding major items of expenditure and for maintaining the grounds.



The Louie Memorial Pavilion

- 1.8. The land on which the scout hut sits is leased from the Parish Council and is located directly behind the pavilion. The scouts fund repairs undertaken but the facility is coming to the end of its useful life, unless considerable investment is made to enable it to meet expected standards. The lease will expire in July 2020.



The Scout Hut

2. Project Overview

- 2.1. To ensure a coherent approach, the Council is looking to appoint a team capable of delivering the whole project. This appointment will however, be split into agreed work packages to match the recommended phases of the project with the appointed consultant team being the preferred partners subject to their performance and competitive pricing for the phased work.
- 2.2. The costs within this report should be based on taking the project up to the completion of the Master Plan for the site, include all activities set out within section 3.6
- 2.3. The Council requires a new/refurbished community/sports facility to cater for the requirements of the Botley residents and to address the shortfall in provision that has been identified through recent research.
- 2.4. The finished activity areas within the site should provide an inviting focal point for a wide range of recreational activities including sports, fulfilling the intended purpose of the Louie Memorial fields as outlined in the original deed of gift. The completed facilities should assist in making the area a welcoming and vibrant space for the whole community.
- 2.5. The Vale of the White Horse District Council officers will provide advice to the Parish Council on the implementation and direction of the project to ensure that the project objectives are consistent with those of the District.
- 2.6. The design of the site should promote opportunity for all types of community use and as such the design will meet the following requirements:
 - improve accessibility: provide easy, safe and convenient access to the facilities for the whole community;
 - enhance amenity: promote environmental quality in the design and layout of the area, improving its link and relationship to the local area; and
 - increase awareness, raise the prominence and accessibility of the site and opportunities for physical activity through the design and layout.

3. The Project requirements

- 3.1. The Council are seeking to appoint a team of consultants to assist them in revitalising the Louie Memorial fields, Pavilion and Play Areas in the following ways:
- 3.2. to provide initially an options appraisal, business case and master plan for the combined site that can be delivered in phases as funding becomes available;
- 3.3. to review the work that has already been completed and to undertake any additional research/consultation that may be required to ensure that the master plan matches the community's requirements;

- 3.4. to identify all bodies that might be able to assist with funding the delivery of the master plan, whether through grants, donations or legally agreed loan opportunities.
- 3.5. to provide the external expertise to advise the Council on the best options to deliver the master plan. This advice will include recommended phasing of the options proposed and the projected costs for each phase, taking account of any additional fees for external consultant assistants.
- 3.6. The functions that the Council will require the consultant team to undertake within the first phase of the project are:
 - Provide a lead consultant to undertake the project management role and to act as a point of contact for the Council.
 - Review the results of the research already undertaken by the Parish Council and make recommendations as to whether or not any additional research work is required. (Summary provided as appendix A to this specification).
 - Review the pitch condition report (to be undertaken as part of the FA Pitch Improvement Programme) and ensure that the recommended actions are included, planned and costed.
 - Propose a field layout that, if achievable, will allow additional use of the sports pitches. (The council has made the decision that only the top field should have provision for formal sport to take place on).
 - Make proposals as to how the activity areas' requirements identified within the research could be laid out within the site.
 - Hold a closed meeting with the Council, pavilion trustees, scouts and youth club to ensure that their requirements are met in the Master Plan. This meeting should look at the site as a whole and investigate the options of a shared facility for the youth club and scout group.
 - Develop proposals for the refurbishment/new build of the pavilion and scout hut to meet the requirements identified. (To include sketch drawing and programme ideas as to how a shared facility could operate on a daily basis to meet the needs of the community).
 - Ensure that the proposals are likely to be acceptable to the local planning authority.
 - Provide a Master Plan for the site to show how the layout of the site will deliver the results identified by the community.
 - Undertake public consultation with the community on the master planning for the site.

- Provide advice to the Council on potential funding for the proposals and assist the Council in the development of any grant application that might be appropriate.
- The options appraisal and business case should test the impact of the facility mix and identify competition within the area. This should include consideration of the capital cost, revenue and affordability implications, as well as non-financial implications (meeting local needs). Not all facilities will be required to be revenue-generating, but cost implications must be understood to ensure the sustainability of the facilities into the future.
- The agreed master plan must be costed to identify 1) how the delivery could be divided into phases and 2) the best procurement opportunity for each activity area delivery. Some elements (e.g. children's play area, outdoor fitness equipment) could be purchased directly from the manufacturers, who will provide design advice, while others would require additional support from the consultant team to develop them further (e.g. skate park, which is likely to require planning applications). Costings must reflect the preferred facilities identified within the research.
- Advice must take account of any negotiations or agreements between the Council/Trustees and the local school (see section 9.1). For example if any additional costs are involved with the additional use of the Louie Memorial fields by the school, then these must be covered within any future planning.

3.7. The consultant team will be the preferred team to provide assistance to the Council in delivering the identified phases of the project within the master plan, but as stated previously the continued appointment will be based of achieving best value for the work. Future phased works will include:

- Providing expert consultants to assist the Council in developing the design and in obtaining planning permission for any activity area that requires it within the master plan. This advice is expected to include Architectural design, Structural Services and Mechanical and Electrical Services requirements and Quantity Surveying roles.
- Developing an appropriate design for the refurbishment/new build of the pavilion/scout hut following the agreement of the principles set out in the master plan, to ensure that income can be generated without compromising the requirements of the main users of the facility.

3.8. Once the master plan has been formulated additional advice might be required by the Council, for example to ensure that the master plan matches local community aspirations and planning guidelines.

4. Project Constraints

- 4.1. Care should be taken to ensure that the facility complements (rather than competes with) other local facilities for the same user groups, while still allowing the facility to generate revenue streams to ensure that it is sustainable into the future. These may include subsidies from different funding bodies.
- 4.2. Capital funding needs to be identified to deliver the master plan.

5. Funding available

- 5.1. It is anticipated that some S106 contributions will be available for this project, which will be identified as they become available. Currently the Parish Council has identified the following funding towards improvements at the site, and the Consultant team should identify within its phasing options the immediate wins that the Council could deliver, to show that progress is being made with the project.
- 5.2. Listed below are the funds that have already been identified for this site. Time-sensitive funds should be prioritised for a first phase of facilities that do not require extensive planning approvals. Other funds can be used as pump primers to generate additional funding. The funding currently available is:
 - **£30,356.05** from planning application reference **P03/V0785/O**, S106 reference 05V11. These funds were originally intended for public play equipment in the vicinity of Nursery Close (off Elms Road); however as no suitable sites are available in that area the Parish Council has been advised by the District Council that the funds could be applied towards provision of play equipment elsewhere in the parish. **This funding must be spent by 1 October 2018.**
 - The Council has available **£102,897** towards the project to be used for match funding for general pavilion and playing fields development. Additionally it has **£12,604** attained via an insurance claim following the destruction of the old skate bowl, which has been designated for the provision of a replacement skate park or other suitable facility.
 - Significant capital funds resulting from the Vale of White Horse District Council's sale of the West Way Shopping Centre (planning reference **P16/V0246/FUL**) could become available within the next two financial years (i.e. by March 2020) and could be earmarked for development of leisure facilities at the Louie Memorial fields. However these funds cannot currently be guaranteed, and should they become available they will be contingent on evidence of progress towards the delivery of a Master Plan for the site.

5.3. The Vale of the White Horse District Council has contributed funding to assist with the appointment of the consultant team to provide the Master Plan for the project.

6. Good Design

6.1. A key task for the Consultant Team is to facilitate a review and to update the Council's requirements for the project with regard to the aims and objectives for the new facilities. The design of the proposals should take the following into account:

- impact of site shape and contours on the layout of the site's amenities
- clearly defined, welcoming and attractive entrance; site accessibility, including proximity to roads and links to public transport, cycle and walkways – a traffic analysis might be required further into the project to ascertain impact on the surrounding infrastructure
- vehicular circulation and parking provision for cars, cycles, motorcycles and disabled mobility scooters should be considered
- adequate provision for accessibility in respect of both parking and building access, considering site gradients and avoiding stepped or ramped approaches, particularly for people whose mobility is impaired
- equal opportunities for people with disabilities
- internal and external communal areas that are utilised effectively to meet the needs of the users
- a secure outdoor area to allow activities to be properly controlled in relation to safeguarding issues (a particular concern of the scout group)
- consideration for possible future expansion to cater for new activities and trends
- consideration of external factors, such as security and environmental issues that may impact upon the location and orientation of the facility and the overall design
- the new facility to meet the design principles set out in the Council's Design Guide 2015,
- important that this public facility meets the 'Secured by Design' criteria.

6.2. In addition, good design will contribute towards the following objectives:

- maximise customer appeal
- allow flexibility for maximising programme options
- provide efficient and well organised circulation
- help achieve sustainability, including energy and water conservation, and be responsive to environmental issues
- minimise cleaning and maintenance requirements
- help achieve financial sustainability
- provide for future proofing in the design to allow the facilities to be expanded or reconfigured to allow for changes in trends.

7. Services on Site

7.1. The following site services are present but might need to be up graded as part of the site's revitalisation:

- mains electrical power
- mains gas supply
- mains water supply

8. Operation and Maintenance

8.1. The design should seek opportunities to conserve energy and water and to be resource efficient while meeting the comfort and health and safety requirements of the building occupants and operators. The materials and equipment selected should be low maintenance as far as possible, to ensure that the facility and supporting infrastructure can be easily kept in good condition to meet their intended function during their lifecycle.

8.2. The overall aim is to:

- minimise capital repairs
- extend equipment life, thereby extending facility life
- realise lifecycle cost savings
- provide safe, functional systems and facilities that meet the design intent

9. Ongoing negotiations to be aware of

9.1. The Parish Council is in discussion with Matthew Arnold School regarding the school's potential use of the football pitch and MUGA in the upper field during term time. It is aware that this additional usage is likely to require increased maintenance of the field to ensure that it is still in a good condition for the weekend use of football clubs during the season. The council would like to investigate if it is feasible to mark out additional pitches on the upper field site to cater for the increased usage by both the clubs and the school, and also to get an estimated cost of the increased maintenance that the increased usage would require.

Appendix A

1. Market Research undertaken

In recent years the Parish Council has compiled the following evidence regarding demand for leisure provision within the parish:

2010 public consultation on preferred uses of Louie Memorial Fields

2012 Skatepark petition and associated reports

2015 Leisure Facilities Survey

2016 Leisure consultation with elderly / mobility impaired parishioners

2017 Youth Leisure Survey

2017 public consultation on use of Louie Memorial upper field by Matthew Arnold School

Collectively these consultations have indicated sustained perception by the community that leisure facilities within the parish could be improved, particularly the provision for older children and teenagers. Results from the recent Youth Leisure Survey suggest that the facilities with the broadest appeal across age and gender are a zip line, outdoor trampoline, youth café at Louie Memorial pavilion, and outdoor gym equipment. Support for a climbing frame and rotating equipment was also reasonably strong, and a skate park had strong appeal among a smaller group. All of these options require further investigation into projected usage and feasibility as part of the options appraisal and master planning process. However **it should be noted that some of these outdoor play facilities could potentially be provided via £30,000 of S106 funds that must be used by October 2018; thus the development of an achievable phase 1 project that could utilise this time-limited resource should be a priority.**

Provision of a new or substantially refurbished pavilion has been an ongoing aim of the Parish Council for several years, with community support strengthening as usage has increased significantly since 2015. This commitment is now captured as one of the current council's five Key Objectives, adopted in June 2016.

2. The Results

- 2.1. As shown from the above list the research undertaken has identified that the community would like to see additional play equipment added to the current site, targeted at older children. Part of the master plan will need to consider the best placement of this additional equipment as it will need to be sited to ensure that it attracts the correct age group and that parents can supervise young children in both play facilities while still allowing older children some independence.

3. Current indications

- 3.1. From discussions already undertaken it can be seen that the requirements of the different user groups of the facilities overlap considerably. A key task for the consultant team will be to facilitate a review of the overall project and to update the building requirements with regard to the main aims, objectives and drivers. This work needs to consider not only the current users' requirements but also new uses to generate income and to ensure that the facilities can be maintained and operated over the long term.
- 3.2. To achieve this the team will have to draw up a usage programme to show how the main users could be accommodated (if achievable), identifying the current and likely future revenue costs for each organisation, while identifying where additional revenue from new/private hires could be generated to assist with the operating costs.
- 3.3. Any new building should be designed to ensure that a balance of capital investment is made against reduction in running costs of the facility.

4. Core elements for a new building

- 4.1. The parish council, pavilion trustees the scout group and the youth club have identified their requirements as listed below:
 - Main Hall (approx.100m²) with appropriate hard flooring (not carpet) to cater for a max of 100 people
 - Meeting room for youth club (approx.40m²) to cater for a max of 50 people
 - 2 x team and a referee's changing rooms including showers and toilets with external access. (Facilities do not need to comply with FA standards but should be self-contained, dual gender changing spaces approx.35 m²)
 - Kitchen area (approx. 20m²) (to cater for light usage during regular or casual bookings, with potential for a daytime community-run café, preferably able to serve into both meeting rooms)
 - Internal toilets (preferably separate toilets for each meeting room)
 - Accessible toilets for users of the whole outdoor site
 - A secure outdoor area to undertake activities such as woodcraft activities, fire-building (scouting activities)
 - Storage area for scouts' outdoor equipment (approx. 20m², giving sufficient space and ventilation for drying damp tents), would ideally have access from both inside and outside.
 - Management office

- Additional scout storage area approx.10m²
 - Youth club storage area 10m².
 - Hall storage area 10m² (table and chairs for use of all)
- 4.2. The cost of a building designed to meet these requirements is estimated to be around £734,400 at £1,800 per m². Proposals for additional space savings could be made provided that the needs of the parish council, pavilion trustees, scouts and youth club are understood and balanced against each other. Within the budget costs any area that cannot be used by all users should be separately costed.
- 4.3. The pavilion also needs to meet current building standards with particularly regard to security, including the following:
- windows (shatter proof or shuttered – resistant and secure),
 - accessible entrances for all areas,
 - external lighting,
 - car parking for disabled users,
 - utilities (electricity, water, phone and Wi-Fi),
 - external lockable water tap,
 - lockable bin store
 - cycle storage
 - a review of car parking provision
 - sustainability features (e.g. rooftop solar panels, rainwater harvesting)
- 4.4. Separately accessed areas must be usable by different groups concurrently, while still meeting the safeguarding children requirements.