K-plan *architectural*

DEVELOPMENT SERVICES
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Proposed Office Extension at Millennium Hall, Britannia Rd., Burbage for Burbage Parish Council

Design and Access Statement – December 2008

Introduction

.1- K-Plan have prepared a scheme on behalf of Burbage Parish Council to extend Millennium Hall to provide additional office accommodation for the use of Parish Officers.

.2- The purpose of this Design and Access Statement is to explain the principals behind the proposal and it should be read in conjunction with drawing KP/23/1 which is the general arrangement drawing and site/location plan.

.3 –This statement follows as far as practical the guidelines of the Commission for Architecture and the Built Environment.

Site Context

.1- The Site of Millennium Hall is located to the south-east of Burbage. Britannia Rd. is a mixed residential and commercial road with Millennium Hall on the western side fronting the principal parish recreation ground and adjacent to commercial property and lock-up garages to the north.

.2- Millennium Hall was completed in 2000 to a design by the Director of this company and comprised a general purpose hall with ancillary kitchen and toilet facilities together with changing areas to serve the recreation ground. To soften the bulk of this section of the building the front wing which includes a meeting room, Parish Clerks office, second office and entrance hall was designed as a relatively low single story building to reflect as far as practical the proportions of a large domestic bungalow.

.3- Access to the Hall and the recreation ground are from Britannia Road via an access road that leads to a car park and on to the remaining areas of the recreation ground.

.4- Britannia Rd. leads into Windsor St. which is one of the principal shopping streets in the village.

Site Analysis and Evaluation

.1- The Hall has now been in use for eight years and is a very successful village centre and facility. After the opening of the hall a small storage extension was added at the rear for archives etc.

.2- The recreation ground and changing are in regular use and the hall and meeting / small function room are used daily both as a village facility and the base for the village ground staff as well as the parish office personnel. This has not resulted in either traffic or nuisance problems in the area.

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Formation of Design

.1- Since the opening of Millennium Hall the Parish Council have found that better and more cost effective services can be provided by using their own in-house staff and employees rather than sub-contracting, but this requires more office and office storage space. The Council has five office staff or supervisors who require office space at some part of each day and the present arrangement with two small offices is not sustainable. In addition more parish residents are now asking to see copies of plans for developments or building works in the village. Bearing in mind the Borough council's recent decision on issue of paper copies the Parish Council wish to provide a facility within the original Clerk's office to allow residents online access and the room can also double as a small meeting room for Council Working Parties and private interviews. The office extension will provide space for the Clerk and the other members of staff that are currently employed by the Parish Council; the proposal does not envisage any increase in staff numbers or in traffic movement.

.2- The proposed addition comprises a single storey extension to one end of the front wing in a style and in materials that match the existing 3.9M wide on the frontage and running back 8.9M. Although the closest approach to the adjacent house is some eight metres and there are no windows to habitable rooms on the side elevation of that house the side windows to the office extension have been limited to 2No. high level obscure glazed windows to protect the privacy of the adjacent house.

Use

.1- Continuation as Parish office – no other applicable.

Appearance

.1- See above.

Access

.1- As existing to front of building and to principal car park.

Summary

.1-The extension will provide much needed accommodation for the Parish officers and enhance the service to village residents. It will not result in any increase of use or traffic and neither will it inconvenience the adjacent residential or commercial properties.