

# Collieston Community Centre Project

## MINUTES – Architectural Workshop Saturday 12 May 2007



49 people in attendance, plus Sarah Menzies from CADISPA (Conservation and Development in Sparsely Populated Areas) and 3 representatives from Reiach & Hall Architects.

Sarah Menzies explained the function of CADISPA and ran through the format of the day. She stressed we were all here to move forward and asked us to bear in mind what was best for the community as a whole.

Peter Somner then took over to discuss the context of the project. For the day to be a success it relied on everyone starting from the same basic understanding of where we are, where we've come from and the consensus we need to go forward.

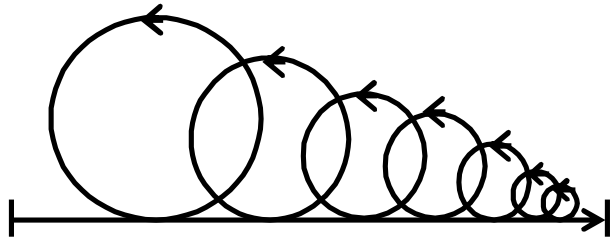
### Rivie Update

A detailed handout was distributed and Steve went through the terms, pros and cons and risks and mitigations of purchasing the Rivie from Slains Estate. He stated that the main liabilities of land slides and coastal erosion could be largely eliminated by taking out public liability insurance. He had received firm and up-to-date insurance quotes with premiums ranging from £630-£920 / year for cover of £2-5 million. Buro Happold, a firm of consulting structural engineers used by Reiach and Hall, had confirmed that, in its opinion, the Rivie was suitable for building on. Whilst a survey would be carried out in the next phase of the project to select appropriate foundations and estimate costs etc. based on the chosen site and design concept, it was not felt necessary before purchasing the Rivie. The architect reported that a structural survey would be carried out at some point but was not relevant to the purchase of the Rivie as it was not a matter of the ground being unsuitable to build on but an indicator what foundations, etc would be appropriate to geological conditions. There was a very lively and useful debate.

It was agreed that a full ballot would be carried out, but Sarah Menzies asked for an informal show of hands in support of the purchase of the Rivie and an overwhelming majority indicated their support for the purchase, even allowing for the proxy votes against that had been handed in.

### Reworking the brief – What's helpful

The architect advised us that we need to empower a small group of people to liaise with them on the project. Everything is useful to them and they have standards, ambitions and pride in their work and want to design a really good building for us.



The architect also gave us a useful sketch which illustrated the typical progress of a design development such as this. This shows that it is normal for there to be a number of iterations of the design brief as the design progresses through various stages, but these iterations become smaller as the design gets closer to the end result.

The meeting then broke up into 4 groups to rework the architectural brief.

## Feedback Session

### Group 1

- Came to the conclusion that the playgroup is a key user of the community centre and saw a significant benefit in having a separate facility which could spill over into the main hall.
- They looked at functions, numbers and frequency of use. Thought hall should be 200 in size but moved on to identify smaller and cosier groups and functions and subdividing the hall.
- Question over corporate use and its viability and multimedia requirements.
- Capacity for having a covered area, eg. permanent/temporary awning.
- Visual impact – traditional, not square box using traditional materials and pitched roof making best use of views.
- Thought the opportunity should not be missed to incorporate a shop area within the community centre and recognised the social hub of such a facility.

### Group 2

- Although recognising the importance of playgroup there was a definite feeling that we should incorporate this within the main use of the hall with some small dedicated areas for them. Focus on multi-functionality so that when not in use by playgroup can be opened up for general use. Playgroup area should be secure when in use, fun and functional. Not a sports hall.
- Need separate meeting room.
- Didn't feel self contained accommodation should be part of the hall and should have views
- Overall felt building should have a traditional, light, airy and sheltering feel (not a box). Substantial and last for generations. In keeping with the environment.
- Parking for 20 cars with drop off space
- Main hall size – Slains school hall given as example of a hall about the right size for us. About 150 in size. The key requirement was multi-functionality.
- Retail/café/gallery area very important – hub of the building. Gallery just space on the walls. Potential small area for shop. Views essential element but wanted it to be cosy and welcoming. Provide comfortable seating, fire eg. see Cock & Bull.

### **Group 3**

- Very similar to what has already been reported. Sustainability of hall project **is** central and will affect whatever built.
- Cosy and welcoming. Fit in with the view from Braehead and its environment but not intrusive.
- Not sports hall. Intimate atmosphere in large hall but would divide facility and use good sound proofing.
- Playgroup important part of hall use but also thought we needed to have kids space that didn't intrude on hall.
- Shop expensive facility but discussed importance of the social aspect of this.
- Café and gallery space should be at the heart and coastal views of the sea important.
- Self catering accommodation should have views.
- Car parking near building.

### **Group 4**

Also very similar to what has already been covered.

- Storage important. Flexible as possible. Stage – raised part of the floor which could be partitioned off. Other groups also mentioned this.
- Site building to look at harbour, village and countryside. Shelter as well as views required. Cosy, welcoming feel – fire.
- Consider using existing building as self-catering accommodation.
- Negotiate with Slains Estate to dump earth etc. from excavation on another area.

Ian Bell reported he had spoken to the Pier work party (8 to 10 people) and some feedback was that they would like to see a bigger hall but something that incorporated the existing building within the boundary of current building. Concerned that engineering survey had not been done on the Rivie and sustainability of hall. Did not want a building far out at the end of the Rivie.

Nora Harper felt that we now needed to look at the business plan. Ian Bell suggested drafting a 1-page business plan summary with a few bullet points to illustrate the main income and expenditure requirements.

It was suggested we all go out and walk the Rivie and this was done and was felt to be extremely helpful.

### **Discussion and Way Forward**

Rivie ballot will have to happen within the next two weeks. Steve must give Slains Estate an answer by 4 June. Taking account of the advice received from Buro Happold, Steve asked for agreement that we did not require a survey of the Rivie before purchase. This was unanimously agreed.

Steve then asked for agreement over the following issues –

- Hall to seat 200 too big, but 150 seemed about right, especially if there was an opportunity to extend into an external space if required via e.g. an awning
- Multi-functionality allows us to reduce significantly in scale and thus visual impact
- Retain all or part of current building in some shape

Unanimously agreed.

Steve then suggested that he thought that what we had discussed for the revised architectural brief would not fit comfortably on the existing footprint which does point towards the Rivie purchase. Again, most people were comfortable with this conclusion. In summary, there does not seem to be any downside to purchasing the Rivie.

## **Next Steps**

The architects propose to take away all the information from today and come back in about a month for another workshop and will present two or three concepts.

Unanimously agreed as a good idea.

Asked if dates, information etc. could be posted on the website – agreed no problem.

Steve then talked us through the CASCT project outline and timeline. Depending on the outcome of the Rivie ballot, the next step involves submitting the pre-qualification application to the Big Lottery. Three CASCT directors met with them in January and they were very positive about our project. Feedback will only take about 10 days and if our project is accepted as a 'maybe' for Big Lottery funding, then we would then get a lot of free professional help to prepare the detailed business plan and full funding application.

Steve stressed that supporting the new hall by village fund raising was really not feasible or sustainable. It is critical that we attract a certain number of external users to pay for the hall and subsidise community use. The actual number of events required was of the order of 2-3 meetings a month and 1-2 functions a month, along with 60-70% occupancy of the accommodation units. In the event of a clash, community use will always take priority over external use.

Vicky asked for volunteers to sign up for helping on three groups:

- Communication
- Architectural
- Business plan

Sarah Menzies asked everyone to commend CASCT for organising this event and for the architects who attended. Steve thanked Sarah for facilitating and also everyone for giving up their day to come to the workshop.

## **Appendix 1 Register of attendees**

## **Appendix 2 Questions**

## **Appendix 3 Workgroup sign up sheets**

## **Appendix 4 Notes received prior to meeting**

## **Appendix 5 Groupwork outputs**

## **Appendix 6 Architectural brief requirements summary markups**

## Appendix 1 Register of attendees

Note: Best endeavours have been made to make this attendance record as accurate as possible.

<u>Name</u>	<u>Resident or home owner in Collieston and Slains</u>	<u>Play - group</u>	<u>Over 60's</u>	<u>Youth Group</u>	<u>SWR I</u>	<u>Art and Heritage</u>	<u>Carers</u>	<u>Business</u>	<u>Other (please note)</u>
<b>Group Facilitator:</b> John Hitchcock	√								
Andrew Cooper	√								
Ian Bell	√								
Mike Rogers	√	√							
Viv Easton	√								
Ruth Leuchars	√	√							
Pete Smith	√								
Ishbel Sharp	√								
<b>Group Facilitator:</b> Lesley Stewart	√								Boules / Walkers
Julie Swan	√								
Elizabeth Hay	√		√						
Susan Somner	√								
Graham Sharp	√								
Nic Abbott	√								
Niki Tait	√								
Tracey Coxon	√	√							
John Allan	√		√						
<b>Group Facilitator:</b> Shirley Beattie	√								
Elaine Adam	√							√	
Nan Taggart									Interested Observer
Mary Williamson	√								Tenant
Nora Harper	√				√				
Craig Leuchars	√								
Duncan Bell	√								
John Easton	√								
<b>Group Facilitator:</b> Peter Somner	√								
Kirsty Morrison	√								

<u>Name</u>	<u>Resident or home owner in Collieston and Slains</u>	<u>Play - group</u>	<u>Over 60's</u>	<u>Youth Group</u>	<u>SWR I</u>	<u>Art and Heritage</u>	<u>Carers</u>	<u>Business</u>	<u>Other (please note)</u>
Roddy Junor	√								
Vicky McNiff	√	√						√	
Fiona Chaplin	√						√		
Sally Sheehan	√						√		
Sheena Junor	√								
Bibi Rainey	√								Dog Walker
Peter Robinson	√								
Trish Robinson	√								
<b>Other attendees (not in groups)</b>									
Alan White	√								
Steve Rainey	√								
Sarah Menzies									CADISPA
Neil Gillespie									Reiach & Hall Architects
Laura Kinnard									Reiach & Hall Architects
Carol MacBain									Reiach & Hall Architects
<b>Afternoon attendees</b>									
Jane Cooper	√								
Margaret Swan	√								
Gail Proctor	√								
Ewan Cowie	√								
<b>AM only attendees up to workgroup</b>									
Grant Kinghorn	√								
John Robertson	√								
Hazel Turner									Interested Observer
Louis Cowie	√								
Netta Cowie	√								
Trish Cowie	√								
Arthur Green	√								
Bill Williamson	√								

## Appendix 2 Questions

### Questions received during the Rivie update

**Q:** Do Slains estate have the right to take back the land? (Tracey Coxon)

**A:** No

**Q:** What would happen if CASCT goes bust and we'd have to sell the site – could it be sold for development? (Pete Smith)

**A:** If CASCT went bust then the assets would go to a receiver who would be obliged to sell this asset for the best price to pay the creditors. However the title to the land would be still be under the condition that any profit from development other than for community use would go to Slains estate. This could mean that the land may be well be bought back by Slains who would sell it on at a higher price to a developer, or direct to a developer who could negotiate with Slains payment for release of the condition. Either way, the land would be in the same position as it would be if we had not bought it in the first place.

**Q:** Why not look into using part of the Glebe land for car parking and share this with the church? (Ewan Cowie)

**A:** The possibility to purchase some of the Glebe land was discussed with the Church in the past and the indication was that they would be looking for development prices. Also it was mentioned later that a certain amount of parking, e.g. for young children and the less abled, would be best close to the hall. We already have Cransdale as overflow parking.

**Q:** Has the Rivie been test bored to find out whether it can be built on and if there was a problem – would Slains estate buy it back? (Sheena Junor)

**Q:** Have we got an engineers report? (Ewan Cowie)

**A:** Discussions with a structural engineer and advice from the Architect tell us that there is no need to perform a structural survey at this stage as this is very costly and not done before a site has been purchased. The structural engineer said that there is no doubt in their mind that we will be able to build on whatever they find. Neil Gillespie added that in any case the purpose of a structural survey would not be to find out whether or not land can be built on – but instead it would be to tell us how to build and where would be the best place, this would affect the cost of the build, which can then be included in the application for funding.

**Q:** Have the ragwort and springs been considered? (Ewan Cowie)

**A:** The Springs are a natural phenomenon indicating the presence of bedrock and will be noted in the structural survey. The risk posed by ragwort can be eliminated by cutting grass or by spraying.

**Q:** Are the quotes for public liability insurance received firm or subject to inspection? (Grant Kinghorn)

**A:** Yes – we confirmed that the quote was still valid with them this week. They were provided with the site topographical survey, map and aerial photograph and a description of the use of the land, i.e. the insurers have full knowledge of the site.

**Comment:** The last CASCT update (May) said that everyone had agreed to the need for the new hall at the last user group meeting. Ewan Cowie asked for it to be noted that he did not agree with the need for the new hall.

**Q:** Soil from any excavation on the site would not be suitable to shore up the coastal path as it would be quickly eroded. If the spoil could not be used for this purpose, could we ask Slains Estate if there was somewhere else on its land that we could dump this material thereby saving the cost of landfill? (Nora Harper)

**A:** It is uncertain at this stage as to how much requirement there will be for this, but this approach will be investigated at the time if appropriate.

**Q:** If the build on the Rivie does not go ahead then could we still retain the Rivie to stop further development? (Sheena Junor)

**A:** Yes, as long as we completed the purchase in good faith i.e. knowing that we were proceeding with the project to build a new hall. If it failed at some point in the future, say because of lack of funding, and we had already purchased the Rivie, that would be okay. In this case, our ownership of the Rivie would prevent a third party from building on the Rivie. I

**Q:** Should we buy Braehead as well? (Sally Sheehan)

**A:** Question noted for the future.

**Q:** When is the offer cut off date?

**A:** 4th June 2007

#### **Comments from one of the work groups**

The timings did not allow for these to be brought back to the main group.

**Comment:** Advisory group required with clear remit from village – vital for trust

**Comment:** Remit based on community agreed business plan

**Comment:** Advisory group to have clear parameters for decisions: cost/design

**Comment:** Concerns about business generation projects – compatibility social / business use. Priority of use: community over income generation

**Comment:** Shop required as community meeting space. Community needs space for own retail – community use, gallery, café, post office. Requirement for café as commercial concern questioned.

**Comment:** Definition of sustainability is required.

**Comment:** Greater visibility of basis of sustainability

**Comment:** Business plan to be based on minimum requirement to sustain community facility not maximise income.

**Comment:** All projects involved with income generation require further discussion.

### **Appendix 3 Workgroup sign up sheets**

These sheets were put up to allow CASCT members who are not part of the CASCT management committee to sign up to assisting with different elements of the project.

#### **Communications workgroup**

(e.g. to maintain the distribution list and post and distribute information)

John Allan

Jane Cooper

Trish Robinson

Tracey Coxon (+ playgroup)

Viv Easton

John Easton

#### **Architectural Liason workgroup**

(e.g. review and communication of information to/from the Architect)

Elaine Adam

Viv Easton

John Easton

Nic Abbott

#### **Business Plan workgroup**

(e.g. research and collation of information for the business plan)

Andrew Cooper

Ian Bell

Mike Rogers

## Appendix 4 Notes received prior to meeting



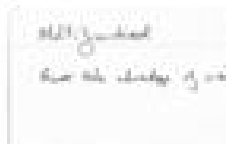
There were 12 notes received prior to the meeting from CASCT members who wanted their objection to the purchase of the Rivie to be noted. They were from the following

Margaret Swan  
Monty Swan  
Glen Swan  
Grant Kinghorn  
Louise Henderson  
Trish Davidson  
Betty Sawyers  
Ruari Sheehan  
Mick Sheehan  
Rob Nash  
Jackie Dempsey  
John Robertson


In addition to this, Trish Davidson also supplied the following primary reasons for this objection in the note

- I do not feel that I have been given sufficient, and detailed, information about e.g. the suitability of the land for extensive building works and the short and long term liabilities for the community in relation to e.g. slippages, insurance costs, and maintenance.
- There has not been sufficient consideration of using the existing site, particularly in the light of recent discussions on the size of the new hall/ scale of the project.



<p><u>Descriptive keywords</u></p>	<p><u>Multifunctionality and Flexibility</u> - how can all the different users use the same building?</p>
<p>Overall: cosy, welcoming Kitchen is core/central position</p>	<p>Not too far between car park &amp; building Cafe/gallery/touristy gifts. <u>Accessible</u> from village. Maintenance: - glass is it feasible NR. will it self clean. Sustainability of whole project is <u>critical</u>: how much devt can we provide/have for accommodation &amp; have a hall. NB. risk of vacancies - contract would help buffer costs financing</p>  
<p>Main Hall: <del>small</del> office space dedicated seating → 150 but try retain intimate space (dividers). → meeting room is key flexibility</p>	<p>Manager required Build in "phases" keep existing hall for accomm.</p> <p>(No retail shop) perhaps no PO? No stage area.</p> 
<p>Retail/Café/Bistro/Gallery: VIEWS v. important.</p>	<p>Blackbird's Statues.</p>
<p>Playgroup: lockable storage, separate: shared wall</p>	<p><u>Visual Impact</u> - What do we want the building to look like? A bigger one of what we've got? - somewhere between what we've got &amp; what we were offered. Some view of land meeting the sea - coastal views Views are biggest asset - views from inside are v important in thinking Balance of design exterior/interior.</p>
<p>Meeting Room: for 20 tops?</p>	<p>Welcoming - so see when lights are on. Fits in with view from Braehead &amp; building's around it inc. manse/charon. Traditional or could it have more glass use of stone.</p>
<p>Self Catering accommodation: <u>social enterprise</u> Respite - views not paramount. Possible to have 2? 3? - relates to customary grids.</p>	
<p>Outdoor space: Car park near building asphalt? wind free zone. storage space</p>	

<p><u>Descriptive keywords</u></p>	<p><u>Multifunctionality and Flexibility</u> - how can all the different users use the same building?</p>
<p>Overall:</p>	<p>Mostly the space will be used for small groups, rarely for 200. Partitions sound proofing stage area provides storage. Entrance area doubles as info. point, views but not from whole building - <sup>by area</sup> seating area, plan for future.</p>
<p>Main Hall: 150-200ish, linked to <del>new</del> be opened up to allow play group to use. Can still kick balls if windows <sup>be opened</sup> to open.</p>	<p>Kitchen easily accessible to all areas - not nec. to open onto main hall. Concerns about long term use of partitions.</p>
<p>Retail/Café/Bistro/Gallery: Not a dedicated area. Cafe Successful. Light, warm, bright welcoming obvious, cosy, fine.</p>	
<p>Playgroup: Sound proofed! Secure during use Storage Direct out to open outside walls Child friendly <sup>display</sup> area.</p>	<p><u>Visual Impact</u> - What do we want the building to look like?</p> <p>Timber/stone wood inside</p> <p>Natural materials</p>
<p>Meeting Room: Warm (heating &amp; partitioned room) Comfortable, Natural light No noisy heating North east.</p>	
<p>Self Catering accommodation: NONE. Ease of Access to paths/village Separate from main building</p>	
<p>Outdoor space: Minimise impact of parking pathways around RME playground space</p>	

Descriptive keywords	Multifunctionality and Flexibility - how can all the different users use the same building?
<p>Overall: <b>NOT A BOX TRADITIONAL IN KEEPING</b></p> <p><b>LIGHT SHELTERED AIRY SUBSTANTIAL SOUTH FACING.</b></p>	<p><b>WIND TOWER</b> (Vertical wind catch) Fan for comfort + 6 story high / north side.</p> <p><b>SELF CATERING VIEWS - ESSENTIAL</b></p> <p><b>RANGE AREA</b> For cafe - advanced area - great views - open to balcony.</p> <p><b>SLAINS SCHOOL HIGH SIZE</b></p> <p><b>SEPARATE MEETING ROOM</b></p>  <p><b>USER GROUP</b> To define some requirements (Consider use of bicycles for storage) Ground adjacent to main town square</p> <p><b>Gate - Larder</b> Entrance via - Archedway to from Village. 20 car + TURNING OFF COVERED) ROOF</p> <p><b>SECURE</b> CATERING AREA FOR SELF-CATERING ACCOMMODATION OPEN OUTDOOR</p>
<p><b>Main Hall: SLAINS SCHOOL HALL 150? MULTIFUNCTIONAL</b></p>	<p><b>DISABILITY ACCESS</b></p> <p><b>OCASIONAL SPORT - RECREATION / ADULT LEARNING</b></p> <p><b>SMALL REVERSIBLE MEMORABLE SPACE</b></p> <p><b>SEPARATE PASSAGE</b> FROM AREA</p> <p><b>READING AREA</b> SOUTH FACING SUNNY OVERLOOKING VILLAGE - ROADWAY AREA</p> <p><b>BOOK LIT</b> WALL SPACE FOR GALLERY</p> <p><b>TENTS - CAFE</b> EXTENSIVE RECREATION COL. BULL. SOME AREA.</p> <p><b>LARGE SCREEN / DISPLAY</b> TO PROVIDE INFO</p> <p><b>2 SETS OF</b> STAIRS / RAMP 1x RAMP GROUP / RAMP AT RT. NOT IN SESSION. SAVING SPACE TO CARE OF DECKING TO RAMP GROUP etc.</p> <p><b>NOT TOO MUCH GLASS</b></p>
<p><b>Retail/Café/Bistro/Gallery:</b></p> <p><b>VIEWS SOCIAL HUB COZY INVITING WELCOME. SEATING (PERSONAL)</b></p> <p><small>CAFE - SERVED BY PERSONS WITH SPECIAL NEEDS</small></p>	<p><b>Visual Impact - What do we want the building to look like?</b></p>
<p><b>Playgroup: SECURE FUN, FUNCTIONAL</b></p>	
<p><b>Meeting Room: SEPERATE.</b></p>	
<p><b>Self Catering accommodation: VIEWS - OPEN OUTLOOK SECURE GARDEN AREA. SEPERATE &amp; SECURE</b></p> <p><small>SEPARATE BUILDINGS FROM HALL</small></p>	
<p><b>Outdoor space: SOME SECURE LOW MAINTENANCE. INTERESTING</b></p>	

- o Different Times in your life flexibility
  - o 100%? knowable energy.
    - attracts funding
    - envrt. / sustainability
    - finance / cost.
  - o X Is this representative?
  - o Will today's info go back to the village - this is "shaping" welcoming
  - o Capacity insufficient? Playgrp want  $\approx 75m^2$  How does it? welcoming
- ① Playgrp - separate.
    - walls / movable.
    - storage: new facilities any facilities more intimate smaller group.
  - ② Functions: need higher spec to attract punters:
    - not necessarily Weddings.
    - Conferences
    - S. Services.
    - meeting rooms eg for Council
  - ③ Spaces: meeting room CASCT over 60s Amenities
    - o Extend playgrp space for activities.
    - o Prob of marrying our use against a financing function.
    - o Mobile signal dead area.

Uses: Mendros is an alternative.

Astro turf area?

Cafe / Kitchen

Cafe? Flat Lochlar New Pitsligo Kirk Curra

walkers

gallery

core to building well thought out in relation to function (functionality) of the building

Need person to run Use of local initiatives

• Very regular hours

• feels like it's a success

• Not an add-on with gallery

• Not in the combine with gallery - pleasant space.

Any need for retail

place it in cafe big cost. P.O.?  
post cards / mags etc in cafe

Traditional - Stone Meets village needs In keeping w village

Blends in

Pitched roof - No flat roof

Local - small + extensions

Slightly bigger than current.

No Carbnude or Rivin

Real stone - not sun. heated: exciting building  $\rightarrow$  inspiring

explain why slight pitched may be more efficient

Access

## Appendix 6 Collieston Community Centre Competition Brief: Requirements Summary marked up

### Overall

- ✓ • The new Community Centre should be designed and built as a multi-functional and flexible facility
- ✓ • Renewable energy sources should be included in the design to facilitate a zero net energy cost for heating, power and lighting
- ✓ • Ideally the natural stone from the existing building should be reused
- ✓ • The design needs to take into account the exposed nature of the site and the associated severe weather conditions

### Main Hall

- Seating capacity for 200 people 150?: 65-200; 150
- ✓ • Suitable for functions / weddings
- X X • ~~Suitable for occasional sports use e.g. badminton, five a side football.~~ Suitable for recreational use, e.g. Keep Fit, Youth club, etc.
- ✓ • Access to landscaped grounds and coastal/harbour views desirable
- Potential for a small demountable stage, especially if can be made multifunctional, e.g. storage underneath. It also may be enough to simply have a raised section of floor to act as a stage.
- ✓ • Provision of blackout blinds

### Retail/café/bistro/gallery

- ~~Can be combined or separate~~ Should be combined
- ✓ • Give thought to seasonal / off season uses
- ✓ • Cosy/welcoming atmosphere is important
- ✓ • Retail – include provision for the to have a ll shop/post office with requisite security and IT facilities
- ✓✓ • Good village / Coastal views essential, best to be South facing
- ✓ • Provide for an Information Point, e.g. space for a touch screen display
- ✓ • Gallery space will be used mostly for paintings and photographs, and also local heritage artefacts, i.e. can be simply wall space.
- ✓ • Provide for the possible inclusion of a permanent video installation (by acclaimed Scottish artist Kate Downie)
- ✓ • Possibility to use as smaller function room

### Toilets

- X • ~~With provision for changing/showering; note that separate locker/changing rooms not necessary~~

### Catering kitchen/bar

- ✓ • Could be separate but preference given to bar adjoining ~~or part of hall,~~ rather than being part of it. This should allow for the fact that many of the functions in the hall will be attended by families and take into account the requirements of the current Scottish licensing act with regards to children and bars.
- ✓ • Essential that the kitchen is able to service different areas, ~~e.g. a central hub.~~
- Kitchen facilities should be of sufficient standard for professional use (including provision of bottled gas or LPG).

### Storage

- ✓ • One key to providing flexibility is the provision of a large amount of lockable storage dedicated to different groups, in particular, for playgroup, amenities (external for garden machinery), youth and other clubs, sports equipment, all tables and chairs and demountable stage etc.). Important that storage is adjacent to the main area it is used in, especially for bulky items such as tables and chairs for the hall. The architectural user group needs to review the storage needs.
- Separate store for cleaning materials and equipped with laundry facilities.

### Self-catering accommodation

- ✓ • Two self-contained units ~~at ground floor~~ on one level preferably ground floor
- ✓ • Each with two double/twin bedrooms; space for cot in one
- ✓ • Separate external access and separate parking
- ✓✓ • Views essential
- ✓ • Internal disabled access
- ✓ • Kitchen, dining/living area with space for sofa bed
- ✓ • Consideration to be given to privacy for users, best as separate building
- Secure garden area

### Office

- ✓ • Very small administration/reception area

### Playgroup

- ✓ • Dedicated ~~Securable~~ secureable cloakroom / entrance area (large enough for coats, prams, etc. - can be via main building)
- ✓ • Direct access onto enclosed secureable garden area
- ✓ • Separate toddler toilets and baby change, though this can back onto the main toilets and be opened up for general use when the playgroup is not in session.
- ✓ • Very small kitchen ~~snack preparation~~ area which can be closed off
- ✓ • Area suitable for messy play, e.g. wet area and sink
- ✓ • Hand washing sink
- ✓ • Views not essential, but a pleasant outlook desirable
- ✓ • Have the potential to be used as an alternative meeting room
- ✓ • Large amount of dedicated storage
- ✓ • Capacity for up to 30 children (ages ranging from 0 to 5)

### Meeting room

- ✓ • Toto 24 people
- ✓ • Views not essential but pleasant outlook helpful
- ✓ • Suitable for corporate use
- ✓ • Equipped with presentation facilities, including blackout

### Outdoor space

- ✓ • Landscaped grounds which provide the following
  - Picnic area
  - An environment for appreciation of the views and the local wildlife
  - Paths down to the harbour and coast
  - Area enclosable for playgroup outdoor play
  - Optional Boules Piste, positioned for evening light
- ✓ • Parking for around ~~30~~ [20; 30+] cars; may need to cope with small buses
- Outdoor storage e.g. for garden equipment as well as playgroup outdoor equipment and secure storage for rubbish and recycling bins
- Drop off point