

## **Pavilion Working Group Meeting 3<sup>rd</sup> February 2022**

### **Present:**

Tim Niblett: Councillor

Dave Hockey: Councillor

Kim Jefferies: FCPC Project Officer

David Williams: Councillor

Alex McDonald FC Cricket Club

Tristan Clark: Councillor

Andy Pullen: Councillor

Nathan Cole FCRFC

David Goodwin: Councillor

### **Apologies**

Mark Smith FCRFC

Matt Alner Scouts

Dawn Young FACE

Marc Willett

## **Pavilion WG Meeting Notes and Actions**

### **Air Source Heat Pump**

Cllr Goodwin provided an update.

New potential suppliers have been contacted and quotations for an installation to meet our requirements have been sought. It is recognised that this part of the industry is very busy with companies trying to complete work before impending grant application deadlines and this is impacting on the ability to get quotes

Obtaining quotes remains an issue with promised quotes not materialising and people failing to turn up to conduct surveys when arranged.

**Action 17 DG** Ongoing Send Mark Smith a copy of the ASHP requirements document

**Action 24 DH** Completed Contact Bromford to see if they can arrange for a contractor to quote for the work of installing an Air Source Heat pump at the Pavilion

## **Deeds & Covenants**

Cllr Niblett provided an update.

There has been no further update received from Bristol diocese, Downend Estates or the Clerk

**Action 25 TN** **Completed** Write to the Clerk requesting a further follow up with these organisations.

## **Crossbow Changing Rooms**

Cllr Niblett provided an update.

Awaiting confirmation from the clerk that this letter has been sent to Crossbow CA.

**Action 26 TN** **Completed** Write to the Clerk requesting a further follow up with Crossbow CA.

## **Disabled Access to the Pavilion**

Cllr Niblett provided an update.

The clerk has written to a number of organisations who could produce an access statement and conduct an audit of the pavilion building. This is to be carried out in order to establish what action is required to make it compliant with the Equalities Act.

Three responses have now been received and they are appended to these minutes. IN summary:-

- The Bush Consultancy £2,062.5 +VAT (Appendix 1)
- Quattrodesign £675 + VAT (Appendix 2)
- Curtis Cryer Architects no charge (Appendix 3)

We have also found in the archives a survey conducted in February 2005. As the building has not changed structurally since then it is reasonable to assume that the results of this survey are still applicable. I have attached (Appendix 4) the summary of this survey. The full survey can be made available if you require to see it. Please contact Kim if you wish to have a copy emailed to you.

So far in the life of the pavilion no issues has arisen regard the equalities act that have not been resolved by using alternative accommodation when required. It is reasonable to assume this approach could be maintained until the development current plans are completed.

**Action 27 All** Please read the 4 appendices and decide on a way forward, that can be ratified at the next WG meeting to go forward to council, from the following options

1. Build any changes required to meet the needs of the Equalities Act 2010 into the development/replacement of the Pavilion. Recommended by Curtis Cryer Architects.  
So far in the life of the pavilion no issues has arisen regard the Equalities Act 2010 that have not been resolved by using alternative accommodation when required. It is reasonable to assume this approach could be maintained until the development current plans are completed.
2. Take the existing survey from February 2005 and obtain 3 quotes for implementing the recommendations it makes. This broadly consists of improvements to disabled access by fitting ramps, changing doorways &

doors, emergency exits and toilets. Installing hearing loops for the hard of hearing and signage for the partially sighted etc.

3. Commission a new Access survey to determine the work required to the building to bring it in line with the Equalities Act 2010 and obtain 3 quotes for implementing the recommendations in that survey. It is reasonable to expect the recommendations to be very similar to the survey from 2005 as the building structure has not been changed since 2005.

### **Pavilion Specification**

Cllr Niblett provided an update.

It was decided to progress with the development of the Requirements Specification and not wait for a resolution of the covenants issue. A draft requirements document has been produced and sent to the stakeholders asking them to use the template enclosed and provide requirements for their organisation.

Inputs have been received from Rugby. Cricket have a draft which will be consolidated into the documents shortly. Other stake holders were encouraged to provide there inputs. It's envisaged the document can be developed through email exchange as well as discussion at the WG meetings

**Action 28 All** Provide inputs to the Requirements Document for your organisation as and when required

**Action 29 KJ** Gather together the requirements of FCPC in order to populate the Requirements document. Inputs are required from Maintenance, the Officers and Councillors

### **AoB**

#### **Pavilion Development Project Management**

Prior to the meeting four documents from Sports England on Club House Design Guidance Notes regarding the Project Management, Design, Refurbishment and Sustainability were distributed to the WG. These were discussed and it is recommended that they steer the Pavilion Development Project.

The Project Management Document breaks the Project into 8 stages as defined by the Royal Institute of British Architects (RIBA)

1. Strategic Definition
2. Preparation & Brief
3. Concept Design
4. Developed Design
5. Technical Design
6. Construction
7. Handover and Closeout
8. In Use

Each stage is detailed in the Project Management document

The following reasoning is provided for following the RIBA guidance.

The benefits of developing the initial facility information into a 'Statement of Requirements' which is then tested through a feasibility study to establish a clear and concise project brief cannot be overstated. If these processes are undertaken thoroughly, they will assist with appointing the right consultants to form the Project Team to take the project forward. There are different frameworks from construction professional bodies that might be suitable for a particular project, but the Royal Institute of British Architects (RIBA) work plan will be appropriate in many cases. The RIBA document identifies the process of briefing, designing and construction of buildings and is broken down into separate work stages. It is widely used as a point of reference to identify the areas of appointment of professionals and to assist with the organisation of the project.

### **Sports Club Leases**

Cllr Hockey raised the issue of the sports clubs leases. In particular the cricket club lease that was brought to full council recently. Although outside the scope of this WG the officer in attendance agreed to follow up on the progress of resolving lease issue, as it could have a fundamental impact on the ability of the sports clubs to obtain funding to support development of the Pavilion

**Action 30 KJ** Provide a progress update at the next WG on the resolution of the lease issues raised by cricket.

### **Next Meeting Scheduled**

TBA 2022 @ 7:00pm via Zoom.

## **Appendix 1**

Linda,

Thank you for the email. We welcome the opportunity to assist Frampton Cotterell Parish Council in the accessibility audit of the Pavilion at the Park.

We have allowed for 2no. client meetings (the initial briefing and the presentation), a site survey, and for the completion of the report. To facilitate the audit, it would be useful if a full measured survey of the building were available, but any plans of the building would be useful. The report would provide the Council with an audit of the current facilities, and recommendations for alterations and/or extensions to the building to facilitate full access to all floors and facilities.

Our fee for the above will be £2,062.50 + VAT.

The report will be presented as a PDF and we can provide two bound copies if required. At this stage, we do not anticipate a need to consult with South Gloucestershire Council's Planning or Building Control teams, but if we do any associated fee(s) would be payable by FTPC. If plans of the building are not available, we would suggest that a third party, such as SouthWest Surveys, are contracted for a full measured survey of the building.

If you require any further information, please do not hesitate to contact me.

Kind regards,

Tom

**Tom Partridge**  
**Director**

For and on behalf of

THE

**BUSH**

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## **Appendix 2**

Linda Squire

The Pavilion,

School Road,

Frampton Cotterell

BS36 2DA

2ND February 2022

Our ref: 4999

Dear Linda,

**Re: Frampton Cotterell Pavilion – Accessibility Audit**

Thank you for your kind invitation to provide you with a fee quotation for carrying out an accessibility

audit at the Pavilion, Frampton Cotteral. Having made an assessment of the work involved we would

like to propose a fee of **£675.00 ex vat**

We can confirm that our fee is inclusive, but not limited to auditing the;

- External approach including any change in levels (Ramps/Steps)
- Entrances
- Circulation
- Internal changes in level
- Internal doors
- W/C Provision
- Changing facilities
- Means of escape
- Signage

We have not included for the following:

- V.A.T., which will apply to fees.

We confirm that Quattro Design Architects Limited have Professional Indemnity insurance cover of

£5m. We assume that a Collateral Warranty Agreement may be required, which will need to be

approved by our insurer.

We do hope that you find all of the above satisfactory, however should you wish to discuss the fee

proposal further, please do not hesitate to contact us. We look forward to hearing from you in the near

future.

Yours sincerely

Robert Walder

Director

( 01452 429112

\* [robert.w@quattrodesign.co.uk](mailto:robert.w@quattrodesign.co.uk)

### Appendix 3

Kim Jefferies  
Projects & Support Officer  
Frampton Cotterell Parish Council  
The Bockeridge Centre  
Woodend Road  
Frampton Cotterell  
Bristol  
BS36 2LQ

**By e-mail: [projects@framptoncotterell-pc.gov.uk](mailto:projects@framptoncotterell-pc.gov.uk)**

3 February 2022

Dear Kim

#### **THE PAVILION, SCHOOL ROAD, FRAMPTON COTTERELL**

Following my visit I have given careful consideration to the above.

My understanding is that the Parish Council require an Accessibility Audit to be carried out on the

existing buildings to identify what adjustments may be required to help the Council meet their

obligations under the Equality Act 2010.

We also discussed the Council's longer term objectives in relation to the possible redevelopment of

The Pavilion.

In consideration of the Council's future planning, there would seem to me perhaps merit in looking at

the project in a way which could combine the Council's short term and longer term plans.

For example, if a feasibility study was carried out as regards to the suitability of whether the existing

buildings could be developed to meet the Council's long term requirements for future facilities, based

on a detailed set of requirements for all potential user groups, the matter of accessibility would be

considered as part of that process.

As part of a feasibility study I would propose to carry out a measured survey of the existing buildings

and produce a set of "As Existing" drawings. This information I think would be most useful to the

Parish Council in any assessment of the existing premises, and could form the basis of an Accessibility Audit and recommendations if this was decided that this would be the extent of any

improvements.

If the study concluded that the existing buildings were not suitable to be developed, and the Council

wanted to pursue the option of a potential new build project, then there would be time and considerable expense saved on carrying out an audit, making recommendations, agreeing any

alterations, preparing specifications for building works and getting them costed, for a building which

may end up being replaced.

If this approach is of interest to the Council, I would be happy to discuss matters in more detail. I

appreciate this is not the fee proposal you have initially requested, however, it may be a way to avoid

fees/costs which may prove to be unnecessary. I feel there is an opportunity to take an overall view of

how to go forward, to make the most of what is potentially a really exiting project.

As mentioned at our meeting I would be very pleased to be involved with a project in my local

community, and to help the Parish Council in the best way I can.

I look forward to hearing from you.

Yours sincerely

Matthew Curtis



## Appendix 4

### **Summary Findings:**

Generally speaking these buildings are used only by the Parish Council, scouts and sports clubs. There is scope for improvement in access from the outside for wchr users; the large exterior porch and stepped entrance does give scope for the addition of a ramp and the Council's attention is drawn to the design guidance for ramps shown in Village Halls Information Sheet 25 enclosed, as well as Part M to the Building Regulations. It is currently unlikely that wchr access would be needed to the showers and changing rooms attached to the playing field; however this should be kept under review. There is no wchr access to the upper hall and, although the entrance and lobby area is large enough to install



a lift, it would probably require a considerable amount of re-organizing. However, it is recommended that the Parish Council look into this, since at present activities in the upper area are not accessible to all. There is currently no Accessible WC in or attached to the buildings. Some observations on such provision is made at the end of the report but if wheelchair access is not able to be made for the upstairs meeting rooms, there is little advantage in providing an Accessible toilet inside the building. In that case, it might be more suitable to covert the outside toilet so that it is available to the general public on match days. There is certainly scope for improvement in colour/tonal contrast, which is easily dealt with and is recommended. Signage and wayfinding in the hall could be improved and this is also recommended. The committee is recommended to consider the provision of a hearing loop in the event that the upper hall is more widely available for public use, although this might be portable and/or hired in as required. An informal user survey could deal with any other queries and it is recommended that the Council continually review its users and uses, and adapt as necessary in the future. It should also be remembered that cost and disruption are factors to be taken into account when considering what action may be taken to improve access for people with disabilities. Finally, good management and inclusive policies are often all that is needed to ensure greater equality for all users, and these are recommended.