

Ewhurst and Staplecross Village Hall

Architect's Brief, September 2025

Introduction

This document sets out the features which should be considered for both a new village hall and a refurbished one, resulting from a meeting of trustees. Each feature uses the widely used MoSCoW rates where M is Must have, S is Should have, C is Could have and W Won't have (at least initially)

Feature List

Item/Feature	New hall	Refurbished Existing Hall
Able to divide hall with soundproof folding doors	C	C
Replacement stage (perhaps modular or permanent – prevents use of hall for badminton when extended)	M	M
Commercial standard kitchen	M	M
Community social area aside from main hall	S	S
Meeting/committee rooms	1 room = M 2 nd room = C	1 room = M 2 nd room = W
Permanent Ewhurst Parish Council office	M	C
Separate tea/coffee facilities to main kitchen	M	M
Heating (?zonal ?underfloor)	M	M
Air conditioning	M	M
Watertight, insulated roof	M (loss of apex roof would prevent booking of hall for badminton and ?bouncy castle hire)	M
New floor	M	M
Lighting for main hall (dimmable)	M	M
Drop down screen and projector	M	M
Toilets • Option for 'women only' toilets • Unisex • Access separate to other areas • Disability access • At least one low sink in disabled	M	M
Baby changing facilities	M	M
Built in audio system with inductive coupling loop	M	M

Item/Feature	New hall	Refurbished Existing Hall
Car parking (as is now) ?identified disabled parking spaces	M	M
Bar area	M	M
Outside seated area	C	C
Noise insulation and acoustic barriers	M	C
Storage (increased capacity from what is currently available) by 10m ² to 20m ²	M	M