

# Lochgilphead Parish Church

## Repair/Replacement of Church Hall

### Feasibility Study – Brief

#### Introduction

The Congregational Board are aware that the existing Hall is in a state of some disrepair and requires a substantial sum of money spent on it to bring it up to a reasonable condition.

In addition, the existing toilet and kitchen facilities within the hall are sub standard and require to be upgraded. The Hall will also have to be altered to comply with the requirements of the Disability Discrimination legislation.

In recognising these problems, the Congregational Board have concluded that, before going ahead with a comprehensive and, by its nature, expensive repairs scheme, consideration should be given to other options to provide better facilities which could be used by the Lochgilphead community, as well as Church organisations.

The Church is a Listed Building (B) and the hall is considered to be within the cartilage of the church. It is likely therefore that Listed Building consent would be required for any proposals.

In discussions with the General Trustees of the Church of Scotland, it was decided that a feasibility study should be commissioned, to assess the current and potential need for the hall facilities and to bring forward design proposals to meet the identified future requirements.

#### Objectives and Outcomes

The main purpose of the study is to provide qualitative and quantitative evidence of the value of a hall facility on the Church site both to the congregation and to the community of Lochgilphead and the surrounding area and to identify ways in which this value can be enhanced.

Within this overall objective a number of specific outcomes are envisaged.

- A report on the present condition of the Hall.
- An overview of the current and potential use of the Hall, by the Congregation and local organisations, including identifying organisations that would use an improved facility.
- An assessment of the potential revenue income from a new/ refurbished hall facility.
- An assessment of the value of the site currently occupied by the Hall and the feasibility of selling this area of ground.
- Consideration of alternative solutions for the provision of “hall facilities”, amongst which could include:
  1. Repair existing Hall, upgrade toilets and kitchen and alter building to comply with Disability Discrimination legislation.
  2. Demolish existing building and provide new hall on same site, comprising a hall large enough for a badminton court, toilets, kitchen, meeting rooms, and storage areas.
  3. Retain existing building (no repair works to be carried out) and construct new hall as above in area of graveyard behind Church.
  4. Extend existing building to provide new hall area at rear and convert existing building to provide kitchen, toilets, meeting rooms, stores etc.
  5. As above, but with link to Church, creating new main entrance for Church. (Entrance to Church to be at the rear of the left hand elevation.)
  6. Demolish existing building and sell site. Create multifunctional space in Church building by removing existing pews. The space created should be easily converted from an area for worship in to a “hall”, with ancillary meeting rooms, storage areas, kitchen and toilet facilities.
- Recommendation of a preferred solution which should include
  1. The provision of drawings (plans, sections and elevations) showing proposals.
  2. An estimate of the cost (based on Q1 2005 tender prices).

3. An assessment of the revenue potential of the preferred solution.
4. An assessment of any income which might be generated from the sale of land (if appropriate)
5. Identification of potential sources of funding.

## Method

The Congregational Board is not fixed on a particular methodology. Proposals should however take account of:

- Interviews with Congregational Board and Kirk Session
- Interviews with representatives of the General Trustees and the Committee on Artistic Matters of the Church of Scotland.
- Interviews with representatives of Church Organisations (Guild etc)
- Interviews with current non - church users.
- Interviews with other local organisations who might use the facility for functions, conferences, meetings etc. (e.g. Argyll & Bute Council, Argyll & Clyde Health Board, Forest Enterprise, local youth organisations, local voluntary groups).
- Interviews with local Developers, Housing Associations.
- Discussions with relevant officials of Argyll & Bute Council.
- Discussions with Historic Scotland.

## Outputs

A final report should be produced to a high quality and 10 copies will be presented to the Congregational Board by end of May 2005.

The report should include an executive summary.

Towards the end of the project the consultants will submit a draft report and make presentations of their findings and proposals to the steering group, followed by an opportunity to discuss the results of the study. Thereafter, the final report should be produced.

The report should also be made available in electronic format.

## Study Management

A steering group with representatives from the Congregational Board will manage the study, and the consultants will be required to attend meetings with the steering group as required over the course of the study.

The main contact for the consultant will be Ian Davidson, Property Convenor. Day to day management of the study will be the responsibility of the consultant.

## Study Timescale

Tender proposals should be submitted to the Congregational Board by 11 February 2005

It is anticipated that the commission will be placed with the appointed consultants by 25 February 2005. A draft final report should be submitted by 30 April 2005 and the report will be finalised by the end of May 2005.

## Fees

It is anticipated that the cost of the study will be no more than £6000, inclusive of all costs including fieldwork, analysis, draft reports, finalised documents and presentation costs. The fee will be paid in stages; payment stages will be agreed when the commission is placed with the appointed consultants.

The price will not be the only or necessarily the main consideration in the tender evaluation. Account will also be taken of the quality of the proposals in addressing the study objectives. The Congregational Board reserve the right to negotiate the final scope of the work and associated fee with the appointed consultants.

## Contractual Arrangements

The Congregational Board of Lochgilphead Parish Church will commission the project and the contract will be between the Board and the appointed consultant.

The contract will rest upon an exchange of letters.

## Tender/ Proposal document

Prospective tenderers are invited to submit detailed costed proposals for the project. Proposal documents should contain and will be evaluated on the the following information

- Details of the proposed method.
- Critical work plan detailing phasing of programme and key milestones.
- The names and CV of the key personnel who would comprise the study team.
- A clear specification of the individual responsibilities and the time input of each member of the study team.
- Details of information that may be required from the Congregational Board.
- Detailed fee costings, which should include individual staff costs, fieldwork costs, equipment and materials, draft and final report preparation, travelling and subsistence.

## Closing Date

Four copies of the tender proposal must be submitted to the Congregational Board c/o Ian Davidson, Inchbraoch, 7 Carnasserie Place, Lochgilphead PA31 8TW (01546 603784) by no later than Friday 11 February 2005