

**ALVERSTOKE PARISH CENTRE REGENERATION PROJECT (APCRP)**  
**USER REQUIREMENT DOCUMENT (URD) – OUTPUT SPECIFICATION**

Project details:

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Version control:

<b>Date:</b>	<b>Version:</b>	<b>Reason for new version</b>	<b>Authorised by:</b>
8 May 2018	1.0	To capture Project Key User Requirements and User Requirements from raw data.	Tara Creasey

## ALVERSTOKE PARISH CENTRE REGENERATION PROJECT USER REQUIREMENT DOCUMENT – OUTPUT SPECIFICATION

### Introduction

The Alverstoke Parish Centre Regeneration Project (APCRP) User Requirement Document (URD) lays out the output specification of the Project requirements in order of strategic need and priority. The document does not determine the solution, this will be determined using architect input and statutory obligations such as technical specifications and Local Authority regulations both statutory and mandatory. Column headers are used to delineate requirement and justification. The Priority will be given a rating between 1-3, 1 being high priority. The reference column is to be used to identify the relevant regulations and statutory requirement.

### Aim

To meet the Gosport Borough Plan 2011-2029: Community, Cultural and Built Leisure Facilities (LP32). The Alverstoke Parish Centre does not currently meet the needs of the Gosport Borough Plan to:

*‘provide...a range of quality community and leisure facilities in easily accessible locations for residents...visitors. Such facilities include: ...community halls, leisure facilities’.*

Therefore the Project aims to meet a growing need for a modern, flexible and accessible community facility to replace the existing outdated building using available space above and below ground. The Project will provide a facility to include groups currently unable to easily access facilities for example the Multiple Sclerosis group who struggle with poor main access and toilets/changing rooms. The Project will enhance the lives of local residents and an ageing population in line with the Gosport Plan (context para 3.0) to alleviate health deprivation issues by increasing participation in leisure and cultural activities and improve mental and physical well-being. There are no alternative facilities to do this in the expanding population of Alverstoke and the Borough. The current building does not meet Health and Safety standards for safeguarding and access for physically disabled users.

Regulations to consider for reference column: HSWA and security, safeguarding VP and children, Fire, access (eg. physical/mental, blind/deaf, environmental, ecological, new buildings statutory regs.

Item UR serial number	Requirement detail (output spec)	Justification	Priority	Reference
KUR 1	To provide a larger, environmentally compliant, economical and energy efficient building that meets the current and future needs of the local community.	The current ageing building fails in numerous areas such as: internal and external noise disturbance; roof leaks where regular maintenance can no longer provide a financially viable solution; collapsed external services; internal facilities that are not compliant with disabled user needs; poor heating, electrical and lighting services; unable to accommodate more than one user group at one time with privacy.	1	LP32 point 3, 4
KUR 2	To increase inclusion for the whole community by improving health, safety and security requirements. Eg: access doorways, pathways, parking for mobility transport and user walking aids, toilets, adult changing and services infrastructure.	To encourage user groups with limited access and larger groups in a safe, secure and accessible environment. To ensure the community has access to a modern community building, this is currently not the case. Disabled groups have very limited facilities in the local community.	1	Local Plan 2011-2029 context para 3.0 – 3.36. Local Plan objectives 17&18. LP32 points 1, 3, 4 LP 10 para 2g accessibility
KUR 3	To improve and increase user spaces and storage for leisure, health and social purposes. <ul style="list-style-type: none"> <li>- Larger hall for 150 users (current capacity is 120)</li> <li>- Small hall for 40-60 users (current capacity is 20)</li> <li>- training/presentation space</li> <li>- private meeting space</li> <li>- office and reception</li> </ul>	Demand has outstripped capacity and the building does not provide space for community requirements. The building runs at approx. 60% capacity due to the design (noise, disabled access etc). Current storage and space is inadequate and does not meet the needs of user groups.	1	Local Plan objectives 17&18 LP10 para 2b accessibility
KUR 4	Install soundproofing between user spaces and external walls.	There is no soundproofing in the building to combat noise transference internally. There are no measures to reduce noise transference to the outside (eg.	1	Environmental Health regs

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		Neighbouring properties). There is limited privacy for therapy areas or quiet meetings/groups/counselling.		
KUR 5	To increase inclusivity by installing adult changing facilities to ensure personal hygiene and privacy to include external public access.	There are currently no adult changing facilities in the local area. Disabled are unable to use the Centre as there are no facilities for changing.	1	
External User Requirements (URs)				
UR 1	Building style, appearance	In line with Local Authority regulations eg. Conservation and adjacent buildings	2	
UR 2	Main entrance exterior appearance – light, accessible, sheltered and welcoming aspect	Improvement to the current dark unwelcoming entrance and aspect		
UR 3	General appearance and accessibility for users externally and internally eg. Doors and general flow, and consideration to the privacy of neighbouring properties	Current flow and surfaces are not practical for user groups eg. Not practical for kitchen supplies/deliveries and waste.	2	
UR 4	Parking space storage for mobility/wheelchair and baby/child pushchairs	HSE and fire regs	1	
UR 5	Safe access for designated child group/vulnerable adult areas eg. Not accessible to the public but with safe access to outdoor space. Visibility to all areas for carers to monitor.	Child protection and safeguarding for vulnerable persons.	1	HSE, CP
UR 6	Accessibility to exterior areas/garden space.	H&S, Fire safety	1	HSE
UR 7	Additional car parking spaces required with good access to the building for users with access needs and for access to kitchen and bins. Maximum capacity of 250, routine capacity 150.	Safety and efficiency for users and deliveries/stores.	1	HSE
UR 8	Planted area to ensure privacy for neighbours and private seating areas for Centre users.	Planning regs	2	Planning regs?
UR 9	Exterior storage for user groups and garden maintenance.	HSE To ensure separation from interior materials	1	
UR 10	Adequate utilities and services to the building	Crumbling drains etc		

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UR 11	Notice boards for parish and community notices – non digital	To communicate Parish and community activities	3	
UR 12	Durable fixtures/fittings and wall/floor coverings that meet HSE requirements			
Internal User Requirements (URs)				
UR 13	Lobby area designed for: <ul style="list-style-type: none"> <li>- Automated wide door opening for users with mobility needs including mobility scooter, wheelchairs, prams etc</li> <li>- Reception/enquiries</li> <li>- digital connectivity for public wifi</li> <li>- users with access needs</li> <li>- space for queues to the office and toilets during busy periods</li> <li>- Maximise natural light and include security lighting</li> <li>- separation from children/vulnerable adult spaces</li> <li>- Dual purpose entrance/exit but must maintain access to all rooms: toilets/activity spaces/kitchen/stairs/lift/storage</li> </ul>	Current extremely cramped and congested conditions not compliant with HSE and fire regs	1	HSE
UR 14	Lobby seating, meeting and waiting area with benches.	Inadequate provision for visitors to the Centre and congestion in the current lobby.	3	
UR 15	Administration offices to include (with access to): <ul style="list-style-type: none"> <li>- office for 3 workstations</li> <li>- Reception and enquiries desk with hearing loop services and office space for 2 people</li> <li>- Rector/clergy office space for 2 people and space for small meetings</li> <li>- separate private space for interviews/sensitive meetings away from noisy activity</li> <li>- specified security for cash and personal records</li> <li>- space for desk printing – small print jobs</li> </ul>		1	

Item UR serial number	Requirement detail (output spec)	Justification	Priority	Reference
UR 16	<p>Adequate printing room to fit:</p> <ul style="list-style-type: none"> <li>- sound and vibration proofing</li> <li>- to fit commercial printing equipment</li> <li>- space for printed goods, paper supplies and ancillary equipment storage.</li> <li>-Access to main office</li> <li>- Reinforced floor for commercial printer.</li> <li>- Adequate ventilation, extraction and power.</li> </ul>			
UR 17	<p>Toilet facilities:</p> <ul style="list-style-type: none"> <li>- adequate female and male toilets to meet a <b>maximum</b> capacity of 250 or <b>routine</b> capacity of approx. 150 and large community occasions such as the Michaelmas Fair and Guides May Fair.</li> <li>- Adult changing, washing and toilet facility with external and internal access.</li> <li>- Disabled toilet.</li> <li>- children toilet</li> </ul>	Current facilities are not adequate for access and privacy		
UR 18	Cleaning cupboard with appropriate storage for cleaning equipment and chemicals, sink, drainage			COSHH, HSAWA
UR 19	<p>Kitchen facilities to serve different rooms to:</p> <ul style="list-style-type: none"> <li>- Prepare and cook food</li> <li>- Provide (lockable) serving counter with access to main hall</li> <li>- be a safeguarded facility for child groups (possible kitchenette)</li> <li>- be flexible for wheelchair users</li> <li>- serve needs of main hall for 150 persons and other rooms</li> <li>- meet current food safety and H&amp;S regulations</li> <li>- have adequate access to exterior space</li> </ul>			

Item UR serial number	Requirement detail (output spec)	Justification	Priority	Reference
	<ul style="list-style-type: none"> <li>- ensure adequate storage for multiple user groups</li> <li>- install adequate sockets for white goods</li> </ul>			
UR 20	<p>Storage Space for:</p> <ul style="list-style-type: none"> <li>- Smart storage</li> <li>- 150 chairs on racks (eg. Broderick Hall)</li> <li>- 10 large folding tables</li> <li>- approx. 25 smaller folding tables</li> <li>- piano, monitors/screens, AV equipment</li> <li>- flexible, wide access space for equipment for Parish Centre and user groups</li> <li>- must be accessible for all building users: halls and foyer and doors must not limit entry/egress</li> <li>- flexible space for multiple user groups</li> </ul>			
UR 21	<p>Halls: Requirements for both halls:</p> <ul style="list-style-type: none"> <li>- sun protection</li> <li>- garden views</li> <li>- adjustable lighting</li> <li>- independent heating and access</li> <li>- space for AV presentations</li> </ul> <p>Large hall with space for:</p> <ul style="list-style-type: none"> <li>- 150 people in one hall</li> <li>- access to storage for multiple user groups, chairs, tables etc</li> <li>- activities incl: large events, well attended clubs, sports, medical groups</li> </ul> <p>Large hall to include:</p>			

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	<ul style="list-style-type: none"> <li>- separation for flexible use of space</li> <li>- soundproofed rooms</li> <li>- privacy for medical support groups</li> <li>- large hall to have height for sporting activities</li> <li>- no hanging lighting</li> <li>- wide access to foyer and exterior, doors must fully open (eg. 180°)</li> <li>- maintain garden views</li> <li>- wall space for presentations/notices</li> <li>- space for mounted sound/hearing system</li> <li>- space for flexible staging (possibly stored below ground)</li> </ul>			
UR 22	<p>Small hall with space for:</p> <ul style="list-style-type: none"> <li>- 40-60 people</li> <li>- secondary function room for smaller groups in particular: small children and disability support groups</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>- level wide access from the foyer and storage space</li> <li>- flexible level storage for user groups and access to the central storage</li> <li>- wide access to safe outdoors play area</li> <li>- all access areas must meet child and vulnerable adult safeguarding requirements</li> <li>- kitchenette with flexible work surfaces for wheelchair users to include space for small fully functioning kitchen</li> <li>- children's toilet and sluice room for activities cleaning</li> <li>- wall space for presentations and notices/art</li> </ul>		1	
UR 23	<p>Additional community space:</p> <ul style="list-style-type: none"> <li>- flexible community space for up to 40 people</li> </ul>	The ability to meet the demand for many different meetings where currently private homes are used.	2	



Item UR serial number	Requirement detail (output spec)	Justification	Priority	Reference
	<ul style="list-style-type: none"> <li>- the ability to split the room for 2 groups</li> <li>- access to basic kitchen facilities for refreshments</li> </ul>			
UR 24	Training and Meeting <ul style="list-style-type: none"> <li>- Training Room for c 30 people - internet access</li> <li>- Meeting Room for c20</li> </ul>		3	
UR 25	Additional services: <ul style="list-style-type: none"> <li>- solar protection (south and west)</li> <li>- solar gain (north and east)</li> <li>- solar panels</li> <li>- security</li> <li>- IT and internet access (cable or wireless)</li> <li>- TV aerial access</li> <li>- Wifi/public wifi</li> </ul>		1	