



CLIENT GUIDE

Hilton Barnfield Architects





## THE PRACTICE:

Hilton Barnfield Architects is a local award winning architectural practice delivering a highly personal, creative and professional service. We approach every project with dedication and enthusiasm and are committed to producing innovative solutions to every design challenge in order to maximise added value for our clients.

### Local

Our philosophy is driven by a desire to enhance and benefit from our local environment, making the most of what's on our doorstep. We strive to design buildings that have a strong relationship to their surrounding context: aesthetically, environmentally and spatially. We collaborate with local consultants, have built up a network of connections with local businesses and recommend trusted local crafts people to create buildings of the highest quality.

### Personal

We invest time in building relationships with our clients, allowing us to gain an understanding of how they live and work so that we can design buildings to meet their unique and individual requirements. We pride ourselves on our flexibility, genuine approachability and down to earth attitude which allows us to work successfully with clients from all walks of life.

### Creative

A passion for good design is behind our commitment to producing inspiring buildings. We work in a range of media from hand drawn sketches to 3D computer images and physical models. This helps us to engage with our clients whilst allowing us to develop design concepts efficiently and offer a great value service.

### Professional

Bound by the Codes of Professional Conduct of both the Royal Institute of British Architects (RIBA) and the Architects Registration Board (ARB) we offer a highly professional service. These guidelines are in place to protect your interests; they ensure that we act with professional integrity at all times, maintain appropriate professional indemnity insurance and always have a written form of agreement with our clients.

## PEOPLE:



**Rob Hilton** Director

Rob graduated from The Welsh School of Architecture with a commendation in a Masters of Architecture. He is a fully qualified Architect and a chartered member of the Royal Institute of British Architects.

Having grown up in Exeter, Rob has a thorough understanding and knowledge of the area and has developed an exemplary track record in gaining planning permission with local authorities. Rob is a keen skier, cyclist and swimmer.



**James Barnfield** Director

James is a fully qualified Architect, also graduating with a Masters commendation from the Welsh School of Architecture. He has significant professional experience, including an RIBA Regional Award, and design expertise across a range of scales and sectors from project conception to on-site delivery.

James also teaches at Plymouth University, has a keen interest in urban spatial design and is also learning to sail.



**Carl Wills** Associate

Carl is an experienced Architectural Technologist with over 20 years in the industry. Having studied at Exeter College while working at a small local practice Carl has developed an outstanding knowledge of construction technology for many different building typologies.

Carl has a keen interest in technology and enjoys circuit training in his spare time.



**Judit Szajcz**

Architectural Technical Designer

With an acute attention to detail, Judit brings an inquisitive technical mind to all projects of varying types and scales. Her architectural engineering background ensures she has a careful eye and a keen interest in accurately translating designs into built form.



## WORKING WITH AN ARCHITECT:

The service we offer goes beyond providing the bare essentials to get your project built. Our creative vision and technical expertise allow us to realise the full potential of projects of all sizes and budgets. We will guide you through the entire design and construction process – from helping you to clarify your aspirations for the project to recommending the right builder for your project.

## HOW WE CAN HELP:

We can help you to identify your aspirations for the project, assessing the risks involved and helping you to develop a **design brief** for your project.

We can produce a **cost plan and project programme** at an early stage that will be referred to throughout the design and construction process addressing your personal time scale and budget.

Specialist knowledge of **sustainable technologies** and construction methods allows us to advise on the most environmentally responsible solutions for your project.

The familiarity we have with the local context, and our experience with local authorities, puts us in a strong position to advise you on local planning constraints and to ease you through the **planning process**.

To achieve the highest quality standards of workmanship and finishing, we will guide you through the **construction phase** of your project and help you manage your budget on site. Local knowledge and contacts have allowed us to build working relationships with skilled tradespeople and reliable consultants.

We are always on hand to answer your questions and to offer **advice and support** on what may well be a once-in-a-lifetime journey for you.

## HOW WE WORK:

### FIVE STEPS TO YOUR COMPLETED PROJECT:

To try and make things straightforward we have broken our service down in to five simple steps. Our fee will be apportioned to each of these steps and although we always recommend a full architectural service any of the steps can stand on their own.

This approach gives our clients a clear understanding of what they can expect at each stage and helps us develop a tailored service to suit any project.

## I

### SKETCH DESIGN & FEASIBILITY

At this stage we will carry out investigations to determine whether or not your project is feasible. This may involve meeting with the local planning department, carrying out site analysis and developing your brief.

We will also begin the concept design stage producing sketch proposals for discussion that will be developed into a final design in step 2.



## 2

### PLANNING APPLICATION

We will guide your project through the planning process: finalising the layout and appearance of the building; coordinating with any external consultants required; and organising all the information required for the submission of a planning application.

The design will now have been developed in significant detail but will need to be taken further in step 3 if Building Regulations approval is required.



### 3 BUILDING REGULATIONS

Our technical expertise allows us to provide the necessary information required for Building Regulations approval to be granted. We can advise on the best construction methods for performance and cost efficiency.

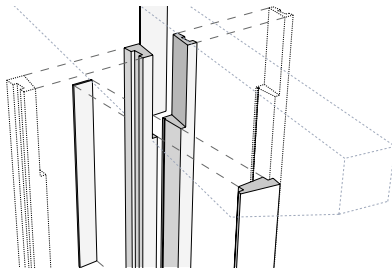
At this stage a competent and trusted builder could take the project on but to maintain control of cost and quality another level of detail is necessary.



### 4 DETAILED DESIGN

We will develop the design to sufficient detail to obtain competitive quotes from reliable local contractors. Obtaining a fixed price at this stage allows us to help you maintain full control of the cost, quality and deadline for your project.

The detail that is developed at this stage can make the difference between a good building and a great building.



### 5 CONTRACT ADMINISTRATION

Finally the last step of our service is to act as contract administrator for your project. We will prepare a contract between you and your builder, this will mean the builder has committed to a fixed price and completion date.

During the construction stage we manage the relationship with the builder: ensuring quality and taking the weight of the worries off your shoulders.



## SUSTAINABILITY:

A responsible approach to sustainability and a respect for the environment is ingrained in both our design approach and the way we run our business. We aim to go beyond the standard requirements: following the principles of reducing energy demands, waste and consumption of resources in everything we do.

We take a holistic approach to sustainable design: developing a strategy for sustainable development, maximising cost effective passive solutions and integrating energy saving measures from a concept design stage.

We have experience and specialist knowledge working with a variety of alternative materials and construction methods from straw bale construction to prefabricated solutions. We are also always eager to learn more so if there's something you want to try we'll put in the research required to make sure it works for you.

Our buildings are designed to encourage and facilitate sustainable lifestyles and we carry these principles into how we run our business: traveling by foot, cycle or public transport wherever possible; we are currently working on a plan to become carbon negative as a business.







## TESTIMONIALS:

*'We were offered a fantastic architectural service, meeting our deadlines and taking our project through the planning process with ease. The new extension has really added value to our family home in Exeter.'*

**- Shane, Pinhoe, Exeter.**

*'Despite the small size of our project, their creativity helped us to make the maximum use of the space. We didn't think we needed an architect but they were invaluable, always on hand to answer our queries and to guide us through the project.'*

**- Emma, Newquay, Cornwall.**

*'It is not very often that I am very impressed with a house, as I have seen a lot of impressive property in the last 20 years. However, I have to say that this house is exceptional.'*

**- Stags Estate Agents.**

PROJECT NOTES:



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