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| **Executive Summary:** |
| Dormansland Village is a unique community with a strong neighbourhood spirit. Through this brief we are looking for a redesigned War Memorial Hall that honours the history and essence of the original memorial donation, whilst protecting the future of the site through design and environmental endeavours for generations to come. The new hall must be fully inclusive, supporting a full range of activities for all demographics within the village, as outline below. |
| **Aspirations:** |
| Dormansland is an incredibly special village, full of community spirit, and this brief aims to create a central village hub for that community spirit to reside in. We strive to create a facility that is more than just a village hall but plays true homage to its history as a village memorial. Our vision is for a place that becomes a core space at the heart of the community and a hub of activity seven days a week at all times. A place that is welcoming, inclusive and accessible to all, working hard supporting a wide range of activities, users, clubs and groups. We see it becoming a place which is well loved, connects with all our community, and becomes the integral backdrop to village life, connecting to its central location within the village.  In this context the relationship between the inside and outside in terms of views and physical connectivity is critical to the success of the project. We see it as a hub for socialising, events, sports, clubs, societies and even working. A place for collaboration, chance meetings, interaction and conversation. The need for flexible spaces that are adaptable and functional in many different many ways is a critical need for future communities.  It also needs to be a place people love. Somewhere that inspires and has a special quality about it in some way. This does not mean it has to be expensive and we are confident that with the right selection of good quality natural materials the project will be affordable, and money better spent on space and flexibility rather than expensive finishes. It must have something about it which is different and particular to its context and character of Dormansland.  Overall we are looking for a design that will maximise the space, sit sympathetically with the surrounding village and maximise opportunities for modern accessibility and environmental adaptations, all whilst honouring its memorial heritage. |
| **Environmental Concerns:** |
| The new village hall should harness new environmental developments wherever possible to protect our environment, with the ultimate aim to demonstrate a zero carbon solution which will have minimal running and long term maintenance costs.  Examples of these might include using ground source heat pumps, solar thermal hot water and energy, management and utilisation of solar panels, rainwater storage and grey water recycling.  For the outside of the building, anything which can support our wildlife should be considered, such as incorporation of bird housing, bee hotels, wild flower areas and bat boxes.  We understand that a pragmatic balance needs to be achieved but we would like to explore all options in the development of the design. |

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| **Accessibility:** |
| It is vital to this project that accessibility for the whole community is considered within this design. Where possible, careful consideration must be given to visual, acoustic, wayfinding and signage and physical access to all parts. |
| **Transport & Parking:** |
| Parking is required for 20 cars, plus the provision of car parking spaces for people with disabilities. Consideration for the following is also required:   * Adequate drop off facilities * Space for unloading and loading * Siting of large recycling bins within the current car park   Access is currently off of Plough road. If this is to be moved, consideration needs to be given to the busy junction with hollow lane, and have safe, clear visibility at all times. Awareness needs to be given to the icy condition of these roads during winter, and access to this site positioned carefully to avoid any future incidents. |
| **Schedule of Layout:** |
| We have produced an outline of the activities we feel the hall will be used for, indicating the sort of space allocation that we hope to achieve. It is draft and we welcome feedback and alternatives if required. We have incorporated spaces we have identified as being required but are keen to see how your design team might arrange adjacencies and flexibility.  In addition long term adaptability and extendibility should be a focus of the design too to allow for future changing needs and increasing demands. We are most interested in achieving an innovative solution to the objectives of the project and hope that your design team can respond to this brief and schedule of spaces in a way which brings smart thinking to the process.  We emphasise that storage and flexibility are a key requirement and the ability to create some more intimate settings as well as very public settings will be a key challenge in the design. |
| **Outside Space:** |
| Another important aspect to include is the external space and the ability to make use of an area for seating, socialising, working, gathering that is both intimate and large enough or flexible enough to be able to congregate in during nice weather at events etc. and it’s connection to the wider landscape context. Suggestions from the team include a beautiful sensory garden for the village and primary school to use as a place of tranquillity and reflection. We would like to have a bench to commemorate Berties Great Grandfather by way of a ‘Friendship Bench’. |
| **Additional Discussion Points:** |
| * We do not have to overlap with **Lingfield Community Centre** – we can work with them   + Could we learn from their trustees?   + Given this opportunity what would they do differently? * **The Parish Room** – or more fondly known, The Green Hut, will not lose out as it has a special place in the community and will continue as such but it simply cannot meet the needs of other groups who may wish to hold events. * **The DWMH** does not necessarily need to have a licence to sell alcohol/ a bar facility – it is usual in most village halls that these licences are applied for at the time of an event and a BYO policy can apply for private functions |

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| **Demographic** | **Potential Uses** | **Requirements** |
| Babies & Toddlers | Baby classes e.g baby sensory, baby yoga  NCT classes  Creche  Softplay | Baby changing facilities  Chairs  Large meeting space  Softplay area |
| Pre-School Children | Creche (Green hut?) | Storage for toys and art equipment  Smaller toilets?  Chairs  Large meeting space |
| Pre-Teens | Scouting & Guide clubs (Beavers, cubs, Brownies etc)  Gymnastics classes  Martial Arts classes  Taekwondo after school classes for children  Quiet space for school work | Storage for toys and art equipment  Large open space  Storage for sports equipment  Quiet seating area with power points |
| Teenagers | Youth group (Talks and Demonstrations, Xbox Gaming sessions, Pool Table/Table Tennis, Dance, Rounders in the park etc)  Gymnastics classes  Martial Arts classes  Skating  Dormansland Youth Football Team  Quiet space for school work | Large open space  Storage for sports equipment  Pool table, football table, table tennis  Outside skate park  Quiet seating area with power points |
| Young Adults | Meeting place for coffee  Keep fit classes  Yoga / Pilates  Taekwondo and Self Defence classes for women  Taekwondo workshops working in conjunction with the emergency services which we are in discussions with | Café with kitchen, seating area and commercial units. Possible external entrance and exit separate to main hall?  Wifi  Storage  Outside covered area for sports? |
| Young Families | Meeting place for coffee  Space for kids parties | Café with kitchen, seating area and commercial units. Possible external entrance and exit separate to main hall?  Wifi  Large open space  Parking |
| Adults | Meeting place for coffee  Working from home spaces  Adult parties  Neighbourhood watch  Hobbies and clubs e.g. Horticultural society  Keep fit classes  Yoga / Pilates  Fundraising events  Jumble sales  Art classes  Self help groups  Reading/Book groups  Craft fairs  Taekwondo and Self Defence classes for women  ‘Knit and Natter’ club  Evening Bingo, quiz nights, charity auctions, race night etc  Local/community food schemes eg weekly local produce events | Café with kitchen, seating area and commercial units. Possible external entrance and exit separate to main hall?  Seating areas (bookable?)  Wifi  Bar  Outside flower bed areas? Community Kitchen garden?  Audio system e.g. microphone, speakers and hearing loop  Raised area with decking outside |
| Elderly | Meeting place for coffee  Craft clubs  Coffee mornings / Tea afternoons  Tea dances  Fundraising events  Community Drop-In Centre, extended to food banks, Meals on Wheels etc | Café with kitchen, seating area and commercial units. Possible external entrance and exit separate to main hall?  Defibrillator / First Aid Kit  Storage  Parking |