



## Bellbrae Hall

Strategic Master Plan - Final adopted by Council 21 January 2015

Incorporating Bellbrae Picnic Space and Related Facilities

## About this document

This report is intended to outline Surf Coast Shire’s proposed strategy relating to community facilities in Bellbrae. While the main focus of this document is to develop a concept design for a proposed Bellbrae Hall extension, significant consideration is given to the Bellbrae Picnic Reserve that is referred to by current users as the “Heartspace” (the old Bellbrae Tennis Club and Courts) as well as consideration of facilities at the new Tennis Club, CFA Building and Sports Reserve.

## Acknowledgements

Surf Coast Shire and GHD would like to acknowledge the active participation of all parties involved in the development of the Hall Concept and proposal for the Bellbrae Picnic Reserve, both internal and external reference groups, the broader community and user groups for participation in consultative phases of the project and in utilising the online community mapping tool and survey. We appreciate your time, commitment and passion. Council and GHD specifically acknowledge the following community members as part of the PSG for their time, effort and assistance.

*John Evans (BB Primary School), Gary Wakefield (Zen Do Kai Karate), Greg Davis (BRA), Jill Hyslop (Heartspace, Community rep), John Olsen (BRA).*

We also acknowledge the efforts of:

Councillor Wellington (SCS) and Councillor Nockles

Bellbrae Residents Association

Staff at Bellbrae Primary School

Bellbrae Picnic Reserve User Group Representatives:

Robyn Saleh, Jill Hyslop, Bronwyn Spark, Traci Brown, Sam Vonarx, Trish Curry and Graeme Stockton (SCEG).

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## Executive Summary

Surf Coast Shire commissioned GHD to support them in the development of a Strategic Master Facilities Plan, which was closely related to the development of a concept design for a proposed extension to the existing Bellbrae Hall. The Bellbrae Picnic Reserve also referred to as the “Heartspace” (the old Bellbrae Tennis Club and Courts) as well the new Bellbrae Tennis Club, CFA Building and Bellbrae Reserve were also considered with regard to the level of services they provided currently to the community both in the Bellbrae township and beyond within the Shire. In particular focus of this report is on who uses what facilities and when with consideration for their future capacity.

The two key sites contained in the report are the Bellbrae Hall, adjacent the CFA and the Bellbrae Picnic Reserve “Heartspace”. Both of these sites are in demand and valued in different ways for different reasons. The project process has established there is a demonstrated need for an expansion of the existing hall, and that the proposal is well supported. It has also shown the current pattern of use could be supported by a consolidated and expanded community facility around the hall precinct, a concept which is reflected in the current Bellbrae Structure Plan and Council’s direction to provide infrastructure which demonstrates best practice standards, value for money, and high quality facilities with maximum benefit to the community.

## Sites

The Bellbrae township has a range of facilities, each with distinct characteristics, varying user groups, demands, necessities and peculiarities. The following outlines some of the key elements and considerations raised in the development of this report in relation to the individual sites which informed the proposals outlined for both the Bellbrae Hall and Bellbrae Picnic Reserve (“Heartspace”). See Figure 1 for location.

### **Bellbrae Hall**

Located at the southern end of School Road, the hall is one of few remaining ‘old style’ town halls within the Surf Coast Shire and has a large open internal area with solid timber floors. Its steel truss exposed roof structure suits a number of uses and it has sound acoustic qualities. The windows on the southern wall are elevated and the window on the east side has opaque glazing. The kitchen and bathroom facilities are serviceable and the kitchen also has high level north facing windows. The entrance from School Road has both a concrete ramp and stair access, while the rear stairs are timber. The car park was formalised in recent times and there is a large water tank at the rear of the building capturing roof stormwater. See Figures Figure 2 and Figure 5 for further details.

### **Bellbrae Picnic Reserve**

This building is located on the north side of the Anglesea Road, and next to Spring Creek. It is approximately 900 m to the north of Bellbrae Hall. The tennis courts while dilapidated, are still intact and are used for informal activities as they are open to the public, whilst the new tennis club courts at Bellbrae Recreation Reserve are currently only accessible to members with a key. The old tennis courts are unlocked and have a mainly intact boundary fence, with minor modifications, a sandpit and artwork installed by Bellbrae Picnic Reserve user groups. The adjacent car park is informal and easy to navigate, while the retained but

decommissioned toilet block causes some confusion with passing traffic. There are also some picnic tables in the surrounding grassed areas. The building itself is brick with a concrete floor and is serviced by a small rain water tank, the only water available at the site, has working power and no toilet facilities. There is a small kitchen and glazing on three sides, east, south and west. See Figure 3 for more information.

### **Bellbrae Tennis Club**

The new tennis club building is located in what could be considered the sports precinct in Bellbrae. There are public toilets in the Cemetery Road car park that are near the clubrooms. The courts are in excellent condition and have lighting, they are locked to the public and the clubrooms are available for hire and often function as an overflow for the Bellbrae Hall, which is in high demand. The clubrooms have accessible facilities a kitchen area and storage rooms. See Figure 2 for location.

### **CFA Multipurpose Meeting Room**

The more recently completed CFA complex on School Road also has a multipurpose meeting room with kitchen facilities, tables and chairs. It is available for booking. The CFA has priority to override any bookings in the case of emergencies which could impact on recurring user groups. The space is new, well lit and has DDA compliant facilities. Refer to Figure 5 for more details.

### **Bellbrae Reserve**

Bellbrae Reserve is utilised by a range of sporting clubs and user groups (refer stakeholder list) There are a range of facilities around the oval itself, including BBQ facilities and shelter, playground equipment and plentiful car parking, as well as a nature walk to the tennis club rooms from the BBQ area. See Figure 2 for more information.

## Bellbrae Primary School

The school is a significant stakeholder in the township as they have a very large student population and space is at a premium, they have previously utilised the Hall as an overflow space for assemblies when required, and have participated in the planting of the wetland at Bellbrae Reserve in conjunction with Council.

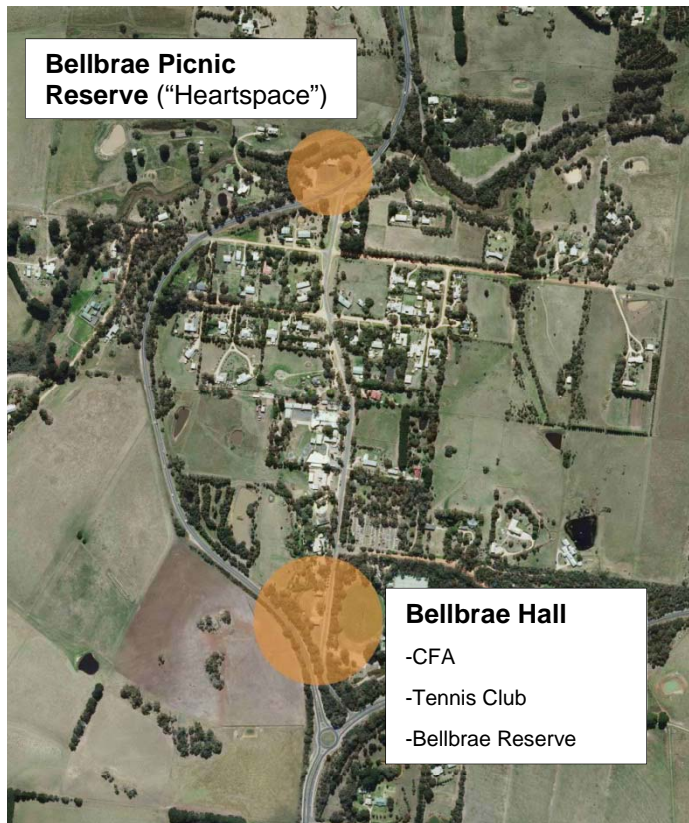


Figure 1 Bellbrae Township



Figure 2 Bellbrae Hall Precinct

### 1 Bellbrae Hall

- Kitchen
- Toilets
- Stage
- Car Park

### 2 - CFA

- Meeting Room
- Car Park

### 3 - Tennis Club

- Car Park
- Public Toilets
- Clubrooms

### 4 - Bellbrae Reserve

- BBQ facilities
- Shelter
- Playground
- Car Park



Figure 3 Bellbrae Picnic Reserve ("Heartspace")

### Bellbrae Picnic Reserve ("Heartspace")

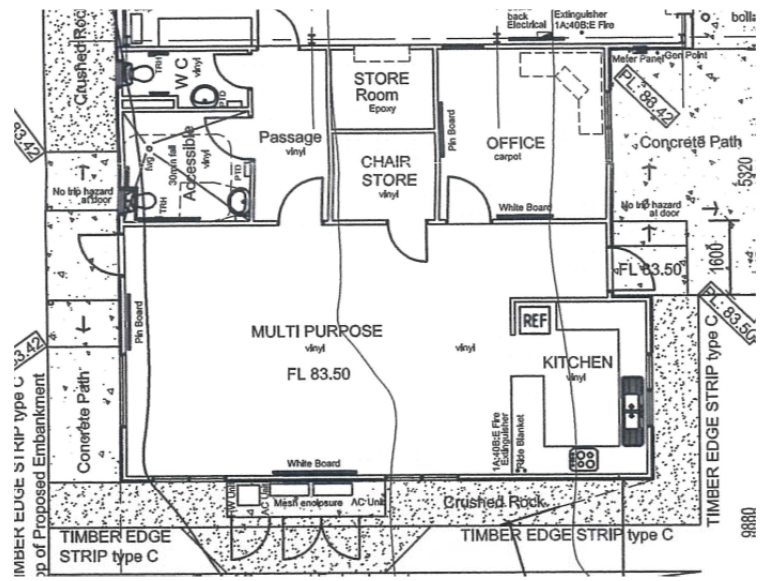
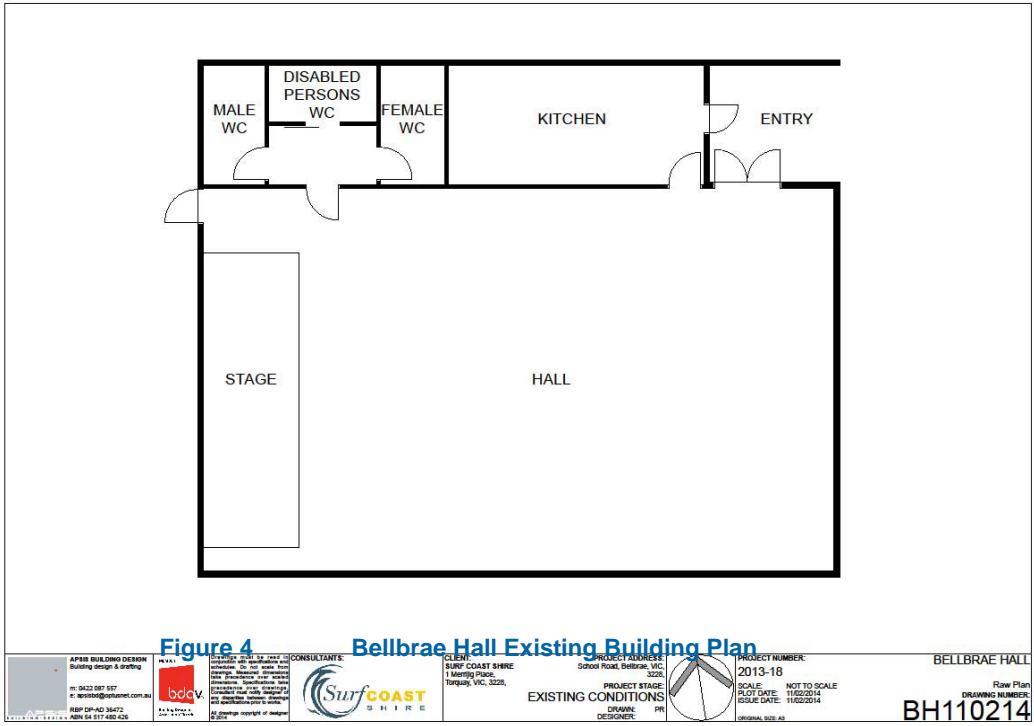
- Car Park
- Tennis Courts

### 5 - Building

- Tank Water
- Power

### 6 - Toilets

- Decommissioned



# 1. Issues and Opportunities

## Background

GHD undertook a comprehensive engagement and consultation process outlined further in this document. To compliment this process a desktop analysis and review of available information, site inspections and analysis of the sites and facilities was undertaken in order to make informed recommendations. The following are issues and opportunities that arose during this part of the process.

### **Bellbrae Hall - Issues & Opportunities**

The relationship of this building to the CFA and Tennis Club lends itself to being the nexus of a community facilities hub. The Hall itself is highly utilised, it is in a key location and has plenty of available parking. The space is typical of a country town hall and storage has been highlighted as a big issue. There are a number of cupboards in the space, and a shed and container in the grounds utilised for storage by some of the users. The screening vegetation to the Anglesea Road makes for a cosy 'back yard' to the building and the buildings relationship to the CFA facility makes for an opportunistic 'green plaza' between the two, a potential community space for the township. The existing windows don't let much natural light into the building and the lighting in the space could be improved. The existing toilet facilities and the kitchen look a little tired and it is recommended improvements to these facilities be assessed as part of the proposed extension.

### **Bellbrae Picnic Reserve ("Heartspace") - Issues & Opportunities**

The exterior of the former Bellbrae Tennis Club building looks dilapidated but upon entering it is clean and well maintained. The buildings solar orientation is not ideal and its key downfall is the lack of fresh water and toilet facilities. The old tennis courts are at times used by locals and visitors. The decommissioned toilet is a serious issue, with many people stopping and either using it or the local vegetation in the absence of a functioning facility. The sites proximity to the fast moving traffic on Anglesea Road creates access and safety issues for users. VicRoads currently controls several areas of land adjacent the reserve which have been set aside for a future road widening. Should this occur in the future

this would significantly impact on the existing quality and capacity of this space.

The building and its surroundings are unique as they link the Bellbrae Picnic Reserve to the natural environs of Spring Creek. However they are disconnected from the township and other facilities by Anglesea Road, which poses a safety risk to users.

#### **Bellbrae Tennis Club - Issues & Opportunities**

The existing clubrooms were used for Project Stakeholder meetings during this project and are perfect for gatherings of smaller groups. The building facilities are in good condition but access between the building and the car park at night is difficult due to poor lighting. The public toilets adjacent to the car park replaced the decommissioned toilets near the Bellbrae Picnic Reserve (“Heartspace”) and are open to the public. While they are in good condition they do not have baby change facilities and access can be problematic during winter due to surface materials of pathways.

#### **CFA Multipurpose Room - Issues & Opportunities**

The CFA multipurpose room was utilised for the community consultation session and is a highly useable space. It complements the Bellbrae Hall and Tennis Club Rooms and has adequate kitchen facilities for small to medium sized groups. The only issue for potential users is the necessity to be available at all times for emergencies. This impacts on its utilisation by groups outside of the CFA and particularly groups with annual recurring booking times. The booking process is simple, through a CFA member contact.

#### **Bellbrae Reserve - Issues & Opportunities**

Bellbrae Reserve and associated facilities serve their purpose well and are well used by groups within and outside of the Bellbrae township. Just as the Hall has become a destination for a variety of groups from within the shire and in particular Torquay and Jan Juc, the oval is utilised by a range of both summer and winter sporting clubs from Torquay, Jan Juc and

Aireys Inlet, as well as informal use by locals for walking, BBQ and family get togethers.

#### **Bellbrae Primary School - Issues & Opportunities**

The school, like the hall and the oval is attended by children from areas within the prescribed zoning but still outside of the township itself. The current student population exceeds the townships’.

The impact of traffic and parking demand during pick up and drop off times also affects the use of the facilities being reviewed in this document and it is clear that some recent on road formalised parking has benefited the school. A similar model could also benefit the Bellbrae Hall, CFA and Oval users at the top end of School Road.



## 2. Stakeholders

### Stakeholders

A significant part of the project included engagement with the many stakeholders associated with the Hall itself, as well as the users of related facilities, including the tennis courts, both new and old, Bellbrae Picnic Reserve (“Heartspace”), the oval and the primary school amongst others. Stakeholder groups were contacted by council and invited to participate directly as part of the Project Stakeholder Group (PSG). Council invited a number of participants and active engagement was undertaken along with a local community workshop open to all interested parties and a stakeholder consultation tool, utilising online survey and mapping provided for further community feedback and distribution of information through the stakeholder networks.

The key stakeholders as outlined by Surfcoast Shire included the following:

- Surfcoast Shire staff
- Ward Councillors
- Bellbrae Community
- Bellbrae Residents Association (BRA)
- Bellbrae Primary School
- Combined Probus Club of Torquay Surf Coast
- Jan Juc Cricket Club
- Wild Moves Drum & Dance
- Zen Do Kai Karate
- Zumba
- Senshi Karate Dojos
- Torquay Health & Fitness
- Bellbrae CFA
- Creative Dance
- Torquay Tigers Junior Football Club
- Torquay Theatre Troupe
- Torquay Cricket Club
- Singing for Fun
- Aireys Inlet Eels
- Beachside Ballroom

- Bellbrae Uniting Church
- Penny Fawcett Art
- Virginia West Dance
- SCEG

## Bellbrae Picnic Reserve (“Heartspace”)

It became evident during the process that over time the Bellbrae Picnic Reserve and old Bellbrae Tennis club building had developed a life of its own. The identified user groups as outlined early in the project were no longer representative of the number and types of users that had been using the space and had taken community ownership over its management. SCEG had a formal agreement for use of this space with the Surf Coast Shire through a three year licence agreement. However the other users do not have a formal agreement.

Some additional users and stakeholders were identified during the consultation process. Additional targeted consultation occurred with these groups as part of the projects community engagement strategy.

The current users included the following:

- Bellbrae Mah-Jong Group
- Bellbrae Blues Group
- Bellbrae Ukulele Group

The suggested potential future users included the following:

- *Bellbrae Drumming Circle*
- *Singing for Fun (currently using the Bellbrae Hall)*
- *Friends of Point Addis*
- *Art Group (formerly used the Heartspace)*
- *Second Ukulele Group*

The Bellbrae community and key user groups have expressed some strong opinions about this space and passion for it. A number of submissions were made to council after the meeting held with the user groups on 22 April 2014.

# 3. Consultation Outcomes

## Consultation Process

### Consultation

Input and opinions were sought from key stakeholders and the broader community, between early and mid-2014. Engagement was undertaken in various formats including one on one meetings, design workshops, online, Council media releases and website updates and via hard copy surveys. Council also assembled an internal Project Control Group (PCG) to provide technical input from within Council.

Residents of Bellbrae had the opportunity to participate in the consultation process by attending the community workshop or participating in the online survey that ran for two and a half weeks. The survey and workshop were advertised on the Surf Coast Shire website, a flyer was distributed through the PSG members and user group networks, posted in key locations and a media release was issued encouraging people to provide feedback. The aim of this consultation was to seek information about how people currently use the Bellbrae Hall and Bellbrae Picnic Reserve and how they would like to see them developed or used in the future. This information has been collated and provided to the technical team developing the Bellbrae Hall extension and related facilities strategic master plan.

### Community Workshop

On Wednesday 27 February 2014, Surf Coast Shire hosted a community workshop at the Bellbrae CFA meeting room that was open to all residents including user groups of Bellbrae Hall and Bellbrae Picnic Reserve. This workshop was attended by around 15 participants who represented a range of user groups and residents' interests.

There were two activities to seek feedback from participants using large aerial images, sticky dots and post-it notes. Participants were asked to fill in a survey and complete a feedback form.

### **Activity 1: How do you use Bellbrae Hall, Bellbrae Reserve or Bellbrae Picnic Reserve ('Heartspace') now?**

We heard that Bellbrae Hall is extremely well utilised including by people who do not live in Bellbrae and is often booked out. A range of regular activities take place in the hall such as yoga, karate, singing, mah-jong, pilates and Zumba. In addition it is a popular place to hold committee meetings, functions, blue light discos and is used as a performance space.

Residents told us that Bellbrae reserve's playground space is well enjoyed and that people travel from around the Surf Coast Shire to use it. We also heard that the reserve is a popular walking area and that the tennis club rooms are used as a meeting space for community groups when the hall is booked.

We also heard that Bellbrae Picnic Reserve ('Heartspace') is a popular space for a small range of different community groups and activities. It is currently used by small groups whose members are affiliated with Surf Coast Energy Group (SCEG) or Bellbrae Residents Association (BRA).

### **Activity 2: How would you like to see Bellbrae Hall developed in the future?**

We heard a range of different ideas and views on how the Hall could be developed in the future. This included keeping the hall as it is and upgrading Bellbrae Picnic Reserve ('Heartspace'). We also heard that there is interest in extending the hall by adding a new carpeted multi-purpose room at the back that could be used for community group meetings or group exercise such as yoga or pilates. This room would take advantage of its natural lighting. We also heard that the kitchen should be upgraded. Participants also told us they would like to see a community barbeque space.

## Survey Responses

A short survey within an interactive mapping tool was developed and a link to this survey was promoted on the Surf Coast Shire Website in the flyer and media releases. The survey asked questions about how often people currently use Bellbrae Hall and Bellbrae Picnic Reserve ('Heartspace') and the types of activities they do. The questions also asked participants about what would encourage people to use each site more frequently and for different activities in addition to what already occurs.

We received 21 responses. Below is a snapshot of how often and for what activity respondents use each site:

- Over 50 per cent of respondents use the hall at least once a month. The hall is a key location for fundraising events and functions
- Community group meetings are one of the most popular activities to take place at the Bellbrae Hall, Bellbrae Reserve and Bellbrae Picnic Reserve ('Heartspace')
- Respondents frequently use the Bellbrae Reserve as a place to walk and ride their bikes

Below is a breakdown for each site of how respondents would like to see them developed and used in the future:

### **Bellbrae Hall**

- Build additional rooms
- Add a dividing wall in the existing hall
- Build more storage space
- Upgrade the kitchen
- Install community barbeque facilities
- Outdoor deck or veranda
- Large screen TV or projector
- Dressing area behind the stage
- Upgraded security lighting
- Improved toilet facilities
- Better indoor lighting
- Solar panels – sustainability options to extension
- Fly screens on windows

### **Bellbrae Picnic Reserve (“Heartspace”):**

- Toilet facilities
- Running water
- Landscaping
- Community garden
- Renovate building

## Submissions

We received three submissions regarding the Bellbrae Hall extension and related facilities strategic masterplan during the designated consultation period. Submissions are regarded as emails, letters or proposals in respect of each site. We received submissions from SCEG and two individuals. Below is a summary of submissions received:

### **Bellbrae Picnic Reserve (“Heartspace”):**

- Potential for this space to be used for events
- Improve car parking
- Protect existing trees
- Use abandoned toilet block as a storage space
- Construct an artist’s garden
- Build new paths
- Construct new vehicle access
- Construct a portable composting toilet
- Build a community garden
- Remove fence facing tennis courts and build a veranda

### **Additional Bellbrae Picnic Reserve (“Heartspace”) User Group Submissions:** (submitted after meeting held 22 April 2014)

- Acknowledge the unique qualities of the space
- Potential northern light into building, views to creek
- Provision of toilet facilities (for users not passing traffic)
- Landscaping and screening (potential revegetation)

- Consider the rental cost of this space for user groups as a community facility, not a commercial opportunity

## Summary of findings

Below is a summary of key items to be considered by the Bellbrae Hall extension and related facilities strategic masterplan we received through the workshop, survey and submissions.

### **Bellbrae Hall:**

- Build an additional multi-purpose room
- Add a dividing wall in the existing hall
- Build more storage space
- Upgrade the kitchen
- Install community barbeque facilities
- Outdoor deck or veranda
- Upgraded security lighting
- Improved toilet facilities
- Better indoor lighting
- Fly screens on windows

### **Bellbrae Picnic Reserve (“Heartspace”):**

- Improve car parking
- Protect existing trees
- Use abandoned toilet block as a storage space
- Construct a portable composting toilet
- Build a community garden
- Remove fence facing tennis courts and build a veranda

## Bellbrae Community Facilities Draft Strategic Masterplan Submissions

The Bellbrae Community Facilities Draft Strategic Masterplan was on public exhibition from 20 August to 17 September. Surf Coast Shire

received 22 submissions from 17 respondents. This included a petition that had 60 signatures seeking support for the Bellbrae Heartspace building to be retained and a compost toilet to be installed. This petition was tabled at the November 2014 Council Meeting. GHD prepared a report which analysed the submissions and compared them with the previous engagement findings – refer Table 1. This report is in Section 7 Appendices.

**Key stakeholders “Hearospace”.**

Following the public exhibition period, several meetings were held with Council Officers and key submitters to the process for “Hearospace”. These meetings were targeted discussions relating to potential options for the “Hearospace” usergroups to allow for further testing of the demand for the space in addition to the hall extension.

The feedback received at those meetings along with the feedback outlined in Section 7. Table 1 informed the final recommendations in this masterplan.

## 4. Key Findings and Recommendations

### Recommendations

The Community Consultation and Engagement process has revealed a number of opinions regarding the Hall itself and the associated spaces around Bellbrae. Below are listed some of the key recommendations developed from the findings of this process.

#### **Bellbrae Hall:**

- Build an additional multi-purpose room as an alternative to the main hall, alternate flooring materials and better natural light
- Build more storage space, accessible and dividable for groups to be able to lock away their items
- Remove temporary storage items from inside and the rear of the building (shed and container – to be replaced by internal storage)
- Upgrade the kitchen facilities, consolidate the storage and provide lockable cabinets
- Outdoor deck or veranda
- Provide opportunities for Community Space character
- Upgraded security lighting to existing car park and surrounds
- Improved toilet facilities, including accessible and baby change, potential access as public facilities. Toilets can be flushed using captured rainwater
- Improve indoor lighting and glazing for enhanced performance
- Fly screens on windows or doors to allow for natural ventilation
- Potential for installation of solar (photovoltaic) panels on the roof of the building
- Formalise parking on east side of School Road opposite the Hall
- Develop a prioritised booking system for the second space to allow for local Bellbrae community groups to access a cost effective space.

#### **Bellbrae Tennis Club Rooms:**

- Consider upgrading security lighting to existing car park and surrounds
- Improve directional signage to the toilets in the Cemetery Road car park

### **Bellbrae Picnic Reserve (“Heartspace”):**

- Acknowledge the community’s desire for a local’s space for local people.
- Acknowledge council’s policy for consolidation of infrastructure and community resources to provide a cost effective and high quality outcome for ratepayers and the community and consolidation of facilities as outlined in the Bellbrae structure plan.
- Acknowledge the building itself is not up to acceptable standard for council to lease to the community. In particular the lack of sufficient quality water and toilets is of main concern. While a budget allocation was made towards a toilet for this precinct, the practicality and cost effectiveness of locating a composting toilet here for use only by users of the building is problematic.
- Create a prioritised booking system at Bellbrae Hall to allow local Bellbrae community group’s access to a cost effective space for the community at the Bellbrae Hall including extension.
- A process and budget for the demolition of both the old toilets and old tennis courts be established, along with the adaptation of part of the former tennis courts into a small informal parking area for users of limited picnic facilities.
- Establish a weed management and revegetation regime for the precinct and nearby creek area, recognising Councils limited area as Committee of Management.
- Include appropriate directional signage to toilet facilities at the southern end of School Road.

### **CFA meeting room:**

- Clarify availability of space and booking process to the community and users through standard Council processes
- Formalise parking on east side of School Road opposite the CFA

### **Primary School:**

- No recommendations

### **Bellbrae Oval:**

- Include direction signage for overflow parking to the sports field car park
- Improve lighting at the Cemetery Road car park.



## 5. Design proposals

### Proposed Extension to Bellbrae Hall

In response to both the project brief and the community consultation, meetings with council officers and the internal and external reference groups. It is proposed that the existing Bellbrae Hall is extended in a manner that does not adversely affect the much loved qualities of the existing hall and is intended to enhance the flexibility of the space as well as improve its availability. This proposal consolidates Council's assets to improve efficiency and cost effective management of the space and surrounding assets. Refer to the Plans on the following pages that outline the design proposal in greater detail.

It is recommended that all existing hall users and "Heartspace" users be involved in the detailed design process for the new multi-purpose room extensions, any modification to the facilities in the existing hall footprint and the external community space.

## Proposed Bellbrae Picnic Reserve ("Heartspace") Concept

The Bellbrae Picnic Reserve ("Heartspace") is very much a Bellbrae place. The community through the current and potential user groups has strongly expressed its position and passion that the space is very unique in the context of the Surf Coast Shire and Bellbrae itself and believe that its use is only impeded by the lack of a toilet. Council has previously explored both the idea of recommissioning the existing public toilet block however it was not a cost effective option. Council has also explored the concept of installing of a composting toilet, which was given a budget allocation, which was insufficient to cover the total cost. This demonstrates the site has in the past and is currently being given significant consideration.

The proposal for this space is derived from an understanding that the current use of the space (3 groups utilising the space monthly or fortnightly) does not demonstrate significant demand that could not be accommodated by the proposed Bellbrae Hall extension.

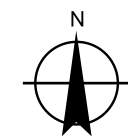
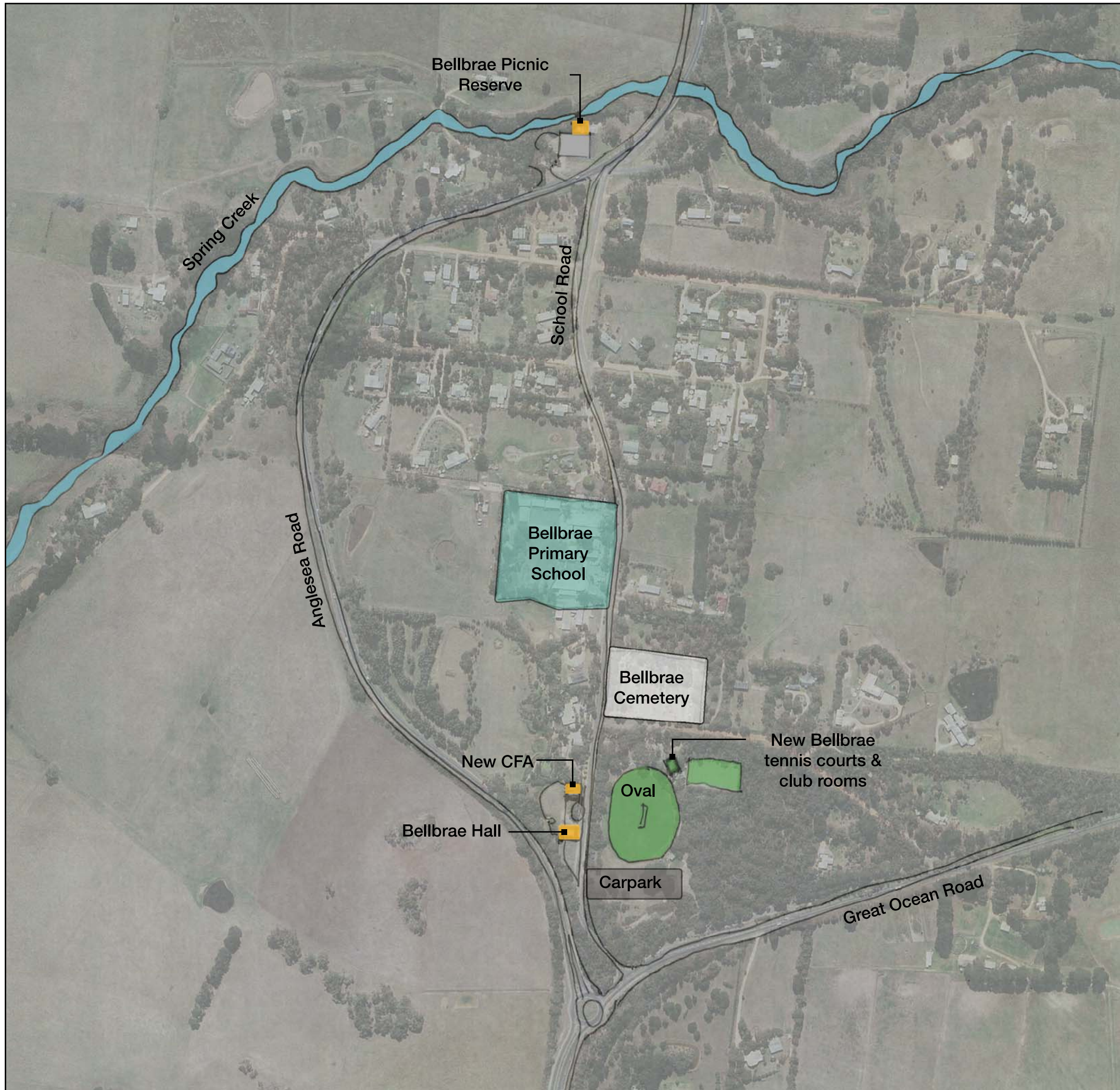
The existing Bellbrae Hall has some capacity and availability to provide for a staged transition of the "Heartspace" user groups. Other management systems, such as priority booking could be utilised to facilitate better local community uses of the Bellbrae Hall and CFA precinct. An appropriate location for a composting toilet is problematic without further investigation into the flooding potential of Spring Creek. It is proposed that an interim licence arrangement with existing user groups and the Bellbrae Residents Association be investigated further. The interim licence would be effective for up to a three year period and would provide a space for existing user groups to continue functioning while the hall extension is carried out. It would also allow the demand for the ongoing future use of the site to be tested and accurate usage data to be collected. This data can then be used at the end of the interim arrangement to make a final recommendation on the long term future of the site.

The principles for use during the interim period would be that it is for use by groups whose activities cannot be accommodated elsewhere and no major capital investment will be made at the site.

It is recommended that a single temporary portable toilet appropriately located and screened at the site be installed. This toilet will need to meet DDA requirements and CPTED guidelines and will be maintained once per month (see Preliminary Estimate Table for Bellbrae Picnic Space (Heartspace)). It is for use by the Heartspace users only and will have appropriate controlled limited access.

The former toilet block should be demolished and the former tennis courts decommissioned as per the recommendations in the Draft G21 Regional Tennis Strategy.

# Context Plan



Not to Scale

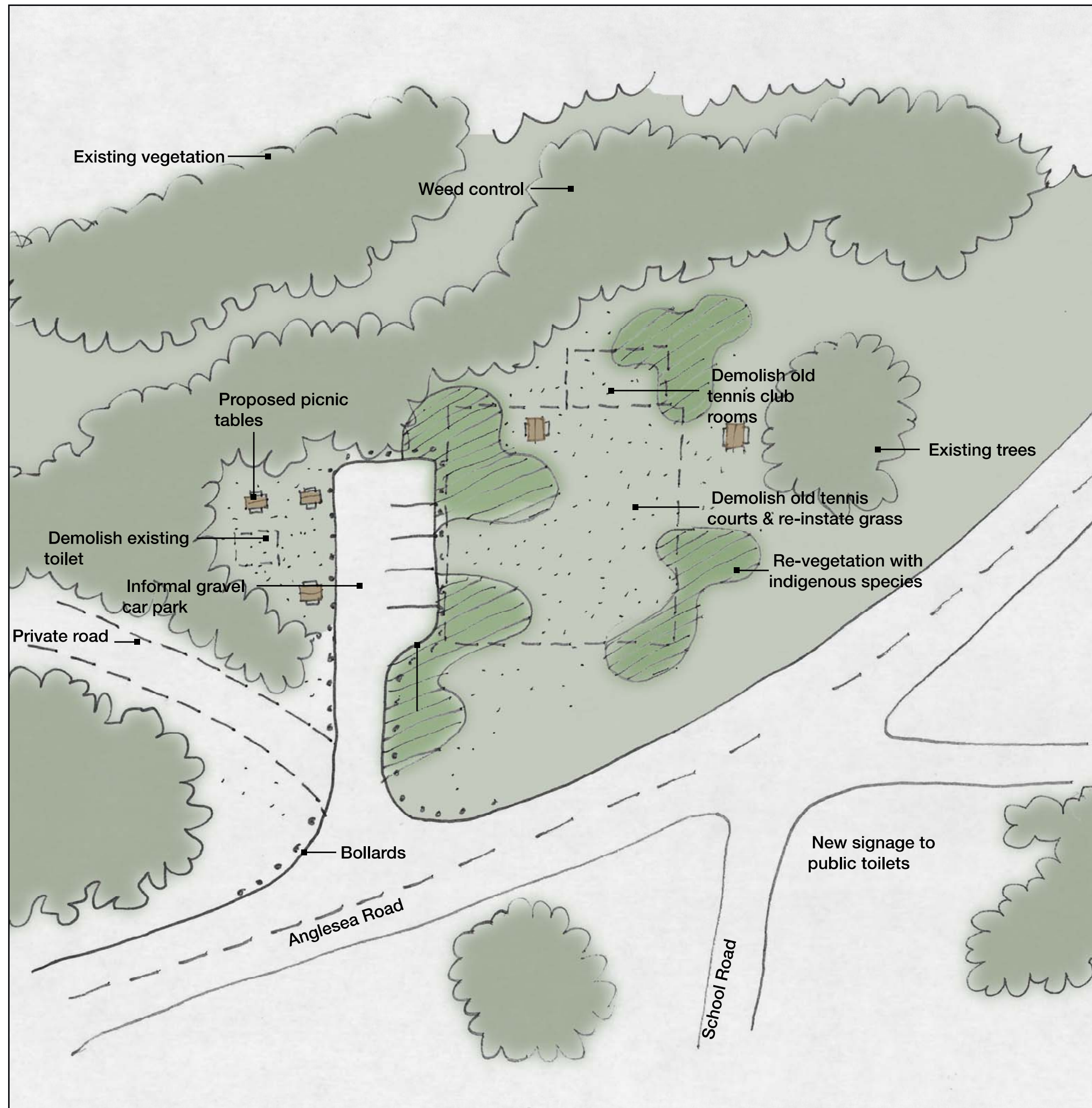
## Bellbrae Hall

Strategic Master Plan  
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15 May 2014

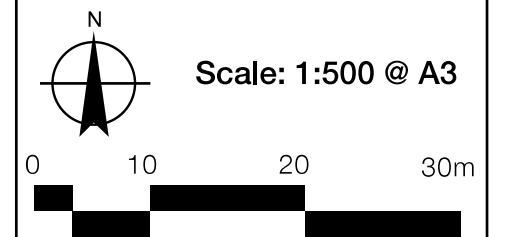
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# Bellbrae Picnic Reserve Option 1

(used for community workshop)



## Bellbrae Hall

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Incorporating Bellbrae Picnic Reserve and related facilities

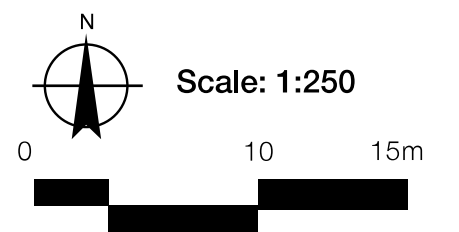
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# Bellbrae Hall Precinct Building Option



## Bellbrae Hall

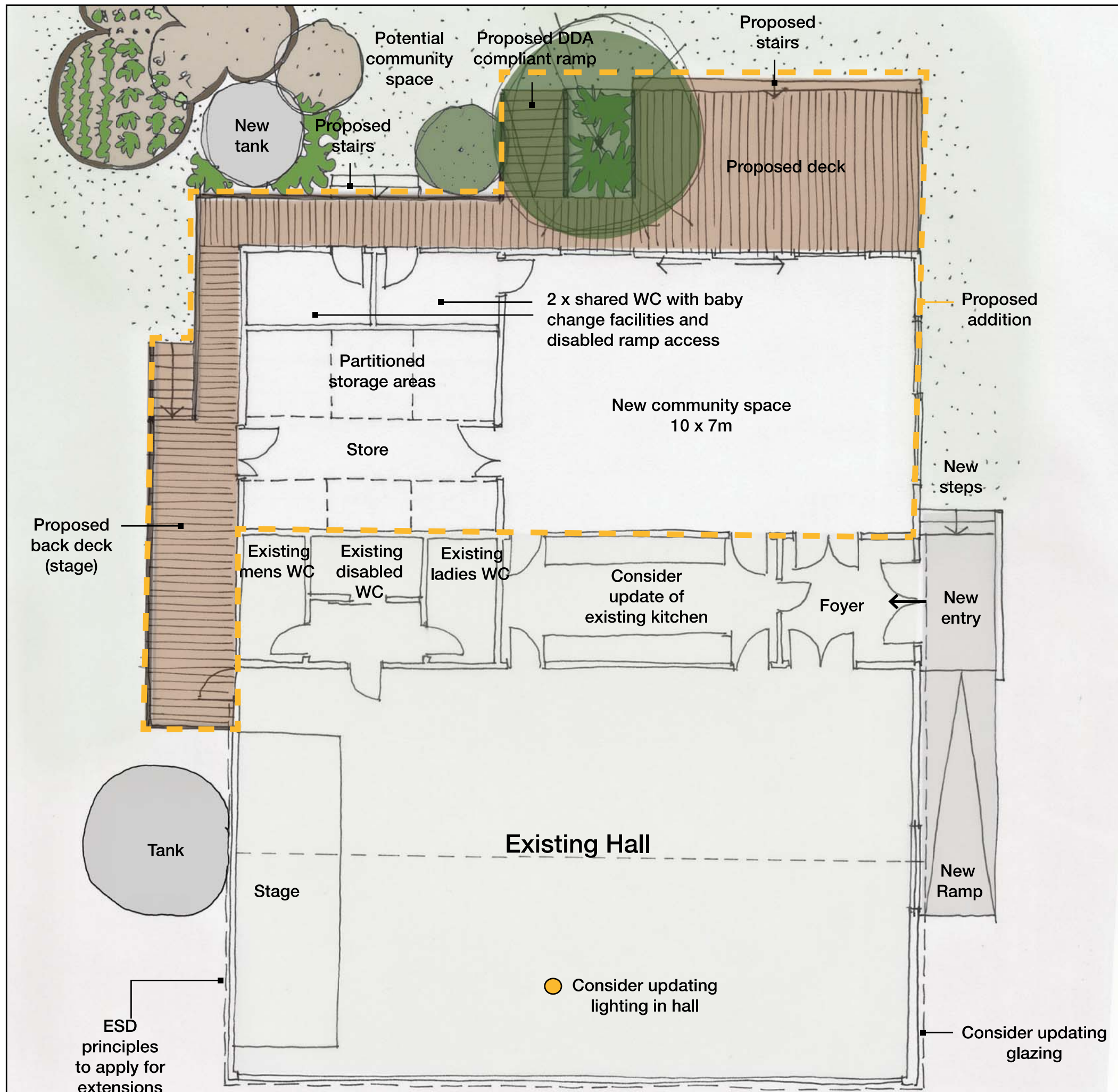
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Picnic Reserve and related  
facilities

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# Bellbrae Hall proposed extension to the building concept design



## Bellbrae Hall

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# 6. Preliminary Cost Estimates

## Preliminary Estimates

In order to budget and prioritise the implementation of these recommendations a preliminary estimate is provided below based on current market rates and industry standards at the time of this report. Design Fees are not included at this stage. (H- High priority, M – medium priority, L - low priority).

### Bellbrae Hall:

Item	Description	Cost \$	Priority
1.1	105sqm extension to the hall	\$280,000	H
1.2	External Works to Hall extension	\$37,000	L
1.3	Upgrade Kitchen in existing hall	\$5,000	H
1.4	Upgrade lighting in existing hall	\$4,500	H
1.5	Removal of Container and storage shed	\$1,000	L
1.6	Photovoltaic Panels (3kw)	\$9,000	M
1.7	Formalise Parking on east side of School Road		M
1.8	Security Lighting	\$12,500	H
1.9	Soft Landscape Works	\$3,500	L
1.10	Directional Signage for overflow parking	\$20,000	M
1.11	Improvements and upgrades to services	TBD	
	<b>TOTAL</b>	<b>\$373,500</b>	

### Tennis Club Rooms: Bellbrae Reserve

Item	Description	Cost \$	Priority
2.1	Security Lighting	\$3,500	M
2.2	Directional Signage	\$2,500	M
	<b>TOTAL</b>	<b>\$6,000</b>	

**Bellbrae Picnic Space (Heartspace):**

<b>Item</b>	<b>Description</b>	<b>Cost \$</b>	<b>Priority</b>
3.1	Manage interim user groups and transition users to the Bellbrae Hall upon completion of the extension.	-	<b>H</b>
3.2	Removal tennis court fence	\$3,000	<b>M</b>
3.3	Landscape / Weed control revegetation Works	\$12,000	<b>M</b>
3.4	Landscape / Revegetation Works, in-kind with community input	No cost	
3.5	Demolition of existing toilet	\$5,000	<b>H</b>
3.6	Installation of a temporary potable DDA compliant toilet for user groups only, on a concrete slab site (3 years).	\$27,000	<b>H</b>
3.7	Demolition/removal of tennis courts	\$12,500	<b>M</b>
3.8	Monthly servicing of DDA toilet (3 years).	\$720	<b>H</b>
3.9	Directional signage to new WC facility at North end of School Road	\$2,000	<b>H</b>
	<b>TOTAL</b>	<b>\$62,220</b>	



# 7. Appendices

## Appendices

- Submitted information
- Drawings
- Drawings from Consultation Process
- Community Mapping Tool web portal
- Bellbrae Community Facilities Draft Strategic Masterplan Submissions Report

Responses Survey Layers

### Bellbrae Hall and Related Facilities Community Survey

Surf Coast Shire is developing a Strategic Facilities Master Plan for community facilities in Bellbrae. The three sites that are being considered are Bellbrae Hall, Bellbrae Heart Space and Bellbrae Reserve.

This plan will inform a concept design for the extension of Bellbrae Hall.

Your responses provide valuable information that will inform the development of the plan. Each week we will update the responses tab with a summary of the feedback.

Thank you for participating in the survey!

#### 1. How often do you use the hall?

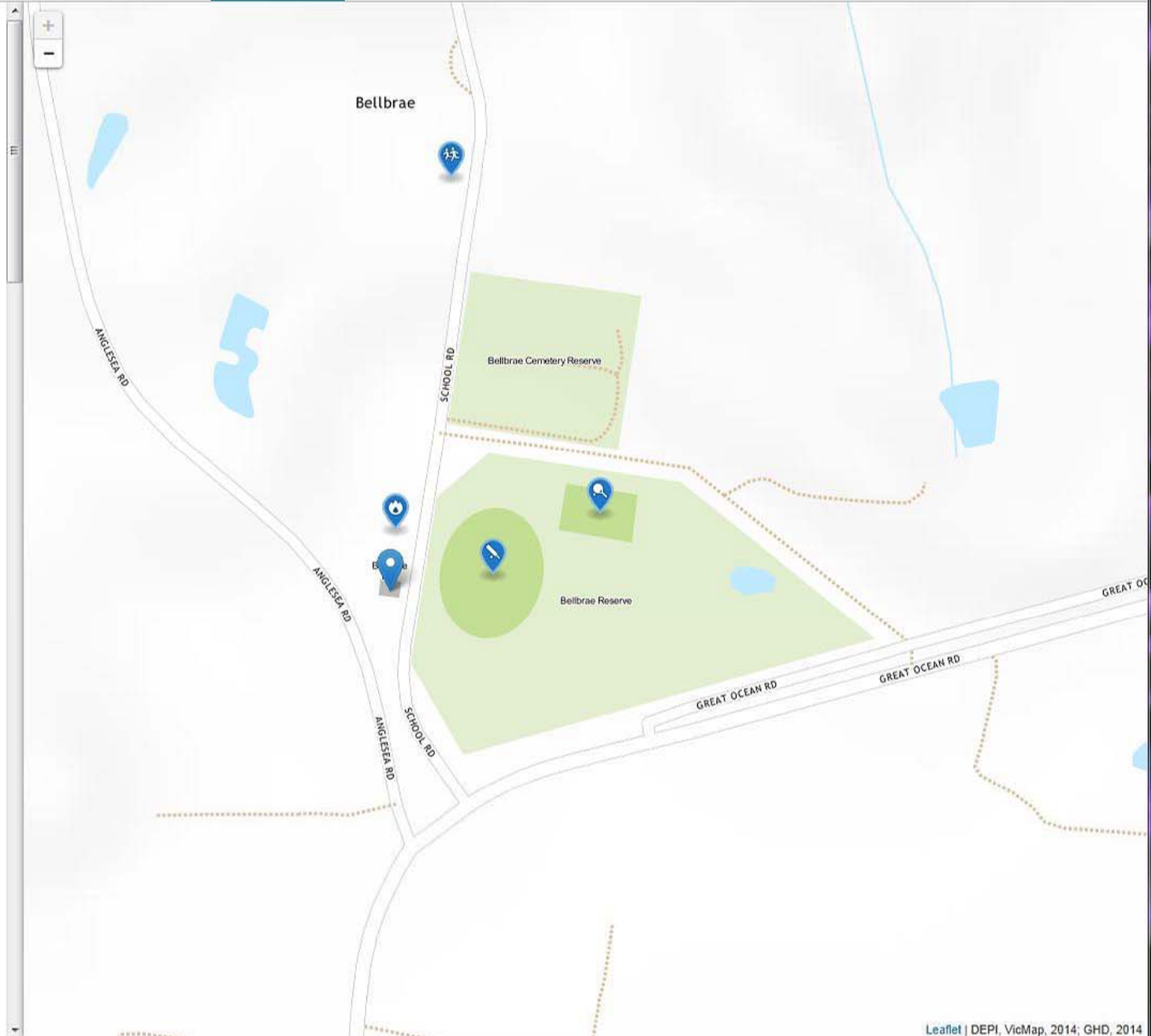
- More than once a week
- Once a week
- Once a month
- Every six months
- Not in the last twelve months
- Never

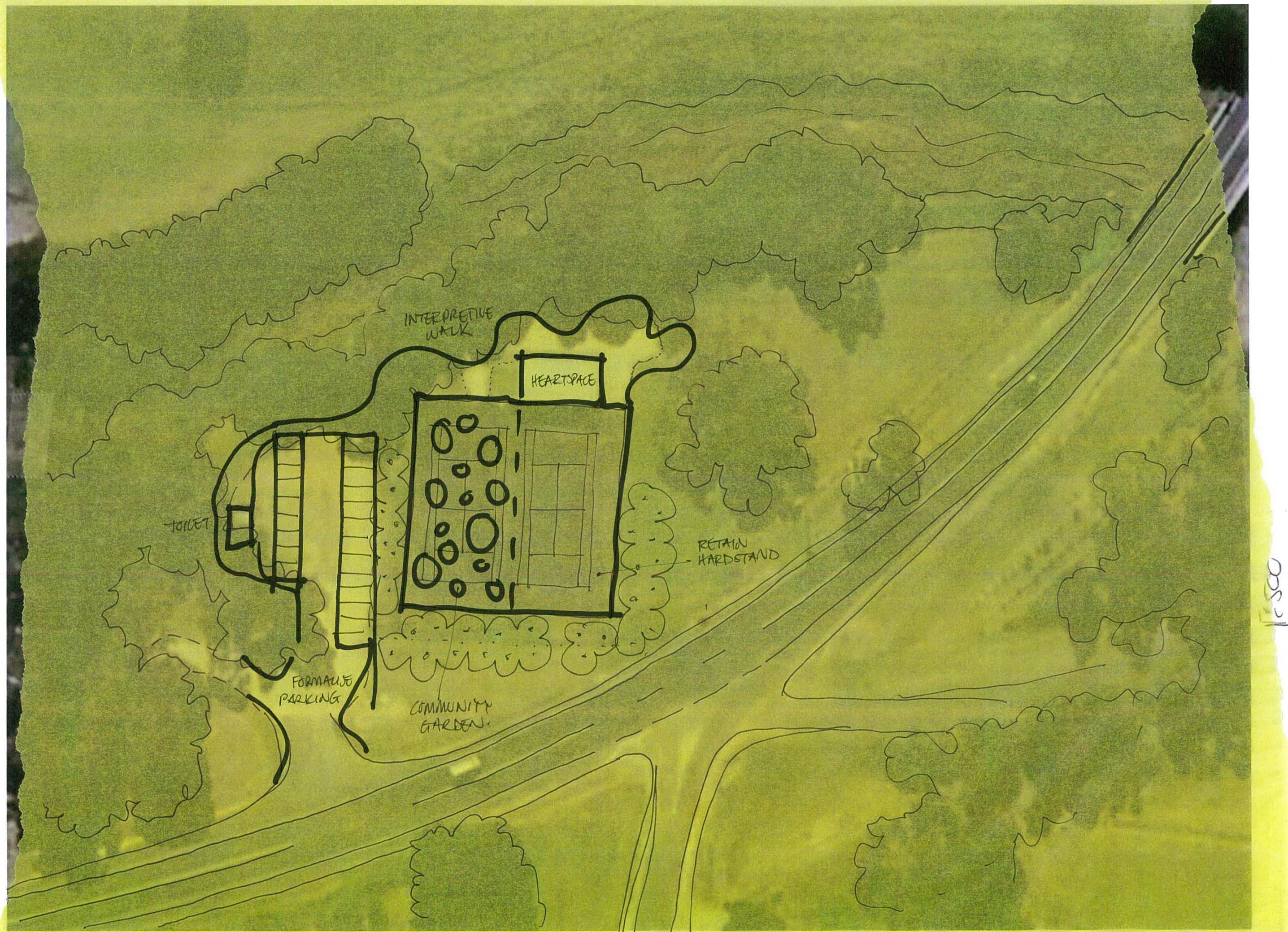
#### 2. How often do you use Heartspace?

- More than once a week
- Once a week
- Once a month
- Every six months
- Not in the last twelve months
- Never

#### 3. How often do you use Bellbrae Reserve?

- More than once a week
- Once a week



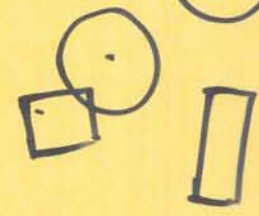
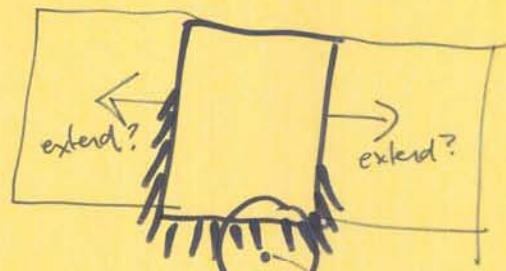


- hall (with arrow) → predominantly for quay or private use → businesses → functions/parties.
  - tennis → people bring their own storage.
  - cfa
  - heartspace
  - bellbrae uses.
  - school hall.
- could and do use this space.
- WHAT'S REQ?
- STORAGE\*
  - FLEXIBLE SPACE
    - ↳ multiple use groups.
  - toilets sub-per access not great.
  - KITCHENETTE OK.

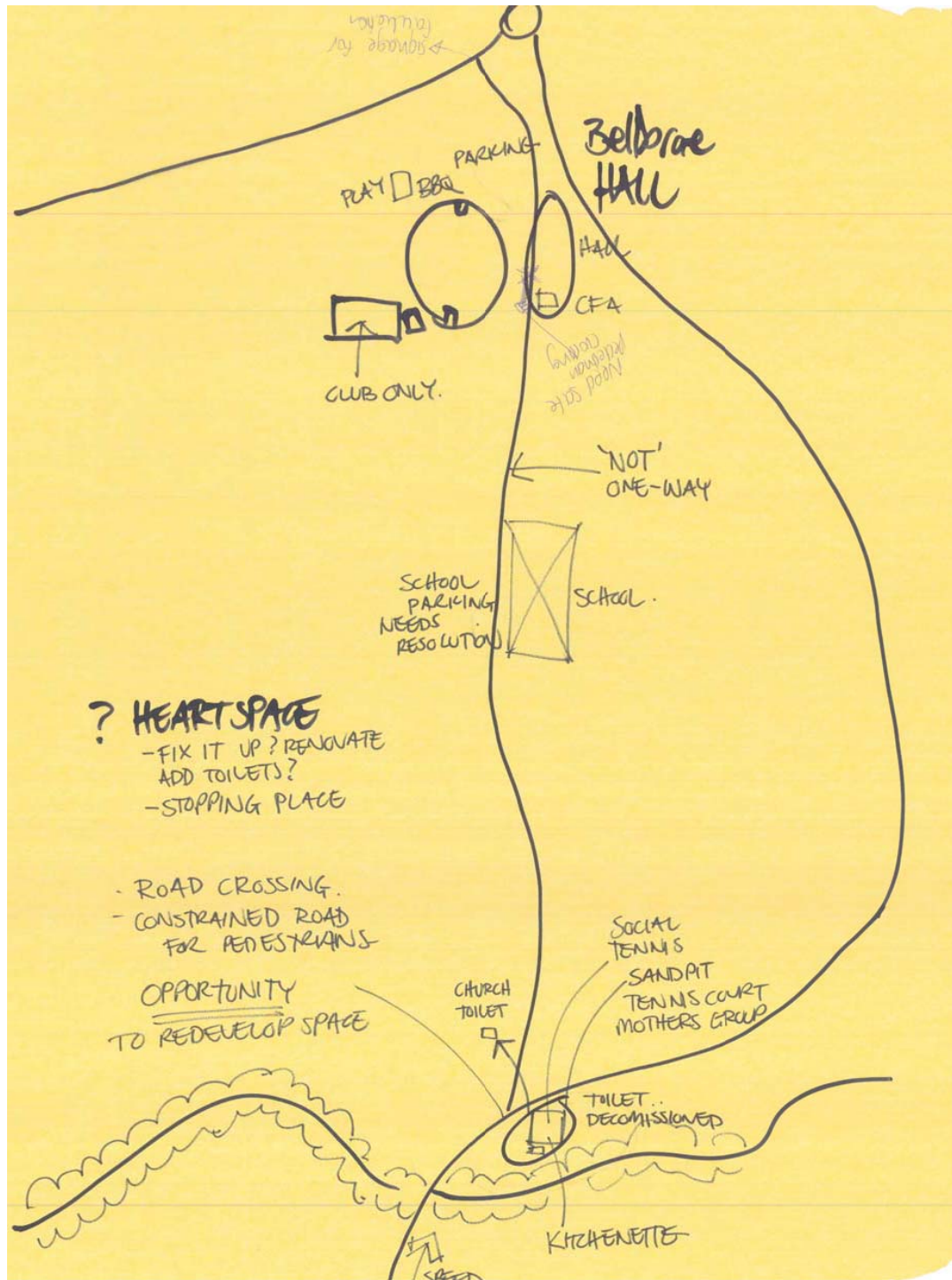
PARKING @ ONAL

- EXISTING
- good rural hall
  - struggles to meet demand.
  - floor - ballroom ✓.

CFA space

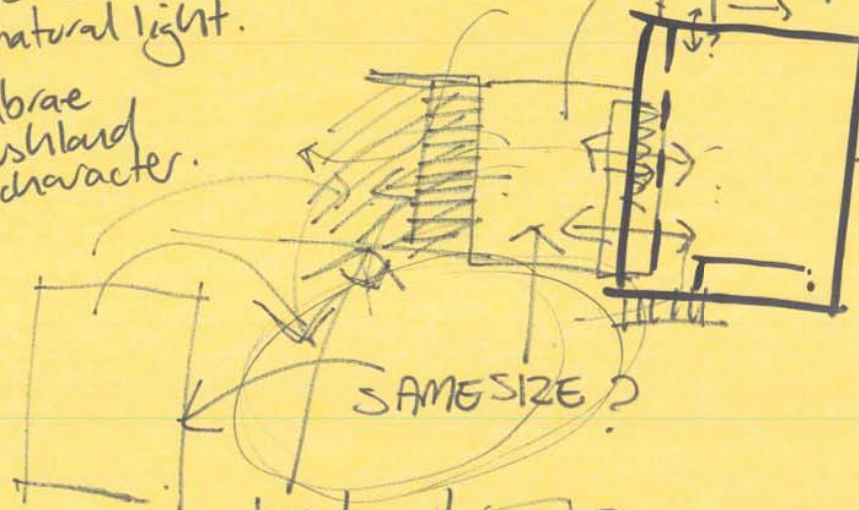


CONSTRAINTS  
TOPOGRAPHY  
VEGETATION  
ROAD R



- glazing + light?  
natural light.
- bellbrae  
bushland  
character.

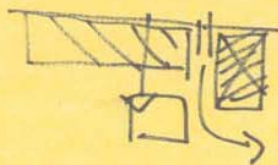
multi purpose  
carpet? / timber boards.



STORAGE.  
access  
parking ok?

branca.  
yoga classes.

break out space?  
garden  
chill-out.



flyscreens.

windows

light

passive

current  
configuration

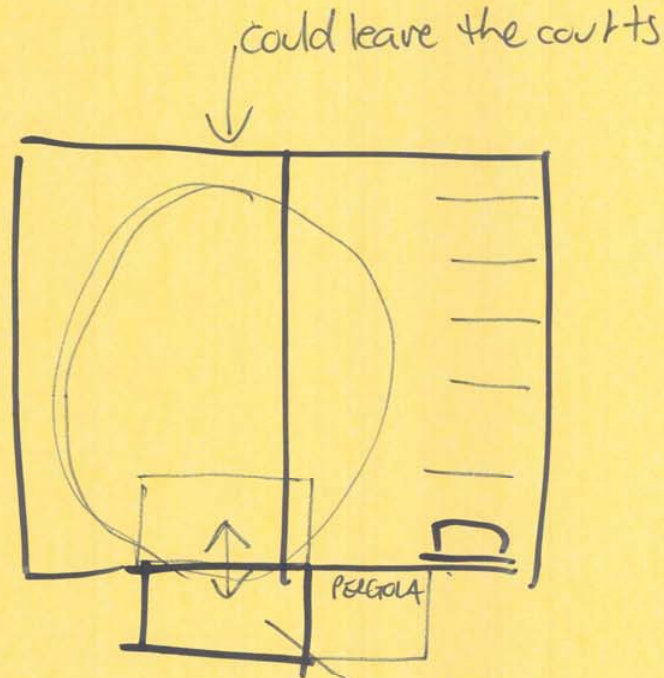
- lacks permeability  
- views to the outside

- CASUAL DROP IN
- PASSIVE SURVEILLANCE

## HEARTSPACE

- very different to hall
- bellbrae - unique
- not the same as TQ+JJ
- rural/agricultural issues.
- NO public transport.
- small user groups
  - niche
  - boutique
- more interactive

bellbrae attitude



- \* LACK OF TOILET FACILITIES
- \* WATER QUALITY TANK SUPPLY.



NORTH



- Bellbrae
- blues club
- ukulele club
- ukulele



# Bellbrae Community Facilities Draft Strategic Masterplan Submissions Report



## About this document

This report is an analysis and summary of the submissions received by Surf Coast Shire in response to the Bellbrae Community Facilities Draft Strategic Masterplan that was on public exhibition from 20 August to 17 September.

## Acknowledgements

Surf Coast Shire and GHD would like to thank everyone who took the time to make a submission and share their views on what is important for the future of Bellbrae community facilities.

Council and GHD specifically acknowledge the following community members as part of the PSG for their ongoing time, effort and assistance.

*John Evans (BB Primary School), Gary Wakefield (Zen Do Kai Karate), Greg Davis (BRA), Jill Hyslop (Heartspace, Community rep), John Olsen (BRA).*

We also acknowledge the efforts of:

Councillor Wellington (SCS) and Councillor Nockles.

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## Executive Summary

Surf Coast Shire commissioned GHD to support them in the development of a Strategic Master Facilities Plan, which was closely related to the development of a concept design for a proposed extension to the existing Bellbrae Hall. The Bellbrae Picnic Reserve also referred to as the "Heartspace" (the old Bellbrae Tennis Club and Courts), as well the new Bellbrae Tennis Club, CFA Building and Bellbrae Reserve were considered with regard to the level of service they provided currently to the community in the Bellbrae township and the Shire. In particular who uses what facilities and when with consideration for their future capacity.

The Bellbrae Community Facilities Draft Strategic Masterplan was on public exhibition from 20 August to 17 September 2014. Surf Coast Shire received 22 submissions from 17 respondents. This included a petition that had 60 signatures seeking support for the Bellbrae Heartspace building to be retained and a compost toilet to be installed.

The submissions were made by members of the local community, Heartspace user groups and the Bellbrae Residents Group. Generally the submissions stated that the Heartspace building should not be demolished and a compost toilet be installed as this would increase usage of the space by local groups and people stopping to make use of the picnic area.

# 1. Consultation Process

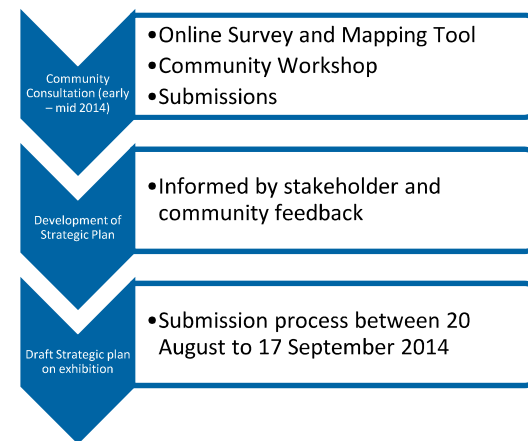
## Consultation Process

### Consultation

Input and opinions were sought from key stakeholders and broader community, between early 2014 and mid-2014. Engagement was undertaken in various formats including one on one meetings, design workshops, online, Council media releases and website updates and via hard copy surveys. Council also assembled an internal Project Control Group (PCG) to provide technical input from within Council.

Residents of Bellbrae had the opportunity to participate in the consultation process by attending the community workshop or participating in the online survey that ran for two and a half weeks. The survey and workshop were advertised on the Surf Coast Shire website, a flyer was distributed through the PSG members and user group networks, posted in key locations and a media release was issued encouraging people to provide feedback.

This feedback informed the development of the Bellbrae Community Facilities Draft Strategic Masterplan which went on public exhibition from 20 August to 17 September 2014. The broader community could provide their feedback through a submissions process. Submissions could be made online via a dedicated website or directly to Council through calls, emails or letters.



# 2. Consultation Outcomes

## Consultation

### Summary of findings – early to mid 2014

Below is a summary of key items to be considered by the Bellbrae Hall extension and related facilities strategic masterplan we received through the workshop, survey and submissions.

#### **Bellbrae Hall:**

- Build an additional multi-purpose room
- Add a dividing wall in the existing hall
- Build more storage space
- Upgrade the kitchen
- Install community barbeque facilities
- Outdoor deck or veranda
- Upgraded security lighting
- Improved toilet facilities
- Better indoor lighting
- Fly screens on windows

#### **Bellbrae Picnic Reserve (“Heartspace”):**

- Improve car parking
- Protect existing trees
- Use abandoned toilet block as a storage space
- Construct a portable composting toilet
- Build a community garden
- Remove fence facing tennis courts and build a veranda

# 3. Submissions Analysis

## Submissions

The Bellbrae Community Facilities Draft Strategic Masterplan was on public exhibition from 20 August to 17 September 2014. The Surf Coast Shire received 22 submissions from 17 respondents and this included a petition with 60 signatures seeking support for the Bellbrae Heartspace building to be retained and a compost toilet to be installed.

The current population of Bellbrae is 814, meaning that based on the response rate, less than 3% of Bellbrae residents made a submission<sup>1</sup>.

The following is a breakdown of how the submitters were categorised:

- Regular users of Heartspace – 20%
- Heartspace User Group – 30%
- Community members – 40%
- Bellbrae Residents Group – 5%
- Other community groups outside of Bellbrae – 5%

Below is a summary of what was most commonly mentioned in the submissions:

- Strong sense of community attached to Heartspace
- Opposition to the demolition of the building
- Suggestion to improve Heartspace infrastructure including a new toilet
- Activities that currently take place in Heartspace would be incompatible in the hall
- Support for a more formalised picnic area

It is important to note that none of the submissions discussed the Bellbrae Hall and CFA Precinct or the Bellbrae Tennis Club and oval elements identified in the Draft Strategic Masterplan.

### **Strong sense of community attached to Heartspace**

The sense of community and ambience associated with Heartspace was mentioned in 55% of the submissions. Concern about the ability for this ambience and sense of community to be transferred to other community

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<sup>1</sup> According to the 2011 Australian Bureau of Statistics.

facilities in Bellbrae was raised in two submissions. In particular, one submitter felt because the CFA and the Tennis Clubs are owned by these groups the Heartspace User Groups would not feel the same sense of community that they currently experience.

The submissions made mention that Heartspace was a local space that had been created by local people who are committed to its upkeep. One submission indicated that funds raised through donations have been set aside for minor improvements such as new curtains.

### **Opposition to the demolition of the building**

In 45% of the submissions there was strong opposition to the demolition of the building. Four submissions indicated that the cost of demolition as opposed to installing a compost toilet was more expensive. One submission questioned the logic of demolishing a building when there is a need for more community spaces.

The petition submitted as part of the submission process had 60 signatures that opposed the demolition and sought support to urge Surf Coast Shire to “*Retain the Bellbrae Heartspace (old tennis courts & building) on Anglesea Road for community use*”.

### **Suggestion to improve Heartspace infrastructure including a new toilet**

Nearly 25% of submissions proposed the idea that if Heartspace infrastructure was upgraded more people would use this space. A new toilet was mentioned in four submissions particularly as no toilet facilities are currently available. The petition also sought support to “*use the allocated funds to install a composting toilet (as previously approved)*”. One submission indicated that access to Heartspace is quite good and that if facilities were upgraded this would help attract more users.

One submission suggested running “polypipe down School Road for the water”. However a quarter of the submissions highlighted that there is running water at Heartspace as a tank is used to collect rainwater.

### **Activities that currently take place in Heartspace would be incompatible in the hall**

Nearly 25% of submitters felt that the activities that take place in Heartspace particularly music and art would not be able to occur at the hall

as the noise generated would be disruptive to other users. Two submissions queried the practicality of using the hall or the new room as an art space particularly as materials or artwork would not be able to be left out to dry.

The acoustics of Heartspace were highlighted as an important feature in at least one submission and concern was raised about whether the acoustics would be suitable in other venues in Bellbrae.

One submission that raised the compatibility of Heartspace user groups activities taking place in the hall suggested that ‘smart scheduling’ would be required.

Cost of using the hall was also raised in one submission suggesting that it is high for current Heartspace user groups.

### **Support for a more formalised picnic area**

Within 15% of submissions there was support for an upgraded picnic area that included a toilet as there is not one nearby on the Ring Road. A new picnic area at Heartspace was described in one submission as a place that could welcome people to the Surf Coast Shire. The location of Heartspace and its proximity to the creek was also highlighted as an attractive area to create a picnic space.

## How do the submissions compare to consultation feedback?

Generally similar feedback was received in the submissions as to what was collected during the consultation process. From those who wrote a submission or participated in the consultation process, it was heard that there is opposition to demolishing Heartspace because of its unique community character and the expansion of the hall was accepted. **Table 1** provides a comparison of what was collected in the consultation and the submissions process.

## Ongoing consultation

Council will need to continue its consultation with Heartspace User Groups to deliver an outcome that will meet both Council requirements and the User Group needs.

# 4. Appendices

## Appendices

- Submission summary table provided to GHD by Surf Coast Shire
- Table 1 providing a comparison of consultation feedback and submissions

Table 1 – Comparison of Consultation Feedback and Submissions

Item	Consultation Feedback (early – mid 2014)	Submission ( 20 Aug – 17 Sep 2014)
<b>Bellbrae Hall</b>		
Build an additional multi-purpose room	x	x
Add a dividing wall in the existing hall	x	
Build more storage space	x	
Upgrade the kitchen	x	
Install community barbeque facilities	x	
Outdoor deck or veranda	x	
Upgraded security lighting	x	x
Improved toilet facilities	x	
Better indoor lighting	x	
Fly screens on windows	x	
<b>Bellbrae Picnic Reserve (“Heartspace”):</b>		
Improve car parking	x	
Protect existing trees	x	
Use abandoned toilet block as a storage space	x	
Construct a portable composting toilet	x	x
Build a community garden	x	x
Remove fence facing tennis courts and build a veranda	x	
Maintain Heartspace building	x	x
<b>Bellbrae Tennis Club and oval</b>		
Upgraded security lighting to existing car parking and surrounds	x	
Improve directional signage to	x	



toilets in the Cemetery		
Include directional signage to overflow car parking	x	
<b>Bellbrae Hall and CFA Precinct</b>		
Remove temporary storage items from inside and rear of building	x	
Upgraded security lighting to existing car parking and surrounds	x	x
Improved toilet facilities including accessible and baby change areas	x	
Outdoor deck and veranda	x	
Formalise car parking on east side of the road opposite the school		



Bellbrae Hall  
Strategic Master Plan  
Incorporating Bellbrae Picnic Space and Related Facilities  
FINAL REPORT

