

## Appendix 1

### Stage 1 questionnaire

Name of facility:		
Address of facility:		
Postcode:		
Parish:		

**If the facility fails to answer definitively yes to any of the questions below we do not consider them to be a community facility for the purposes of this audit and will not progress to Stage 2 full audit.**

Criteria questions:	Yes	No
Does the facility have a meeting space that any community group can access at all times including evenings and weekends?		
Does the facility have the necessary ancillary facilities to provide adequate services to the user groups?		
Is the facility open to all groups and community members regardless of faith, gender, ethnicity, sexual orientation and actively promote equality and diversity?		
Does the facility have a reasonable rate for hire for the community?		
Comments:		

## Appendix 2

### Stage 2 questionnaire



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

## East Cambridgeshire Community Facility Audit

### ***Section 1 – Contact details***

Name of facility:		
Address of facility:		
Postcode:		

Telephone:		
Mobile:		
Fax:		
Email:		
Website:		

Contact person:		
Address:		
Postcode:		
Telephone:		
Email:		

## ***Section 2 – Ownership / Management***

### **2.1 Who owns the facility?**

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### **2.2 What type of management structure runs the Facility?**

Club Vested in Parish:	
Club or Association:	
Company Limited by guarantee:	
Other: (Please specify)	

### **2.3 Does the centre/facility have any full/part-time/voluntary staff?**

If Yes, Please Specify:	
If No, Specify supervision procedures:	
Night time only:	
All day:	
As required:	
Not at all:	

Other, please specify:	
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2.4 What are the cleaning and maintenance arrangement of the facility?

Full-time/part-time:	
Voluntary:	
Other:	

2.5 Does the facility have a premises Licence?

Yes:		No:	
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2.6 If so does this include alcohol sale?

Yes:		No:	
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2.7 How much is the facility insured for if it needs to be replaced?

Up to £100,000	£100,000-£250,000	
£250,000-£500,000	£500,000-£750,000	
£750,000-£1,000,000	£1,000,000	

2.8 What is your annual premium?

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2.9 What is the approximate annual GROSS running cost of the facility, including maintenance but excluding major repairs?

Up to £2,000	£2,000-£5,000	
£5,000-£10,000	£10,000-£15,000	
£15,000-£20,000	£20,000 +	

2.10 What is the approximate annual NET running cost of the facility, including maintenance but excluding major repairs?

Up to £2,000	£2,000-£5,000	
£5,000-£10,000	£10,000-£15,000	
£15,000-£20,000	£20,000 +	

2.11 Do you charge to hire your facilities? If so, please detail rates including off/on peak fluctuations:

2.12 Do your hire charges and rental income cover running costs?

Yes, with a surplus:	Generally breakeven:	
A slight deficit:	Significant deficit:	

## Section 3 - Facility history and development

3.1 When was the facility built?

Before 1850:	1850-1914:	
1914-1945:	1945-1975:	
1975-2000:	Since 2000:	

3.2 Has the facility partly or wholly been refurbished in the last 10 years? Please specify:

- 3.3 Are there any plans for redevelopment/improvements of this facility? If so, please provide details including estimated costs, sources of funding and expected time frames etc.

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## Section 4 - Facility Users

- 4.1 What are the approximate population of the community served by your facility?

Up to 300	300-600	
600-1,000	1,000-1,500	
1,500-2,500	2,500-5,000	
5,00-10,000	10,000 +	

- 4.2 Roughly how many people use the facility from these groups each month

Under 5 years:	
5-18 years:	
18-25 years:	
25-65 years:	
65 years +:	
Estimated total annual usage:	

- 4.3 In an average week, how many hours is each room used?

	<10 hrs	10-20	20-30	30+
Main Hall				
Secondary rooms				

4.4 Do you monitor the diversity of the people that use the facility?

Yes		No	
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4.5 Do you have an equal usage policy in the centre?

Yes		No	
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4.6 Do you have a safeguarding children/child protection policy?

Yes		No	
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4.7 Do you have special discounts for low-income/unemployed?

Yes		No	
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4.8 Please describe your current programmes and groups:

Group Name/Activity	Day/Time/Duration	Issues
E.g.: Youth Club	Fri, Sat 19:00-20:00	Very popular-not enough space


4.9 Are you aware of any particular demand for facilities or activities in your community? If so, please specify. If these activities cannot be accommodated in current facilities, please give reasons:



4.10 Please list any activities with have grown in popularity in recent years and now require more time:

4.11 Please list any activities which have reduced in popularity in recent years and now require less time:

4.12 If you have any other comments regarding your facility, needs, funding, or any wider issues, please make them below:

Many thanks for your time and assistance.

## Appendix 3

### Available community space by settlement

Settlement	Facility Name	Population (2012 Midyear estimate CCCRG)	Total Space (m <sup>2</sup> )	As m <sup>2</sup> /1,000 popn	Application of standard (111 m <sup>2</sup> /1,000 population)	Surplus/ shortfall against standard (m <sup>2</sup> )	Surplus/shortf all against standard as %
Aldreth	Aldreth Village Centre	260	31.69	121.88	28.6	Surplus 3.09	+11
Ashley	Ashley Pavilion	720	67.02	93.08	79.2	Shortfall 12.18	-12
Barway	No facility	70	-	-	7.7	Shortfall 7.7	-100
Black Horse Drove	Black Horse Drove Community Centre	180	104.41	580.06	19.8	Surplus 84.61	+427
Bottisham	No primary facility	2,180	-	-	239.8	Shortfall 239.8	-100
Brinkley	Brinkley Memorial Hall	400	241.51	603.85	44	Surplus 197.54	+449
Burrough Green	Burrough Green Reading Room	370	39.16	105.84	40.7	Shortfall 1.54	-4
Burwell	Gardiner Memorial Hall + Mandeville Hall	6230	368.42	59.14	685.3	Shortfall 316.88	-46
Chettisham	No facility	170	-	-	18.7	Shortfall 18.7	-100
Cheveley	Cheveley Pavilion	980	63.84	65.14	107.8	Shortfall 43.96	-41
Chippenham	Chippenham Village Hall	500	131.53	263.06	55	Surplus 76.53	+139
Coveney	Coveney Village Hall	240	176.74	736.42	26.4	Surplus 150.34	+570

Dullingham	The Sidney Taylor Hall	750	295.06	393.41	82.5	Surplus 212.56	+258
Ely	Ely Beet Sports and Social Club	19,180	160.68	8.34	2109.8	Shortfall 1949.12	-92
Fordham	Fordham Victoria Hall	2,770	120.78	43.6	304.7	Shortfall 183.92	-60
Haddenham	Arkenstall Village Centre	2,740	530.88	193.75	301.4	Surplus 229.48	+76
Isleham	The Beeches	2,370	418.85	176.73	260.7	Surplus 158.15	+61
Kennett	No primary facility	340	-	-	37.4	Shortfall 37.4	-100
Kirtling and Upend	Kirtling Village Hall	330	132.32	400.97	36.3	Surplus 96.02	+265
Little Downham	Little Downham Village Hall	1,920	272.4	141.88	211.2	Surplus 61.2	+29
Little Thetford	Little Thetford Village Hall	800	127.52	159.4	88	Surplus 39.52	+45
Littleport	Littleport Village Hall	7,880	263.98	33.84	866.8	Shortfall 602.82	-70
Lode & Longmeadow	Fassage Hall	910	300.72	330.46	100.1	Surplus 200.62	+200
Mepal	Mepal Village Hall	970	141.7	146.08	106.7	Surplus 35	+33
Newmarket Fringe	No facility	950	-	-	104.5	Shortfall 104.5	-100
Prickwillow	Prickwillow Village Hall	430	181.82	422.84	47.3	Surplus 134.52	+284
Pymoor	No primary facility	340	-	-	37.4	Shortfall 37.4	-100
Queen Adelaide	Queen Adelaide Village Hall	170	82	482.35	18.7	Surplus 63.6	+339
Reach	Reach Village	360	59.51	165.30	39.6	Surplus	+50

	Centre					19.91	
Saxon Street	No primary facility	290	-	-	31.9	Shortfall 31.9	-100
Snailwell	No facility	190	-	-	20.9	Shortfall 20.9	-100
Soham	Walter Gidney Pavilion	10,720	205.01	19.12	1179.2	Shortfall 974.19	-83
Stetchworth	The Ellesmere Centre	710	3402.83	4792.72	78.1	Surplus 3324.73	+4257
Stretham	Stretham Parish Rooms	1,860	45.53	24.48	204.6	Shortfall 159.07	-78
Stuntney	No primary facility	170	-	-	18.7	Shortfall 18.7	-100
Sutton	The Glebe + The Pavillion	3,880	614.75	158.44	426.8	Surplus 187.95	+44
Swaffham Bulbeck	Swaffham Bulbeck Pavilion	560	30.11	53.77	61.6	Shortfall 31.49	-51
Swaffham Prior	Swaffham Prior Village Hall	830	81.91	98.69	91.3	Shortfall 9.39	-10
Upware	No primary facility	70	-	-	7.7	Shortfall 7.7	-100
Wardy Hill	No primary facility	130	-	-	14.3	Shortfall 14.3	-100
Wentworth	No primary facility	200	-	-	22	Shortfall 22	-100
Westley Waterless	Westley Waterless Village Hall	80	76.39	954.88	8.8	Surplus 67.59	+768
Wicken	Wicken Mission Hall	730	329.89	451.9	80.3	Surplus 249.59	+311
Wilburton	No primary facility	1,360	-	-	149.6	Shortfall 149.6	-100
Witcham	Witcham Village Hall	420	156.82	373.38	46.2	Surplus 110.62	+239

Witchford	Witchford Playing Field Association	2,410	157.85	65.6	265.1	Shortfall 107.25	-41
Woodditton	No primary facility	300	-	-	33	Shortfall 33	-100

## Appendix 4

### Settlements with a surplus of community space

Settlement	Surplus against standard (m <sup>2</sup> )	Surplus against standard as %
1. Stetchworth	3324.73	4257
2. Westley Waterless	67.59	768
3. Coveney	150.34	570
4. Brinkley	197.54	449
5. Black Horse Drove	84.61	427
6. Queen Adelaide	63.6	339
7. Wicken	249.59	311
8. Prickwillow	134.52	284
9. Kirtling and Upend	96.02	265
10. Dullingham	212.56	258
11. Witcham	110.62	239
12. Lode and Longmeadow	200.62	200
13. Chippenham	76.53	139
14. Haddenham	229.48	76
15. Isleham	158.15	61
16. Reach	19.91	50
17. Little Thetford	39.52	45
18. Sutton	187.95	44
19. Mepal	35	33
20. Little Downham	61.2	29
21. Aldreth	3.09	11

## Appendix 5

### Settlements with a deficit of community space

Settlement	Shortfall against standard (m <sup>2</sup> )	Shortfall against standard as %	Notes
=1. Barway	7.7	100	Population (70 people) unlikely to be sufficient to make a facility viable
=1. Bottisham	239.8	100	Other facilities available
=1. Chettisham	18.7	100	The small population (170 people) would make viability a challenge.
=1. Kennett	37.4	100	Other facilities available – Pavilion being extended
=1. Newmarket Fringe	104.5	100	Population (950 people) dispersed over a wide area. Some areas within the Ellesmere Centre catchment
=1. Pymoor	37.4	100	Other facilities available
=1. Saxon Street	31.9	100	Other facilities available
=1. Snailwell	20.9	100	The small population (190 people) would make viability a challenge.
=1. Stuntney	18.7	100	Other facilities available
=1. Upware	7.7	100	Population (70 people) unlikely to be sufficient to make a facility viable.
=1. Wardy Hill	14.3	100	Other facilities available
=1. Wentworth	22	100	Other facilities available
=1. Wilburton	149.6	100	Other facilities available
=1. Woodditton	33	100	Population (300 people). Woodditton is within the Ellesmere Centre catchment.
15. Ely	1949.12	92	Other facilities available
16. Soham	974.19	83	Other facilities available
17. Stretham	159.07	78	Other facilities available. Hall used for less than 10 hours per week.
18. Littleport	602.82	70	Other facilities available
19. Fordham	183.92	60	Other facilities available
20. Swaffham Bulbeck	31.49	51	Other facilities available. Hall used for less than 10 hours per week.
21. Burwell	316.88	46	Other facilities available
=22. Cheveley	43.96	41	Other facilities available. Hall used for less than 10 hours per week.
=22. Witchford	107.25	41	Other facilities available
24. Ashley	12.18	12	Deficit is very small
25. Swaffham Prior	9.39	10	Deficit is very small
26. Burrough Green	1.54	4	Hall used for less than 10 hours per week.

## **Appendix 6**

### **Future demand for community facilities by ward**

Based on Cambridgeshire County Council Research Group population forecast figures.

Ward	% Surplus or deficit <b>2012</b>	% Surplus or deficit <b>2016</b>	% Surplus or deficit <b>2021</b>	% Surplus or deficit <b>2026</b>	% Surplus or deficit <b>2031</b>
Bottisham (Ward includes Bottisham, Brinkley, Burrough Green, Lode and Westley Waterless)	42	42	33	30	25
Burwell	-47	-49	-53	-55	-56
Cheveley (Ward includes Ashley, Cheveley, Kirtling and Woodditton – urban)	-42	-42	-44	-46	-52
Downham Villages (Ward includes Coveney, Little Downham, Mepal Pymoor, Wardy Hill and Witcham)	55	51	51	51	48
Dullingham Villages (Ward includes Dullingham, Saxon Street, Stetchworth and Wooddditton – rural)	1428	1428	1428	1428	1501
Ely (Wards includes Chettisham, Ely, Prickwillow, Queen Adelaide, Shippea Hill and Stuntney)	-81	-82	-85	-86	-87
Fordham Villages (Ward includes Chippenham, Fordham, Kennett and Snailwell)	-41	-43	-45	-45	-47
Haddenham (Ward includes Aldreth, Haddenham, Wentworth and Witchford)	11	9	6	6	6
Isleham	59	52	59	52	46
Littleport (Wards includes Black Horse Drove, and Littleport)	-62	-64	-69	-72	-74
Soham (Wards includes Barway, Soham, Upware and Wicken)	-60	-63	-67	-68	-69
Stretham (Ward includes Little Thetford, Stretham and Wilburton)	-61	-62	-62	-63	-63
Sutton	43	40	36	36	36
The Swaffhams (Ward includes Reach Swaffham Bulbeck and Swaffham Prior)	-22	-26	-26	-26	-26
<b>District</b>	<b>1</b>	<b>-3</b>	<b>-11</b>	<b>-15</b>	<b>-19</b>



## Appendix 7

### Investment needs

#### INTERNAL

Name of facility	Internal improvements needed	Internal Investment Costs
Aldreth Village Centre	Kitchen needs complete update.	£4,000 for new kitchen cupboards and sinks.
Arkenstall Centre, Haddenham	Ladies toilet due for update. Kitchen needs redecoration. Oil used to heat hall and LPG to cook - possibly provision of hot water as well.	£30,000 for upgrade of ladies toilets.
Ashley Pavilion	Changing room not used so used for storage space which is generally lacking. Recent installation of new boiler. PAT testing and hard wire test all up to date. Bar area sufficient. Second kitchen area a little outdated. The building was originally a WW2 hut which has been extended.	None
Black Horse Drove Community Centre	Issue with main hall floor which is marked and has bubbled. Storage space is sufficient. Heating is oil fired and hot air. Electricals updated as part of refurbishment.	£4k to refurbish main hall floor.
Brinkley Memorial Hall	1920 Memorial building requires floor joists replacing as soon as possible as rotting. Floor is due to be lifted soon. Oil central heating. All items PAT tested and 5 year hard wire test in place. Kitchen needs re-modelling and raising concrete floor level. Dry-line internal walls.	£10,000 for main hall floor £15,000 to improve kitchen £15,000 to dry line walls and lighting
Burrough Green Reading Room	Non folding tables. Shed is used as storage facility for chairs etc. All items PAT tested 2 years ago. Hard wiring test up to date. Heating is via overhead radiant heaters. Front window frames to be painted.	Strip and re-seal wood floor in main hall: £2,500

Cheveley Pavilion	<p>The Pavilion has limited use as it was built as a sports facility but very little use is made of it as such.</p> <p>The Parish Council wishes to refurbish it as a community space.</p> <p>This requires re-ordering of internal space, better heating system, better flooring, better toilet facilities and removal of changing facilities.</p>	<p>£6,500 to remove internal walls, provide steel lintel and paint walls.</p> <p>Parish Council have agreed to fund this first phase of refurbishment to see if community will find it a better space and use it more. Installation of new heating boiler: £5k - £10k.</p>
Chippenham Village Hall	<p>Oil fired heating.</p> <p>No PAT testing of electrical items.</p>	None
Coveney Village Hall	<p>Kitchen to catering standard with sufficient equipment for 100 people.</p> <p>Storage space adequate but no room for expansion.</p> <p>Heating - all electric.</p> <p>Electrical 5 year wiring test up to date.</p> <p>PAT testing up to date.</p> <p>New stage curtains required which should be fireproofed.</p>	£2,000 for stage curtains.
Ely Beet Sports and Social Club	<p>All electrical items need PAT testing. 5 year wiring up to date.</p> <p>Main hall requires air conditioning as due to the activities it is used for and one wall of glass windows the hall gets very warm in summer. Due to restrictions imposed by district council the windows are not allowed to be opened during hall use.</p> <p>The kitchen needs refurbishment to bring it to catering standards.</p> <p>New ceiling needed in lobby area - mainly to be done by volunteers.</p> <p>Front entrance doors require replacing</p>	<p>£10,000 - £15,000 for air conditioning</p> <p>£12,000 front entrance doors</p> <p>£25,000 update kitchen</p> <p>£3,000 electrical rewiring in lobby</p>
Fassage Hall, Lode	<p>Main hall about to be redecorated.</p> <p>All tables and chairs good.</p> <p>Hand basin in kitchen about to be put in as not installed at time of build.</p> <p>Storage space limited. Pre-school about to provide their own lock-up via funding.</p> <p>Heating is via ground source heat pump.</p>	None

	Both 5 year hard wire and portable appliance test on electrics up to date.	
Fordham Victoria Hall	Hall has insufficient storage space. Kitchen area needs refurbishment. Wooden floor in hall. Non-slip surface in other areas. Gas heating - 5 years old. Fixed wiring test up to date. Not sure about PAT testing.	Kitchen refurbishment and provision of additional storage space: £20k - £30k
Gardiner Memorial Hall	Toilets are tired and dated as is the kitchen area. No electrical items have been PAT tested. Unsure of date of last fixed wiring test. Kitchen requires updating with cupboards and wipe clean surfaces and walls. Toilets are dated with no accessible toilet.	See costings for external investment costs.
Kirtling Village Hall	The hall is in very good condition.	None
Little Downham Village Centre	Kitchen needs complete refurbishment. New professional cooker has been installed. Bar requires complete refurbishment as it is outdated and not to current hygiene requirements. Stage lighting required as regular productions are highly successful. Stage access/green room changing facilities an issue. Heating adequate (Gas). Flooring good. New wiring recently completed. All electrical equipment recently PAT tested. New storage facility required.	£20,000 for kitchen upgrade. £5,000 for bar upgrade. £5,000 for stage lighting and p.a. system. £?? to re-order facility to include green room £?? to install secure outside storage facility.
Little Thetford Village Hall	Kitchen would benefit from non-slip flooring. Plans approved for extension and refurbishment of kitchen/stage. Heating is oil fired. PAT Testing up to date. 5 Year fixed wiring test up to date.	£40k+
Littleport Village Hall	Gas supply is inefficient so requires upgrade of pipe work. Painting and redecoration needed in main hall. New stage curtains required along with fireproofing.	£9,000 for supply of gas. £13,000 for hall redecoration. £1,500 new stage curtains and fire

		proofing.
Mandeville Hall	Newly built in 2011 so all equipment new. Fixed wiring tests still under guarantee. Portable appliances not yet been PAT tested. Gas central heating. All flooring good. Plenty of storage space.	None required.
Mepal Village Hall	Storage space requires major investment as currently using old toilet area to store tables, table tennis table and other equipment from youth club. Heating very good All items seen had been PAT tested. 5 year wiring up to date.	£25,000 which would include VAT, professional fees and planning and building regs to re-order toilet area and make into useable storage space.
Prickwillow Village Hall	Limited storage space. Heating is oil fired central heating. Five-yearly test of fixed wiring up to date, as well as PAT testing. Kitchen requires cutlery, dinner plates/glassware. Baby changing facility required probably in accessible toilet. .	Approx £500 - £1,000
Queen Adelaide Village Hall	Heating is from electric hot air heaters. Not sure whether 5-yearly fixed wiring test completed. No items PAT tested. Storage is provided by a shed.	None.
Reach Village Centre	Hall floor is about to be re-sealed. Oil central heating with boiler about 5 years old. All electrical testing up to date.	None.
Sidney Taylor Hall, Dullingham	Floor problem - lifting possibility of joists in poor condition Meeting room - has damp issues Equipment - tables need replacing as chipped and in poor condition Floor in kitchen is chipped and uneven in places Toilets have damp issues and need refurbishment Oil central heating - boiler needs replacing along with radiators. Hall recently rewired and all items have been PAT tested.	Investigation into flooring/damp issues: £10,000+Toilets require total refurbishment: £10,000

Stretham Parish Rooms	Flooring being re-laid due to damp issued caused by major vandalism. Kitchen requires major refurbishment. Heating is via oil with electric overhead radiant heaters. Electric via coin operated meters. No appliances PAT tested. Hard wire test within last two years.	£15,000 for major kitchen refurbishment including new cooker (if needed) and ventilation system to remove condensation from kitchen area.
Swaffham Bulbeck Pavilion	Pavilion only. Showers need refurbishment, Storage limited. Kitchen is small. No evidence of PAT tested items Unable to access Changing Rooms as locked.	Unknown.
Swaffham Prior Village Hall	Heating is oil fired. Electrical equipment is all PAT tested. Considering knocking through to create a corridor to give access to the Small Hall without having to go through Main Hall. Also needs additional storage space.	£12k
The Beeches, Isleham	None	None
The Ellesmere Centre, Stetchworth	Small Hall requires the wood floor to be resealed. Heating is poor (currently LPG). Plastering required in places on walls. Ceilings are sagging. General refurbishment and replacement of equipment required. Main hall generally in good condition but heating system inefficient - low level heat required as this is main sports area - also good ventilation required. Gredley Room – Ok Whole centre lacks storage facilities and what storage they have is taken up by various user groups. Items in small hall and bar area PAT tested as were those in Kitchen. Changing facilities/toilets undergoing refurbishment during 2013/2014.	Small hall - Floor reseal £2,000-£3,000. Replacement doors and plastering £500. Installation of efficient heating system in this room only £5,000. Possible heat exchange system or similar in main hall: £??
The Glebe,	The halls are in excellent condition all round.	None

Sutton in the Isle		
The Pavilion, Sutton in the Isle	<p>Pump to 2 changing room showers out of action leaving only 2 sets of changing rooms available.</p> <p>Currently out of action changing rooms are being used as storage area as is the accessible toilet.</p> <p>Hall needs redecoration</p> <p>Emergency lights require new batteries - in hand.</p> <p>Storage facilities lacking.</p>	Cost for pump not yet known. £200-£300 for hall redecoration.
Walter Gidney Pavilion, Soham	<p>Hall décor is tired and needs TLC.</p> <p>Gas fired boiler which is old. Electricals are inspected annually.</p> <p>Storage space is limited.</p> <p>Extensive plans for redevelopment have been drawn up.</p>	Major refurbishment: £??
Westley Waterless Village Hall	<p>Secondary space and bar need deep clean as were used by social club which folded.</p> <p>Heating in the form of overhead radiant heaters - inefficient.</p> <p>Some tables not wipe clean.</p> <p>Some items in kitchen no evidence of being PAT tested.</p> <p>Infill partial ceiling and install better lighting.</p>	Not known.
Wicken Mission Hall	<p>Overall the hall is very well kept.</p> <p>The heating is via oil and the boiler and radiators could do with replacing.</p> <p>The kitchen is in good condition as is the bar/servery.</p> <p>The second room is carpeted and has lounge type chairs.</p>	Replace boiler and radiators: £??
Witcham Village Hall	<p>Hall is currently undergoing major works including addition of changing/shower facilities.</p> <p>New kitchen installed, toilets all upgraded, all new wiring.</p> <p>Hall floor will require re-seal after work has been completed.</p> <p>Shortfall in funding for completion of kitchen, bar area and gents toilets.</p>	£10,000 shortfall to complete project.
Witchford Playing Field Association	<p>Kitchen - requires complete refurbishment including cupboards, floor and white goods.</p> <p>PAT testing up to date but some items belonging to other users have been missed.</p> <p>Unsure of last 5 year hard wire test.</p> <p>Bar needs updating New lighting and curtains required in main hall</p> <p>Changing facilities and showers not accessible to wheelchair/disabled users.</p>	£5,000 - £10,000 for kitchen £2,000 for bar area £1,500 for curtains and lighting - quotes received £? to make changing rooms more accessible.

# EXTERNAL

Name of Facility	Audit score	General external condition of the facilities: Car park, building structure, roof etc.	Any further comments relating to external condition and investment needs	Outline of external investment costs
Aldreth Village Centre	Very Good	Very good. Possibility in future of replacing some guttering as is currently cast iron.	None	Guttering £??
Arkenstall Centre, Haddenham	Excellent	Hall has good parking facilities, is well maintained with good planting of flowers and bulbs.	None	None
Ashley Pavilion	Good	Guttering and roof all good. External doors of wood which are ill fitting in places and not very secure. Windows are all wood surround and not double glazed.	None	None.
Black Horse Drove Community Centre	Good	Good	Area at back of hall would benefit from clearing, fencing and paving.	£10k
Brinkley Memorial Hall	Good	Concrete render around outside of hall needs removing to improve under floor ventilation and circulation. The hall smells damp. Concrete has possibly caused floor joists to rot away. Car park is currently gravel and also has recycling containers on site which takes up some spaces.	None	Removal of concrete render and sympathetically treat outside building in keeping with its age and construction. £20,000. This will eliminate

				internal damp issues for the future. Hard tarmac car park and line out one disabled parking space: £??
Burrough Green Reading Room	Very Good	Very good overall. Guttering needs clearing in places. Facia boards need re-painting. Some re-pointing required between brickwork.	None.	Have not been estimated.
Cheveley Pavilion	Good	Building structurally good. Guttering needs replacing in places due to vandalism.	None	Guttering: £2k
Chippenham Village Hall	Good	Good	None	None
Coveney Village Hall	Good	Car park very deep gravel. Paving intermittent between hall and highway. Roof is asbestos which has not been replaced since hall was built.	Asbestos roof should be replaced. Area to side of bar could be paved to give an outside space to use.	Replace and dispose of asbestos roof £?? Pave or deck outside bar area £?
Ely Beet Sports and Social Club	Very Good	Very good.	Issue over accessibility from tennis courts/MUGA to changing facilities, also same from bowling green.	£??



			Generally the outside is good.	
Fassage Hall, Lode	Very Good	Very good. Building structure and roof, guttering all in excellent condition.	None	None
Fordham Victoria Hall	Good	Good.	None	None
Gardiner Memorial Hall	Good	Guttering, fascia boards and windows all need replacing/updating. Roof ok.	Possible kitchen extension to incorporate new toilet block.	£50k - £100k for new extension, updating and external works
Kirtling Village Hall	Very good	The car park offers itself to be tarmaced with a lined out designated disabled space. The building is very well maintained.	None	£15,000 - £20,000 for car park.
Little Downham Village Centre	Very Good	External very good. Car park is tarmac but not lined out. Roof - replacing tiles as ongoing issue. Flat roof extension recently checked. Requires security lights in car park area.	Small shed (8ft x 6ft) in car park constructed of asbestos requires removal and disposal.	Removal and disposal of asbestos shed: £?? Install lights to car park and step area: £2k Create new secure storage area: £??
Little Thetford Village Hall	Excellent	Excellent. New roof, guttering fascias and double-glazing.	None	None
Littleport Village Hall	Very good	All very good. Roof recently replaced.	None	None
Mandeville Hall	Very good	All good. Entrance to car park from side road is slightly pot holed.	None.	None required.
Mepal Village Hall	Good	Car park is tarmac but uneven surface. Weeds around periphery of car park need tackling as well as those in drains. External air vents being	-	£10,000 to resurface car

		blocked by weeds. External doors at side of building need replacing. Main roof is in very good condition but flat roof over the old toilet area needs replacing including a low brick rampart which could collapse. The flat roof at the back above an additional extension is in good condition.		park and lay out dedicated disabled bay. £1,000 - £2,000 to replace external doors. £5,000 to replace flat roof over old toilet area.
Prickwillow Village Hall	Very good	Tiled roof in good condition, all wood window frames double glazed. Main car park is gravel not easily accessible for wheelchair/frames/prams etc. Structure and rainwater goods in excellent condition.	Water egress onto wooden window frames - quotes being sought. Airbricks under window frames need replacing.	Not yet known.
Queen Adelaide Village Hall	Very good	Front door would benefit from upgrade.	None	£1.5k
Reach Village Centre	Good	Good.	Possible re-surfacing of outside back area but this is used by pre-school too.	£3,000 but this could be shared with pre-school.
Sidney Taylor Hall, Dullingham	Very good	Car park is gravel with no accessible space and difficult for prams and wheelchairs to move about on. Facia boards need replacing.	None	£?? to resurface car park. £5,000 to

				replace fascia boards.
Stretham Parish Rooms	Good	Good overall. Pathway required from rear fire exit door to front pathway. Suggest that porch be enclosed with good secure external door making extra space to store prams/pushchairs etc. Clearance of bushes and shrubs from rear to make access from fire exit clearer and safer.	None	£1,000+ for paving leading from rear exit to front of building.
Swaffham Bulbeck Pavilion	Good	All down pipes have been removed due to vandalism. Graffiti issues as pavilion is isolated and not overlooked by housing.	None.	None.
Swaffham Prior Village Hall	Very good	Car park is gravel not tarmac.	None	None
The Beeches, Isleham	Excellent			
The Ellesmere Centre, Stetchworth	Good	Guttering issues and some downpipes need replacing. Main door needs replacing or automatic opening as access issues both for halls and post office/shop.	Whole building looks a little tired.	Works on guttering/down pipes and main entrance door: £5,000 - £10,000
The Glebe, Sutton in the Isle	Good	All good. Car park and driveway to access hall from road require resurfacing with new pedestrian access.	None	£20,000 - £30,000 to resurface driveway from main road, and install pedestrian access as this is also Parish Council offices.
The Pavilion, Sutton in the Isle	Good	Good but external area needs weeding and tidying up. Water leakage emitting from bottom step leading to bowling green below. Parish Council are aware but will require considerable upheaval to investigate further.	None	Unknown cost to investigate leaking pipes.

		Appears to be from pipe work towards hall and not away from hall. Car park matting a little overgrown.		
Walter Gidney Pavilion, Soham	Good	Extensive plans for redevelopment have been drawn up.	None	Major refurbishment: £??
Westley Waterless Village Hall	Good	Car park good. Roof requires replacing as is of concrete construction and is fragile.	External bushes and creepers need removing from building.	Roof replacement - £20,000+
Wicken Mission Hall	Good	The turrets on roof require fairly urgent maintenance and re-leading as they are in danger of falling.	None	Re-leading of roof turrets: Quotes suggest between £6k and £10k to make them good.
Witcham Village Hall	Very good	All new windows, facia, guttering and replacement roof. Car park area requires resurfacing and landscaping. Removal of old portacabins now new storage area installed inside building.	None	£20,000 to complete external works and make good.
Witchford Playing Field Association	Very good	Car park is tarmac but lines for car spaces including disabled bays are faint and require renewal. Roof is good	Access by wheelchair not possible as all doors are not wide enough and have door ledges.	To make at least one door accessible from car park £??

## ACCESSIBILITY

Q1. Name of Facility	Q49. Any further comments relating to accessibility and investment needs, please make them below:	Q50. Outline accessibility investment costs:
Aldreth Village Centre	None	None
Arkenstall Centre, Haddenham	Contrast paint required in accessible toilet. Accessible toilet has alarm fitted. Good accessibility all round except for stage area.	None
Ashley Pavilion	A hearing loop. Pathway from main car park is cracked and uneven. No handrails.	£5k
Black Horse Drove Community Centre	Side ramp is too steep and handrail incompatible. Front ramp is okay but requires handrail. Door leading to accessible toilet requires electric opener.	£2k
Brinkley Memorial Hall	Hall is not fully accessible - doorways too narrow, pathway/ramp has no hand rails. Pathway is not continuous. Car park is gravel which is difficult for wheeled appliances to manoeuvre on. Accessible toilet requires visual alarm and cord and contrast paint to assist partially sighted.	£10,000+ to make hall fully accessible.
Burrough Green Reading Room	No alarm in accessible toilet.	£500 for installation of alarm.
Cheveley Pavilion	No accessibility to building as Pavilion has steps. Path from car park to building is across a field with a slight angle under trees with roots across pathway. The building has no accessible toilet facilities.	£18k - £20k to install ramp, handrails and toilet facilities. Additional funds would be need for a pathway across PC land.
Chippenham Village Hall	Some issues regarding door egress and ramp leading to door.	??
Coveney Village Hall	Gravel is quite deep in car park making it difficult for anyone with pram/wheelchair to cross. Incline from road to hall, no handrails, no continuous pathway to door for users of wheelchair, frame, or pram.	Dedicated disabled parking space, continuous pathway to hall, handrails £10,000.
Ely Beet Sports and Social Club	Visual alarm required in accessible toilet. Hearing loop required.	£2,000 for hearing loop. £500 for visual alarm.
Fassage Hall, Lode	Possibility in future of acoustic panels and hearing loop in the main hall.	Cost of above not known.
Fordham Victoria	None	None

Hall		
Gardiner Memorial Hall	Has got an old hearing loop which is no longer in use. Wheelchair access limited as steps lead into kitchen and stage is between hall and kitchen with no way down. Accessible toilet door width is too narrow so not truly accessible. No hand rails in place.	Incorporate accessibility into major external extension allowing for toilet and ramp to be included in build.
Kirtling Village Hall	Contrast paint required on accessible toilet wall plus a visual alarm required. A hearing loop is required for some user groups.	£5,000 to cover all requirements.
Little Downham Village Centre	Requires external ramp with handrails to access hall.	£5,000+ for external ramp from car park area.
Little Thetford Village Hall	Accessibility issues would be resolved if refurbishment plans were carried out.	None
Littleport Village Hall	Meeting room upstairs is not accessible. Ramp leading to doors and handrails all excellent. Accessible toilet all compliant including colour contrasts and alarm.	None needed.
Mandeville Hall	None.	None.
Mepal Village Hall	Pathway between roadside and hall is slight incline but paved area (as part of new extension) but pathway between car park and hall entrance is poor, uneven and has trip hazards in the form of concrete block outside one external door. There is no hearing loop in the hall. Accessible toilet requires contrast paint and tile stickers as despite it being fairly new the toilet is all white with white handrails and off white tiles. There are no handrails at the front entrance to assist with access to hall. There is no visual alarm in the accessible toilet	£2,000 hearing loop. £2,000 visual alarm. £1,000 for external hand rail. Cost for resurfacing the car park already mentioned under external costs. £500 to ensure that the accessible toilet has contrast colours.
Prickwillow Village Hall	No dedicated parking space. Possibility of using tarmac area at front of building. Otherwise a path will be required from car park alongside of hall to front door.	Not known.
Queen Adelaide Village Hall	Accessibility issues with steps/no ramp and no handrails by door.	£10k for ramp and handrail.
Reach Village Centre	Visual alarm required in accessible toilet. No handrail to assist to main doorway.	£1,000 for visual alarm. £500 for handrail
Sidney Taylor Hall, Dullingham	No accessible toilet. Toilet refurbishment would require doorways both internal and external to be widened. Pathway leading to doorways is not currently accessible.	£??
Stretham Parish Rooms	See external issues surrounding fire exit pathways.	None
Swaffham	The facility is not at all accessible.	Would need significant

Bulbeck Pavilion		investment to bring facility up to standard.
Swaffham Prior Village Hall	Hearing loop system needs to be updated. Visual alarm required in accessible toilet.	£2k
The Beeches, Isleham		
The Ellesmere Centre, Stetchworth	Accessible toilet facilities being updated and new toilet being built as the centre is used by groups with special needs. The main entrance door is impossible to open by someone in a wheelchair or someone with other ability issues. No handrail beside doorways. Same door is used to access post office/community shop. Entrance hall a little cluttered and corridors to post office/halls not exceptionally wide. Suggest that Centre has a separate entrance to post office - which in itself is not easy to manoeuvre around - at end of building. Automatic opening doors would assist users. A hearing loop would be useful considering the user groups. The squash court gallery is not accessible - there is also a small meeting space up there which again is not accessible as only stairs lead up.	£5,000 - £10,000 for adjustment to current entrance. £?? to make new entrance to shop/post office. £2,000 for hearing loop in small hall and Gredley Room.
The Glebe, Sutton in the Isle	Accessible toilet requires contrast paint and visual alarm.	£2,000 for alarm and paint.
The Pavilion, Sutton in the Isle	The accessible toilet is being used as a storage area. It requires redecoration with a contrast colour on the walls and a visual alarm. Grille missing from outside pathway which could cause a trip hazard.	£2,000 for paint and visual alarm installation.
Walter Gidney Pavilion, Soham	-	-
Westley Waterless Village Hall	No ramp or handrails to assist to doorway but could easily be installed. Entrance could use an automatic door opener as doors open outwards. Accessible toilet needs redecorating in contrasting colour.	c£10,000
Wicken Mission Hall	A hand rail both sides of the ramp outside would assist users. The door leading to the accessible toilet door is far too heavy and stiff and requires pressure to open. An automatic door opener would assist. There is no alarm in the accessible toilet. Slight lip on entrance area as well as mats.	£500 - £1,000 to install handrail and alarm. £? to install automatic door opener to accessible toilet area.
Witcham Village Hall	Concern as to access to new changing facilities and no access to showering area as step up into showers. Intended that changing facilities be available without the hall being open but this will not be feasible as step leading to changing facilities and no pathway leading from play area to changing area.	None

Witchford Playing Field Association	Issues regarding door entrances, no hand rails. No Visual alarm in accessible toilet. Pathway slightly uneven leading to doors. Door furniture on accessible toilet door not user friendly Showers and changing rooms leading from pitches not accessible for wheelchair users, no accessible toilet in changing area	£10,000 + to make at least one entrance accessible
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## ENVIRONMENTAL

Q1. Name of Facility	Q51. Environment comments and investment needs:	Q52. Any further comments relating to environment investment needs	Q53. Outline environment investment costs
Aldreth Village Centre	Oil fired central heating. Possibility of increasing loft insulation to current standards. Secondary glazing on windows as front of building has stained glass which cannot be replaced with UPVC alternative.	None	Secondary glazing: £?
Arkenstall Centre, Haddenham	Plans to double glaze high windows in main hall and resolve general heat loss issues. Hall had an energy audit conducted by Cambridgeshire ACRE in March 2011.	None.	None.
Ashley Pavilion	Insulation good. Windows not double glazed - issue with damage from sporting activities.	None	None
Black Horse Drove Community Centre	Mostly okay. Hall windows are double-glazed. Front door is only single glazed and would benefit from upgrade to UPV double glazed unit.	Replacement of front door recommended.	£2k
Brinkley Memorial Hall	Unsure about depth and content of loft insulation. Main entrance door needs replacing or considerable draught proofing. Windows are double glazed all round. The hall is oil centrally heated. Single skin building due to age.	Dry Wall lining. Loft insulation. Floor insulation. Ventilation	£?
Burrough Green Reading Room	All good. Overhead radiant heaters efficient enough.	None	None
Cheveley Pavilion	The Pavilion is well placed to have a renewable energy source installed such as a Ground or Air Source Heat Pump, PV and or Solar Panels. Unsure of current loft insulation or draught proofing provision.	None	£30k+
Chippenham Village Hall	Loft is insulated and building has cavity wall insulation. Nothing further required.	None. Although there would be	None



		future opportunity to look at possible renewal energy solutions.	
Coveney Village Hall	Unsure about depth of loft insulation although some possible. Possibility that hall has cavity walls due to its age but known that cavity has not been filled. Using overhead radiant heaters at present which committee feel are efficient to heat the hall. No gas in village so little alternative. Flat roof recently replaced so insulation is up to date there.	Building not conducive towards renewable energy solutions.	None
Ely Beet Sports and Social Club	Unsure of loft insulation all round building. The building has the benefit of double glazing. Draught proofing at external doors/internal doors. Oil central heating. Boiler 9 years old so now becoming inefficient	-	Possibility of installing two boilers so that heating can be zoned depending on activities.
Fassage Hall, Lode	Grey water collection disconnected due to hygiene issues and constant clogging of pipes.	Possibility of connecting PV Panels to Ground Source Heat Pump if funding was available to make facility even more energy efficient.	Approx £10k - £15k
Fordham Victoria Hall	Loft is insulated.	None	None required
Gardiner Memorial Hall	Current heating system is overhead electric radiant heaters which could be replaced with gas boiler system and radiators.	Unsure of loft insulation, no double glazed windows but in a conservation area - secondary glazing is an option. No draught proofing, external doors old and ill fitting.	£10k for new heating system.
Kirtling Village Hall	The hall is well insulated and heated by electric heaters.	None	None

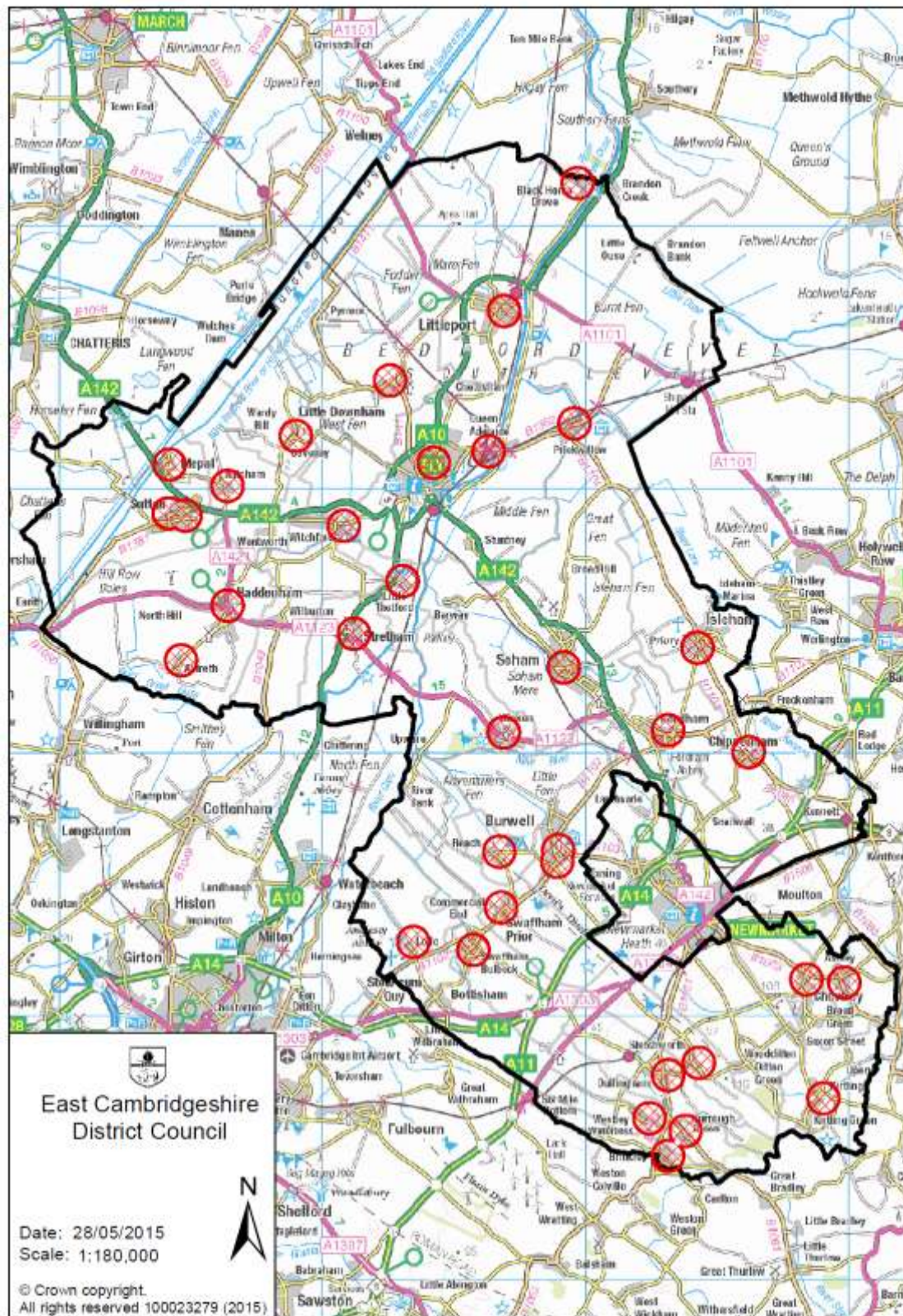
Little Downham Village Centre	Unsure of degree of loft insulation. Lighting all needs replacing with low energy bulbs. Draught proofing in place.	None	Insulate and replace light bulbs with low energy alternatives: £2k.
Little Thetford Village Hall	Some insulation in loft but depth not known. Probably no cavity wall insulation.	None	None
Littleport Village Hall	All up to date with insulation when roof was replaced. Draught proofed and double glazed throughout.	None.	None
Mandeville Hall	There was an opportunity to have installed renewable energy sources during build but Parish Council chose to go with conventional heating source (gas). All windows are double glazed and insulation is to current specifications.	None	None
Mepal Village Hall	Probably no loft insulation in main hall as false ceiling which may not hold weight of person. New part of building has all insulation to current standards. Possibility of cavity walls in older extension but definitely no cavity walls in the main building. New parts of the facility have double glazed windows but older building could have secondary glazing to maintain the Gothic style windows.	Loft insulation to main hall but access limited possibility of a blown insulation via two loft hatches	£1,000 - £2,000 for loft insulation to main hall. £1,000 for cavity wall insulation to older extension. £500 - £600 for secondary glazing.
Prickwillow Village Hall	Oil boiler more than 15 years old so not energy efficient and will need replacing along with out-of-date radiators.	Possibility of installing renewable energy sources, e.g. PV panels, air or ground source heat pump.	£4,000 - £5,000 for boiler and radiators.
Queen Adelaide Village Hall	Loft insulation in place. Building is double glazed and draught strips are in place.	Committee have done all they can so reduce heat loss.	None.
Reach Village Centre	Loft insulated as far as is known. All windows double glazed. Heating system efficient.	None	None
Sidney Taylor Hall, Dullingham	No loft insulation known about. Possibility of PV panels + under floor heating via ground source heat pump which would eliminate need to replace oil fired boiler. Doors have no draught proofing.	None	£50,000 to update heating system and include renewable energy source. This would also cover

			flooring issues.
Stretham Parish Rooms	Question as to insulation in loft space. Storm porch enclosed with secure locking system. One fire exit from hall will need blocking off.	Front of building is older than back. Single skin with no cavity wall. Double glazed throughout. Boiler in kitchen area so may be prudent to install a carbon monoxide alarm.	£?? loft insulation. £?? enclose porch.
Swaffham Bulbeck Pavilion	The facility has no double glazed windows. Reliant upon small electric heaters. It is not known if the facility has any loft insulation and there is no draught proofing.	Opportunity for major renewable energy system to be installed either Ground or Air Source Heat Pump with PV and Or Solar Panels on roof.	£30k+
Swaffham Prior Village Hall	Fire door at front. Possible conservation area so investigate need before replacing.	None	£3k
The Beeches, Isleham			
The Ellesmere Centre, Stetchworth	The building is in two parts joined with the original village hall built between 1945 and 1975 and the leisure centre built between 1975 and 2000. The old village hall has no cavity walls and is poorly insulated and heated. The newer leisure centre is built of breeze blocks mainly and may have some cavity walls but no evidence of insulation. The squash court has no insulation between the ceiling and roof space. The main hall is poorly insulated and ventilated; no windows and no natural light.	There is major potential to install renewable energy source throughout such as ground source heat pump with lots of roof space for PV panels/Solar Panels to heat water. There is sufficient ground outside the building for this. Also grey	£50,000+ to install renewable energies.

		water collection.	
The Glebe, Sutton in the Isle	None.	None	None
The Pavilion, Sutton in the Isle	Opportunity to install renewable energy source including solar panels for water heating of showers, as the building has south facing roof.	None	£?? to install renewable energy source.
Walter Gidney Pavilion, Soham	None	None	None
Westley Waterless Village Hall	Heating and lighting poor with little natural light. The hall is not appealing at the moment, hence little use by local groups.	Requires loft insulation, replacement windows, possibility of installing renewable energy source as plenty of ground space and roof alignment for PV panels.	£20,000 for installation of good renewable energy source.
Wicken Mission Hall	There is no known insulation in the loft area. As the building is old there would not be a cavity wall. New radiators and energy efficient boiler running on oil would help. Poor draught proofing around the doors with opportunity to use storm porch area to better effect.	Possible opportunity in future for PV panels and some form of renewable energy system as building is south facing.	Unknown
Witcham Village Hall	Current works means that the hall has all new insulation	None	None
Witchford Playing Field Association	Good loft insulation. Double glazed throughout but now needs replacing	Possibility of generating own power through renewable energy sources including GSHP, PV and Solar panels for hot water	£50,000 for renewable energy available if required through land fill tax credits

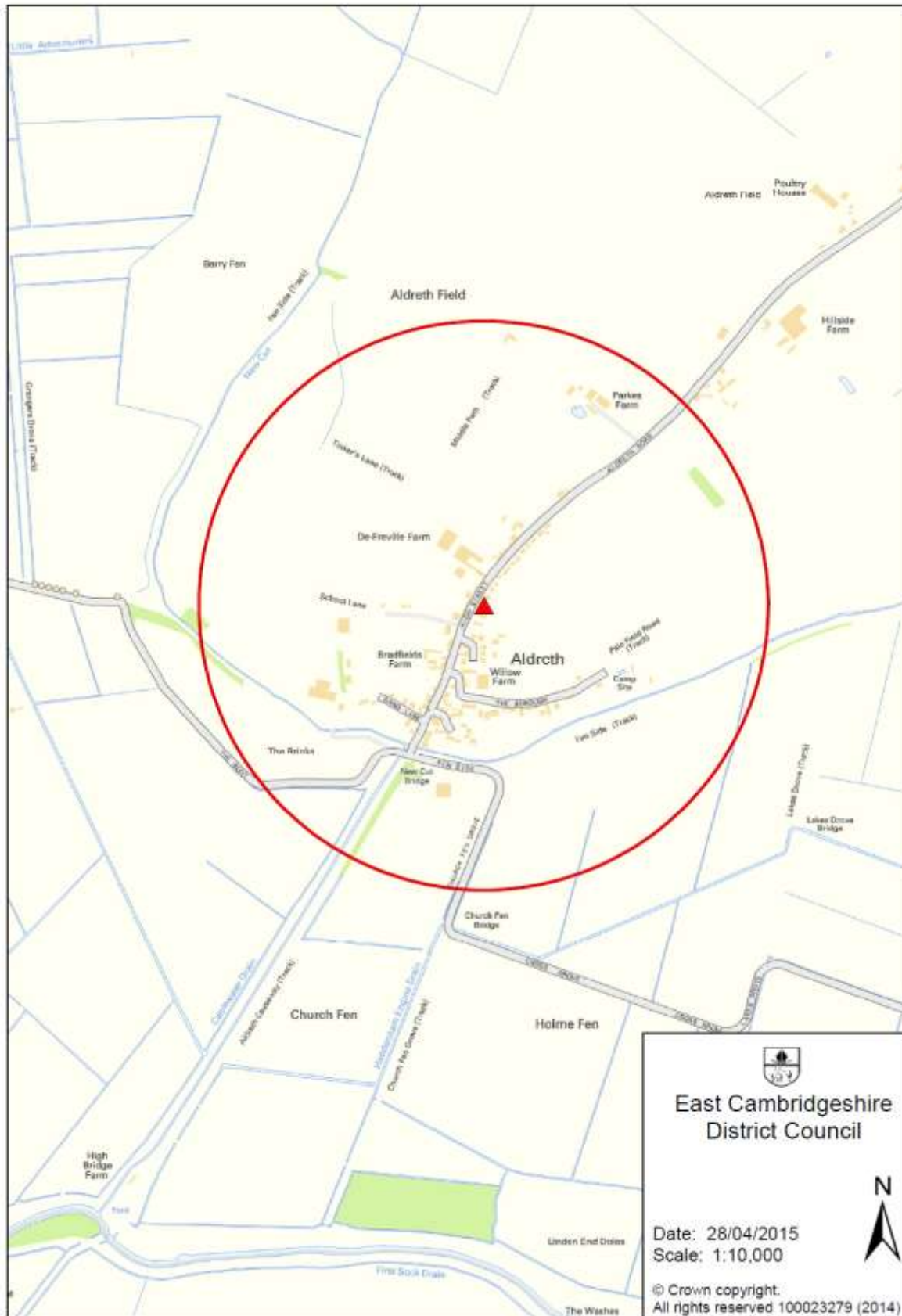
## Appendix 8

### Catchment area maps

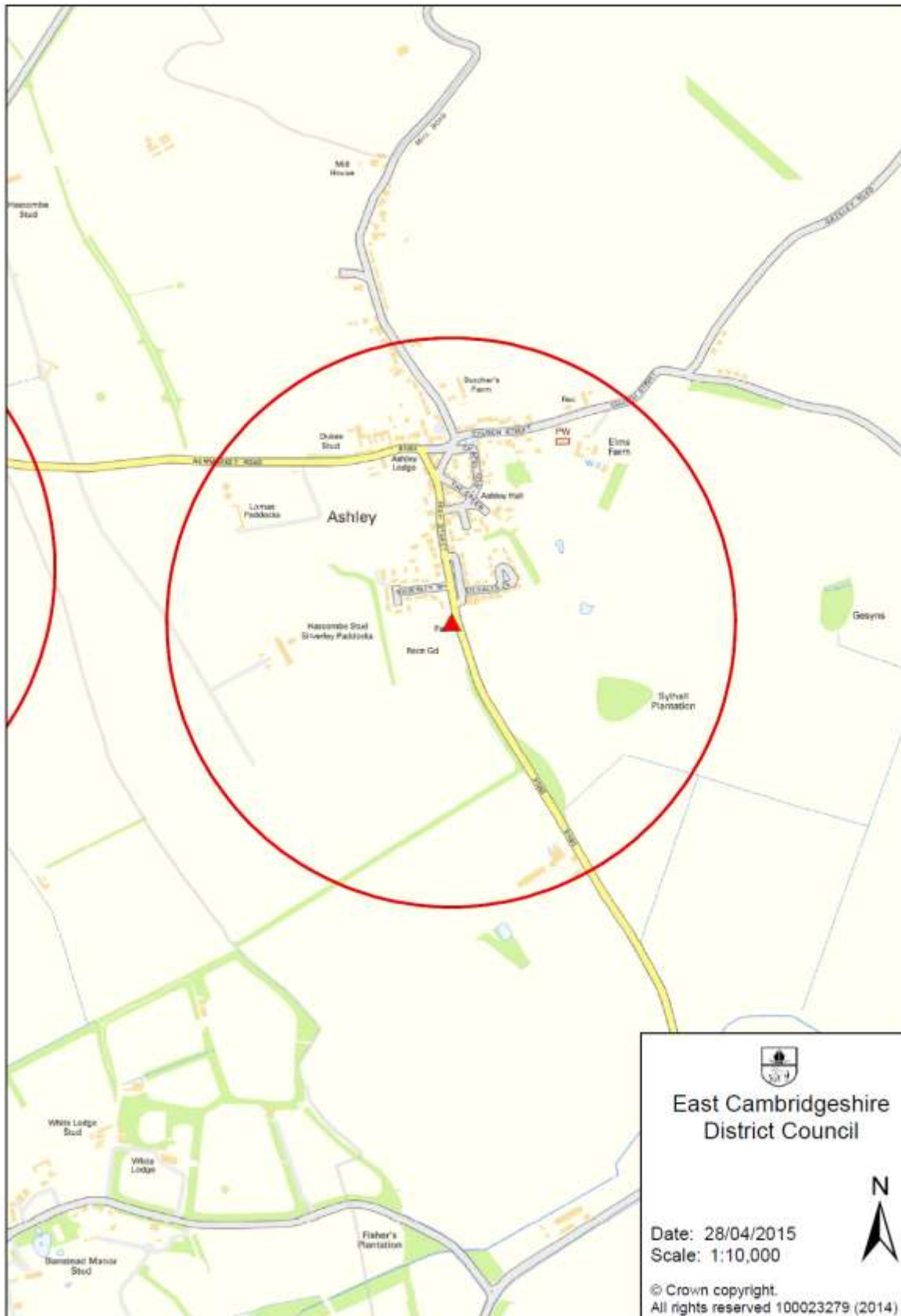




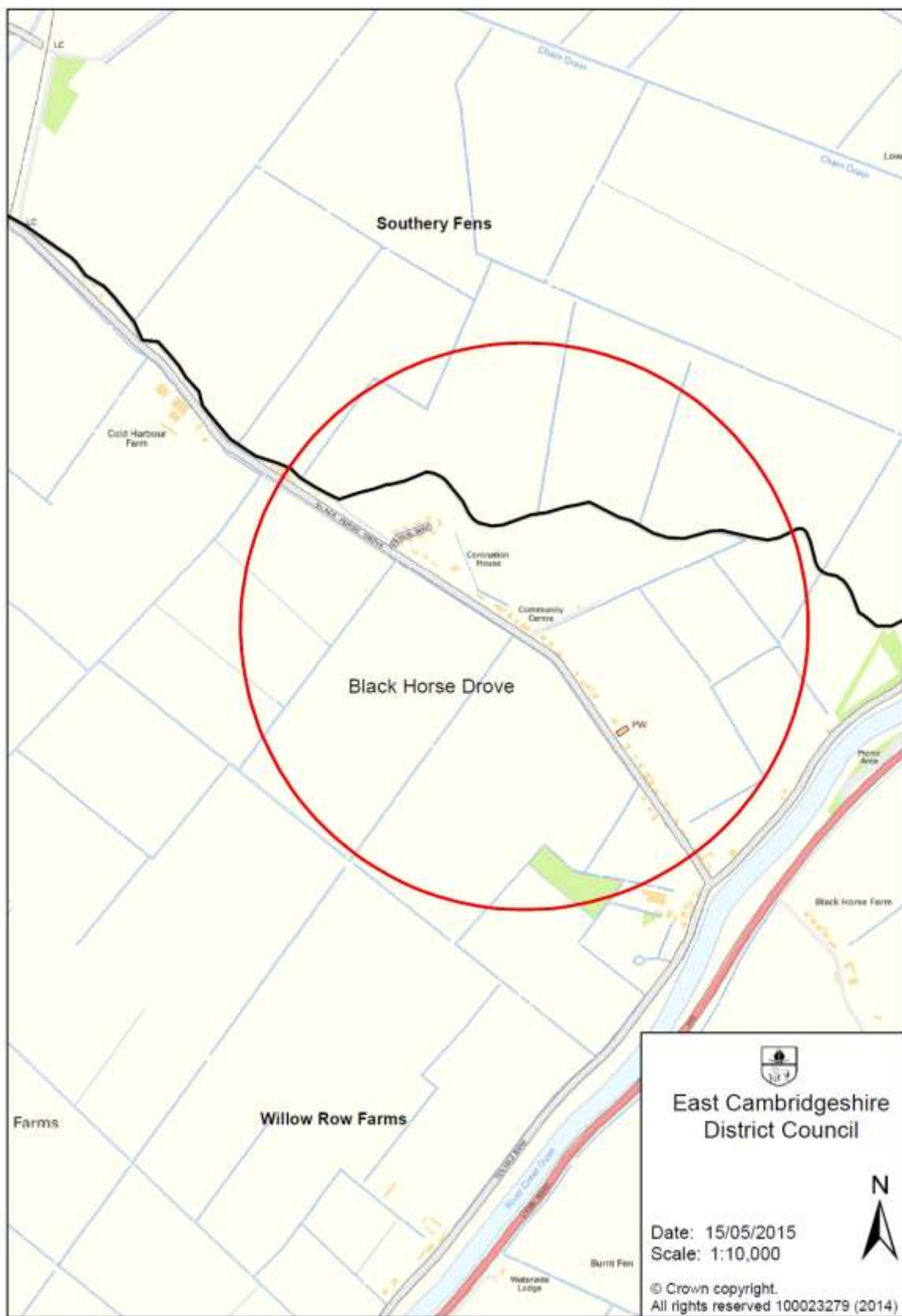
## Aldreth



## Ashley

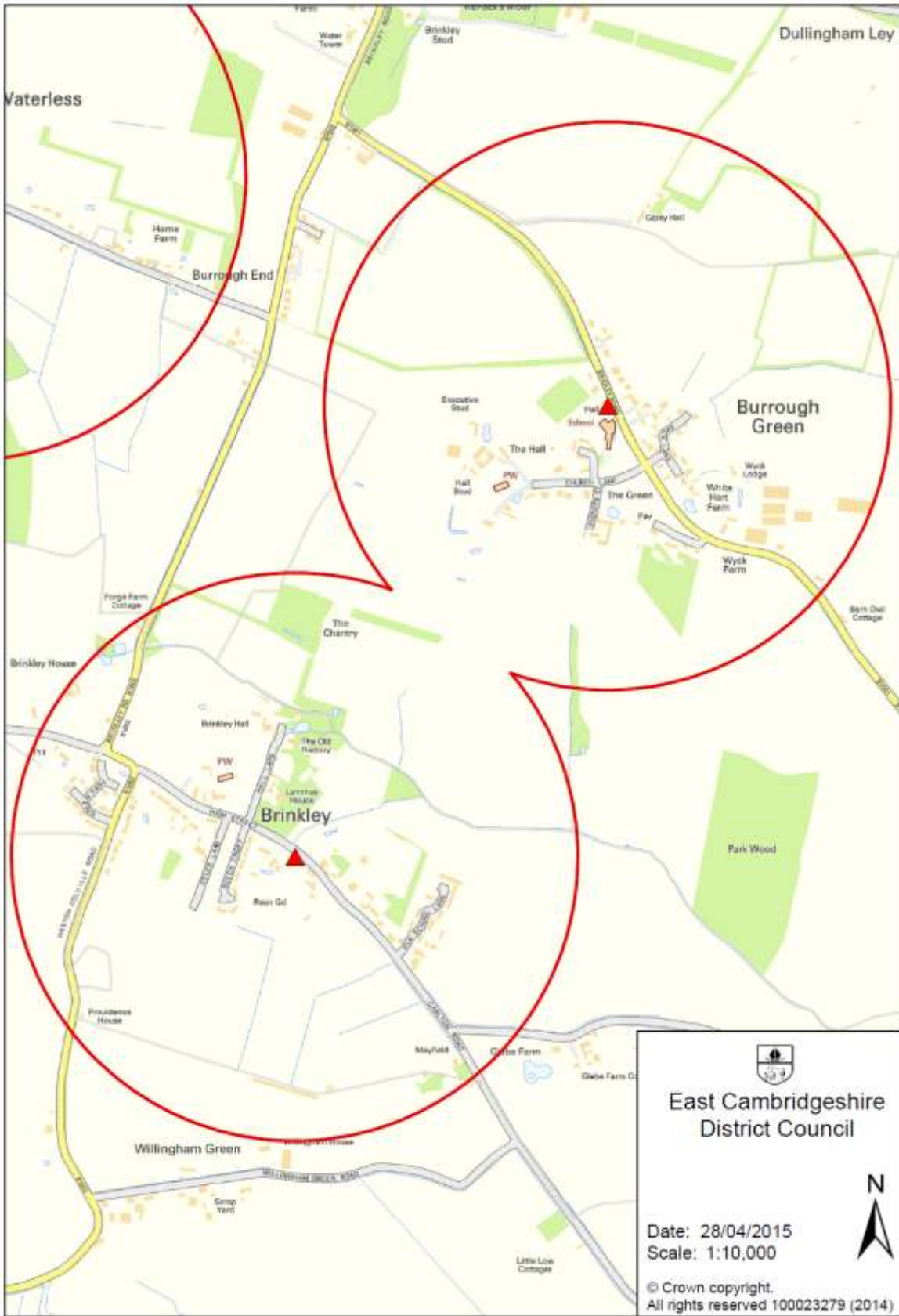


## Black Horse Drove

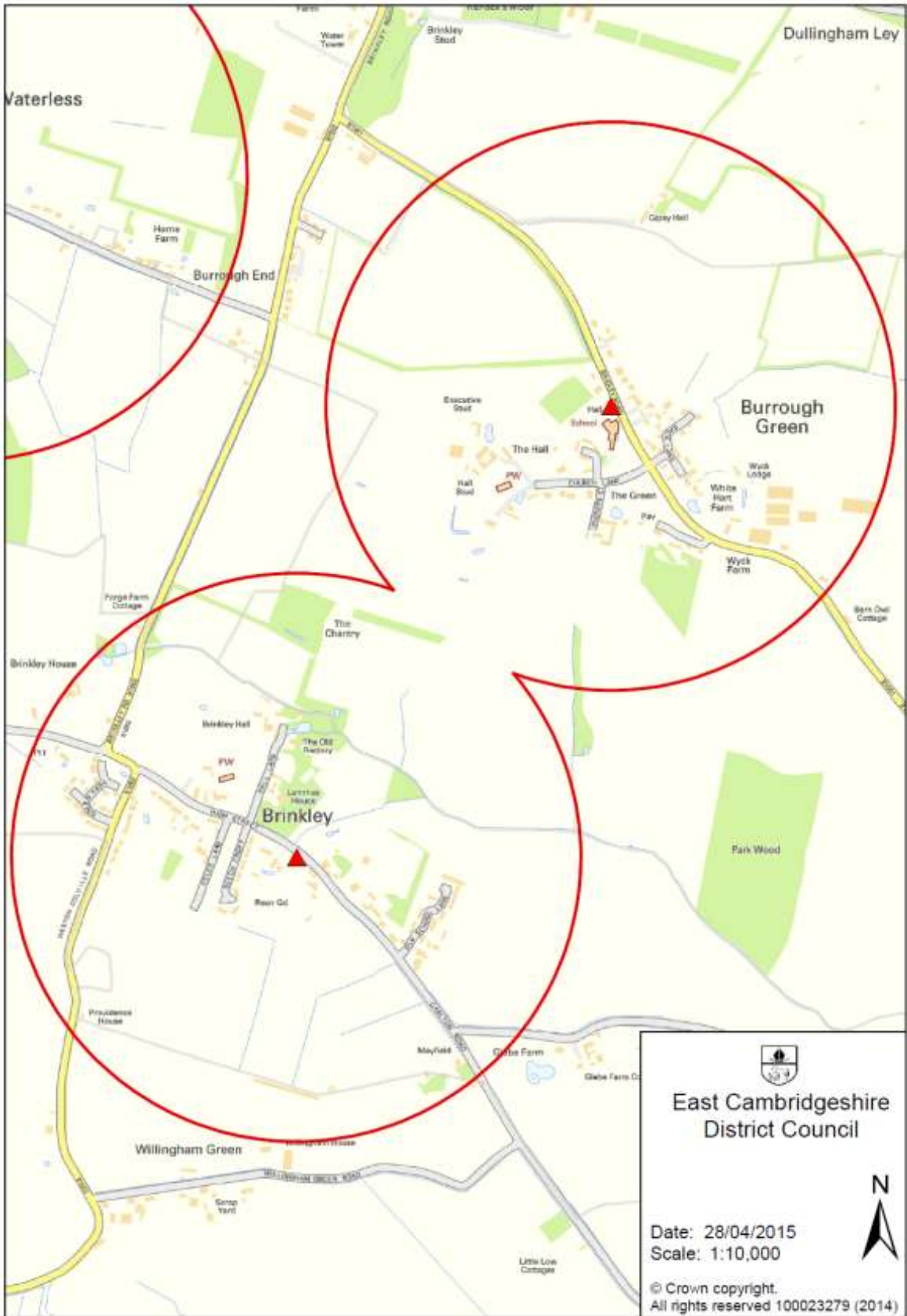




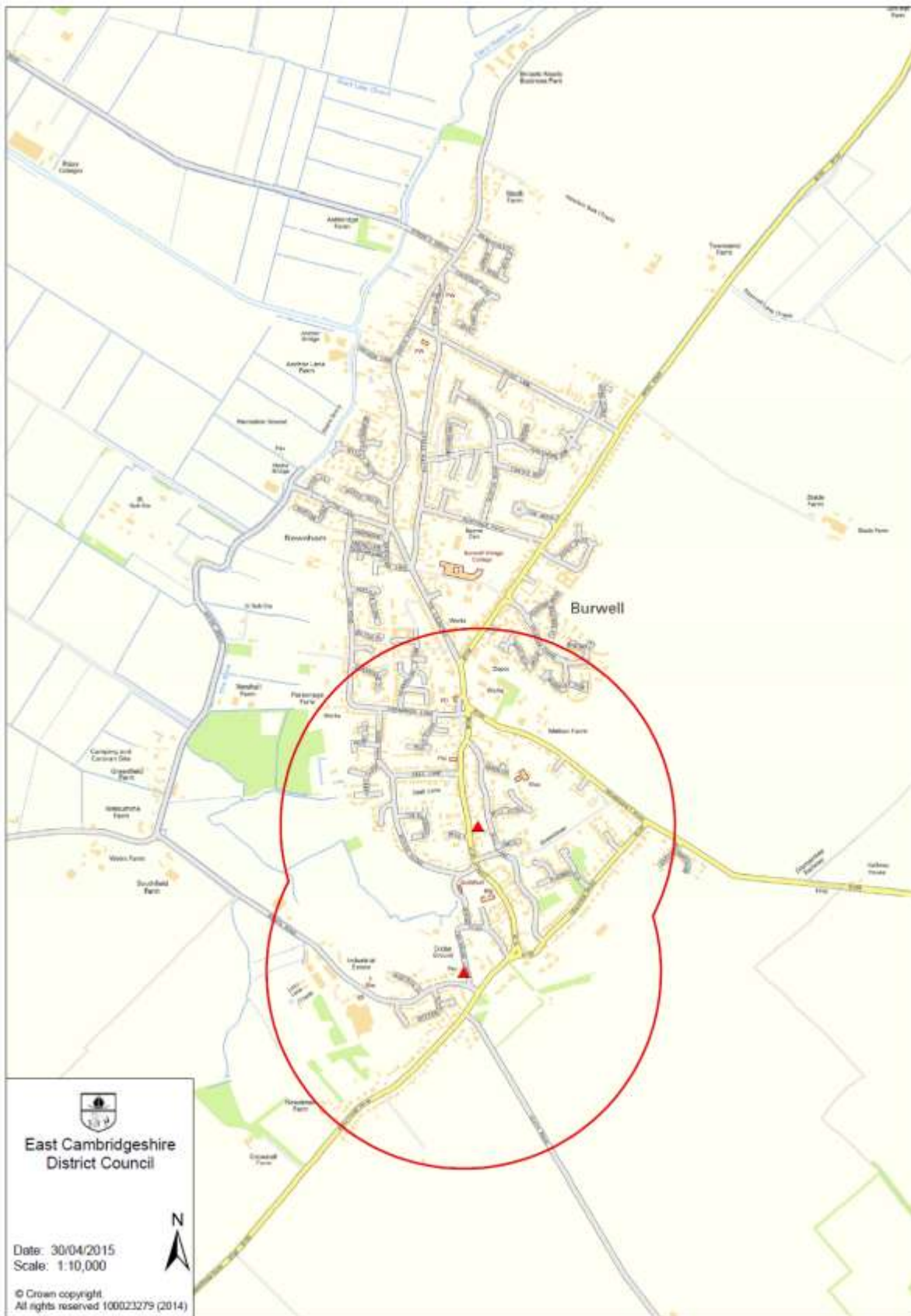
## Brinkley



## Burrough Green

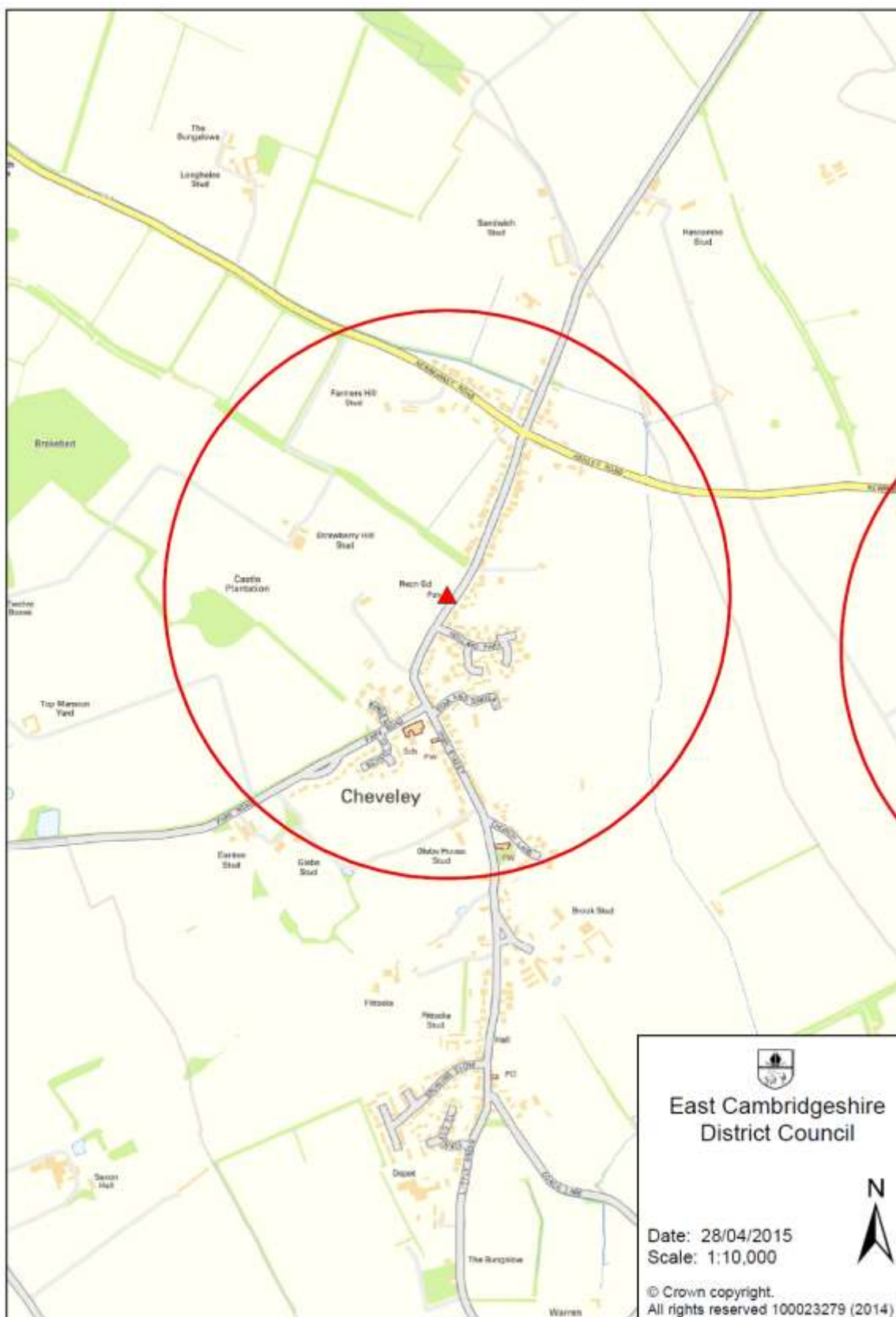


## Burwell

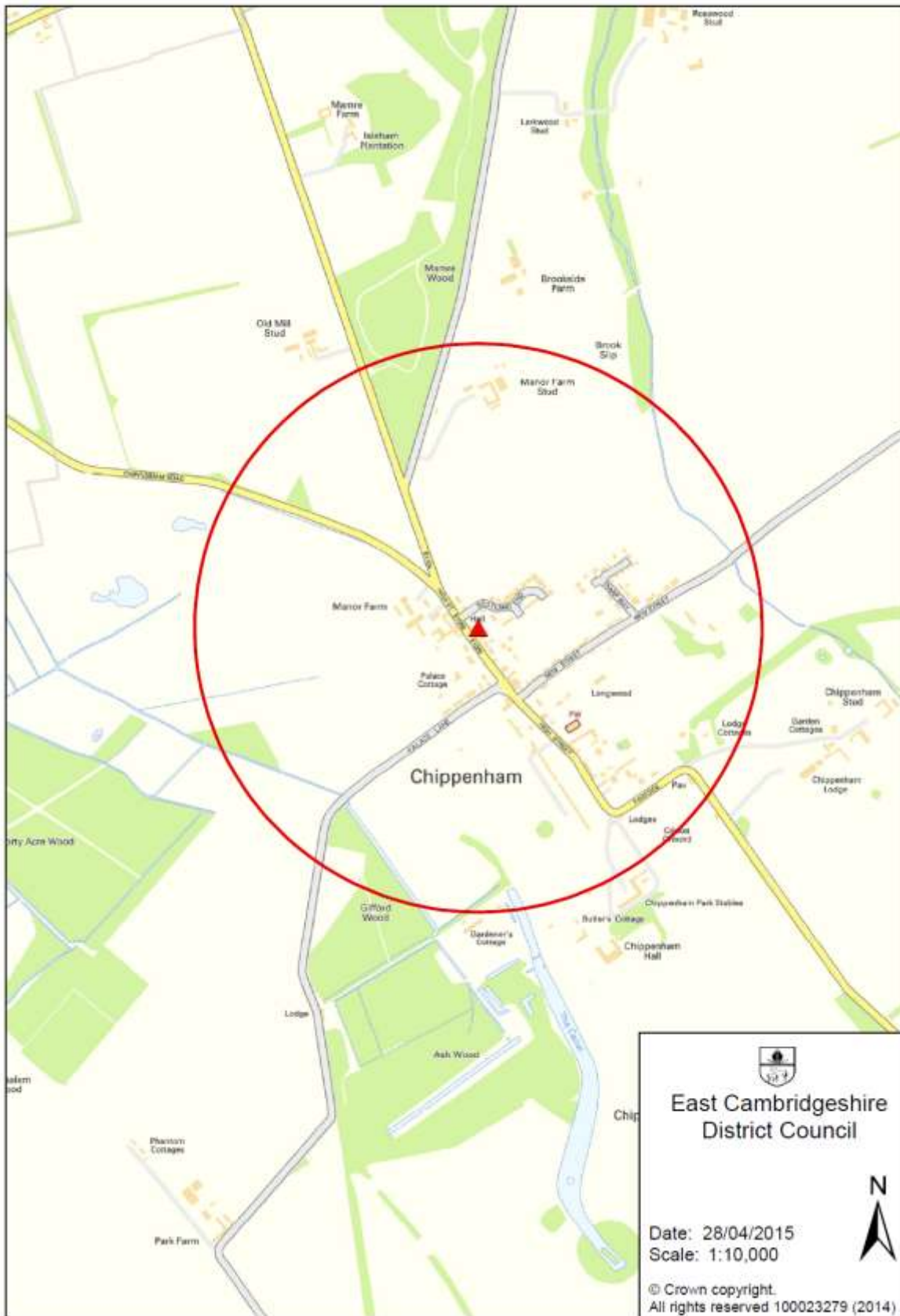




## Cheveley



## Chippenham

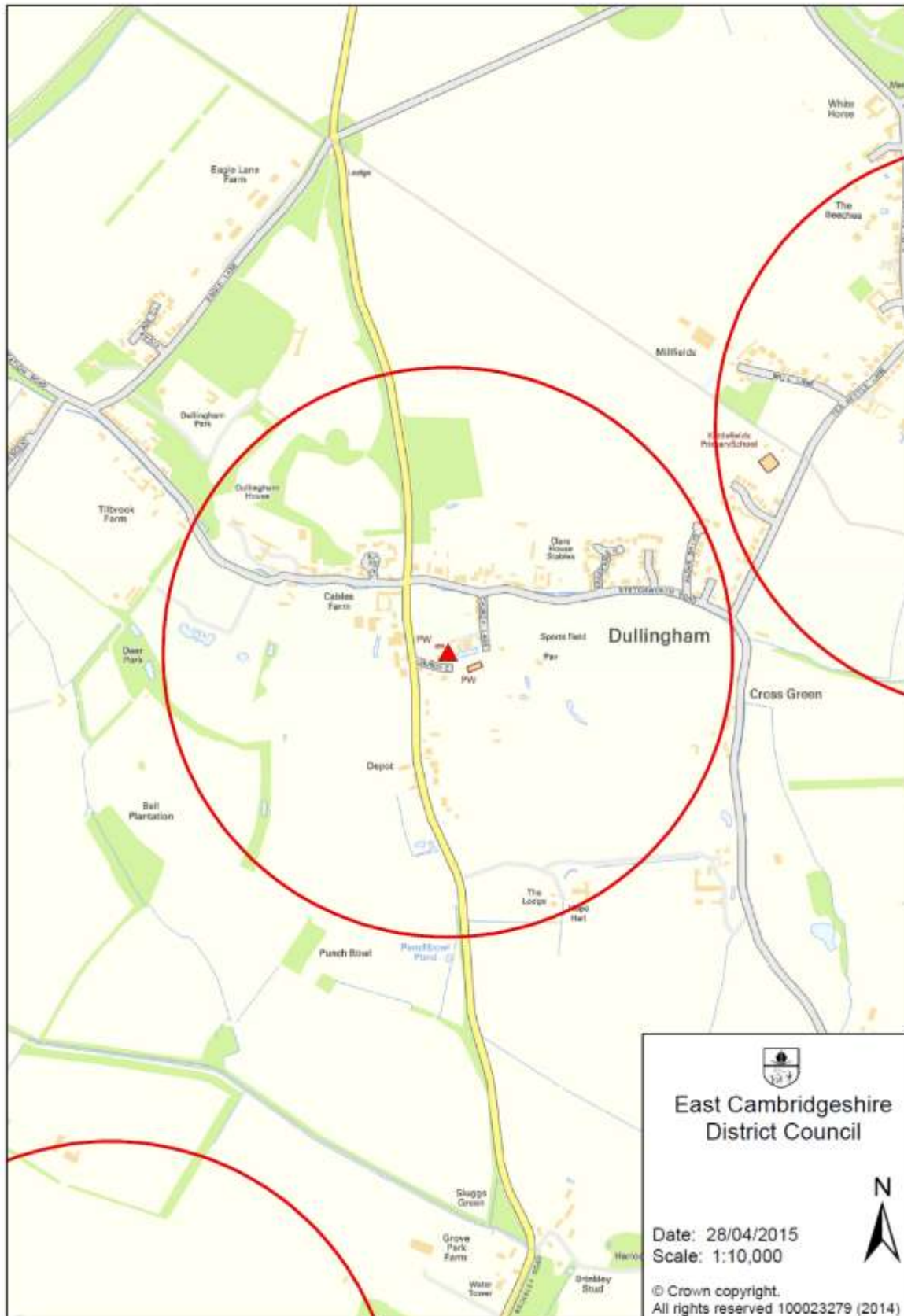


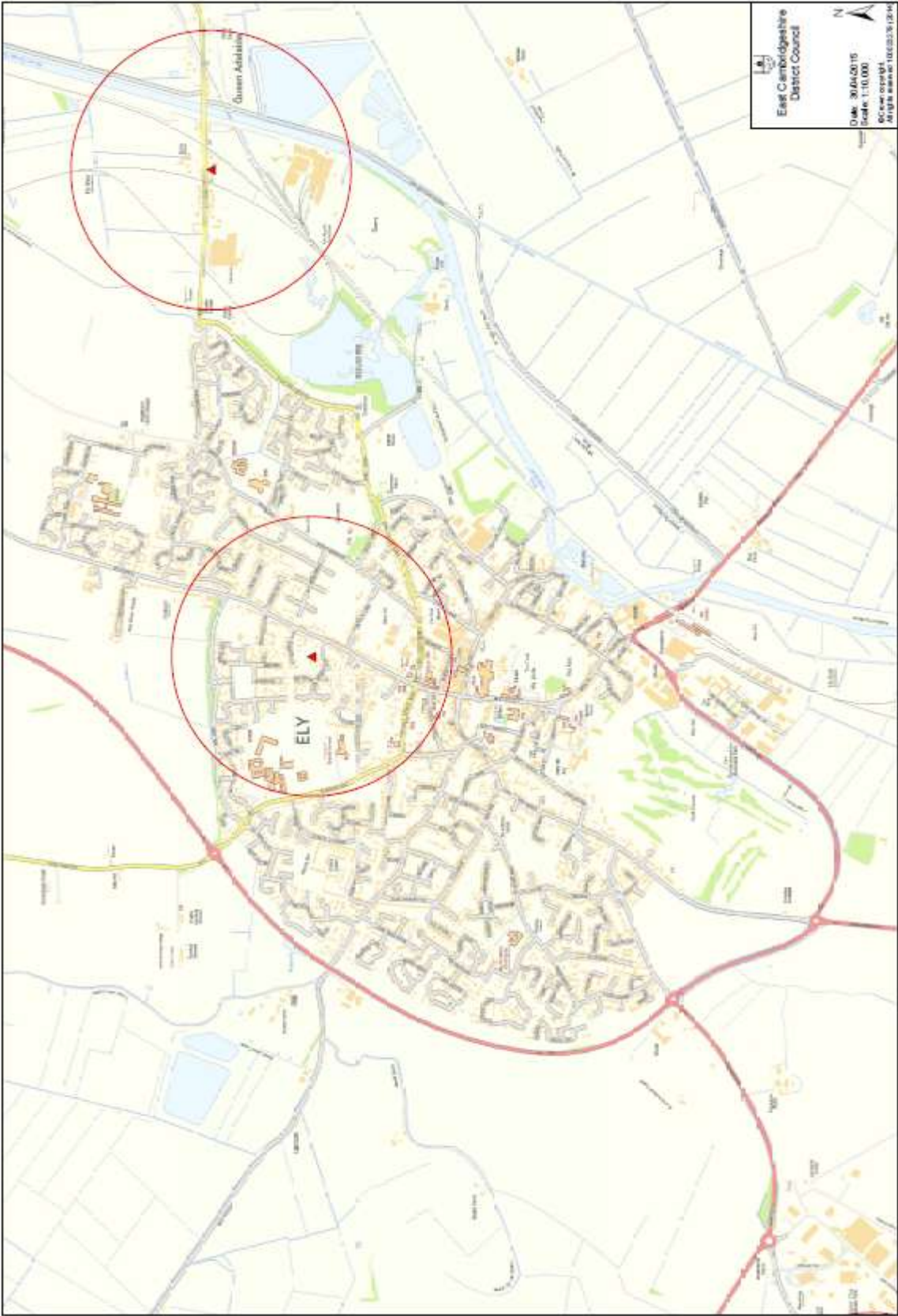
## Coveney





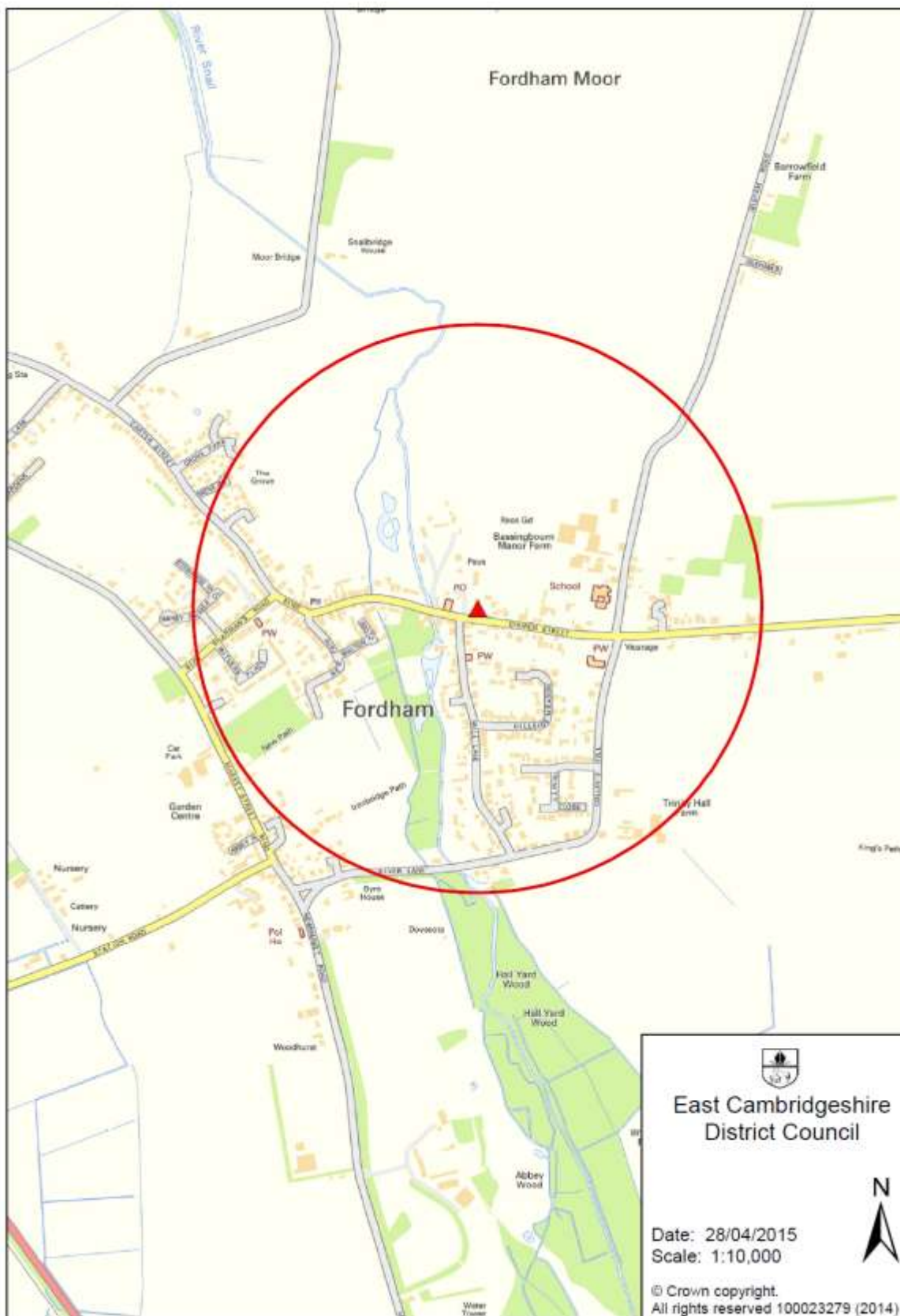
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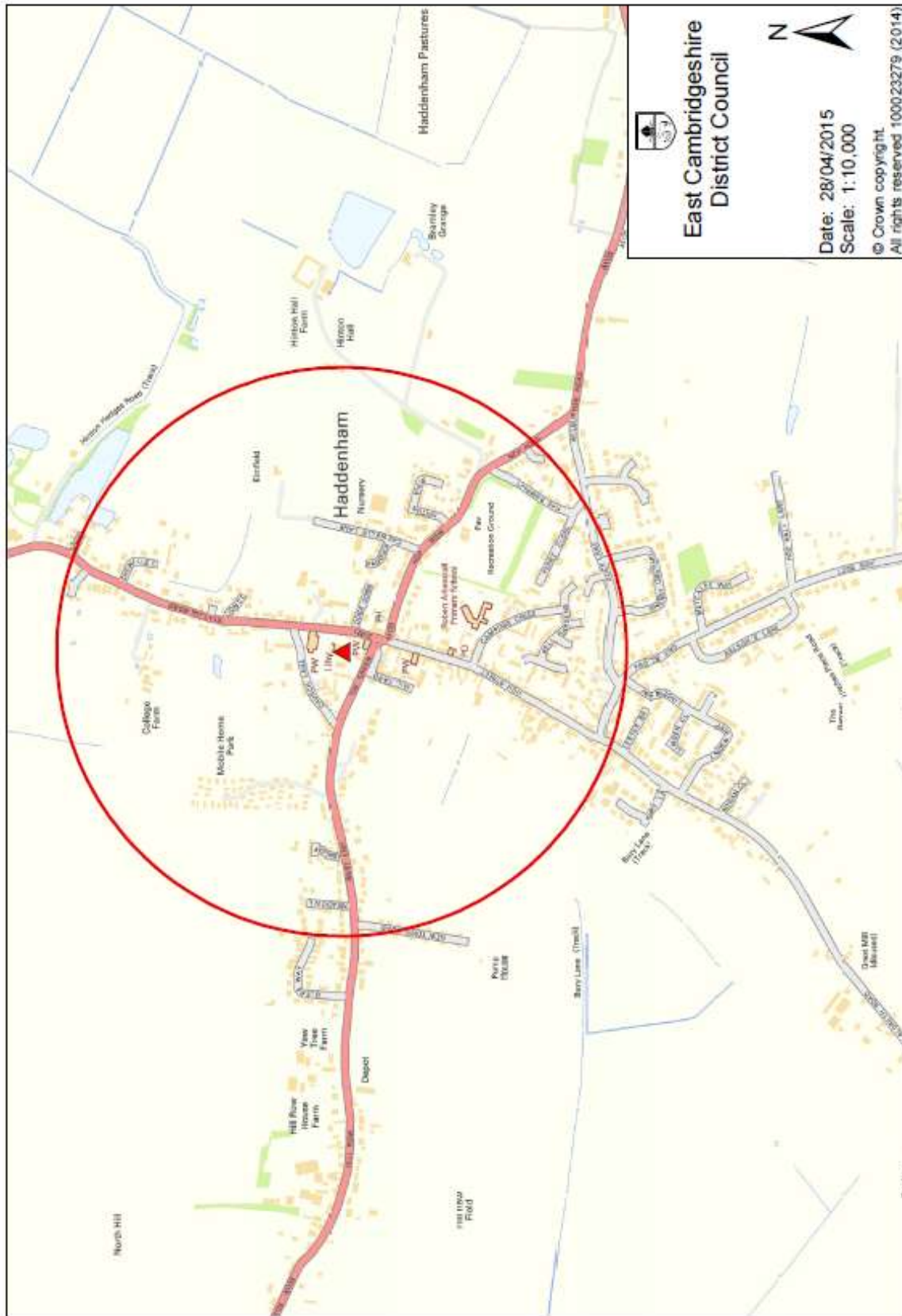




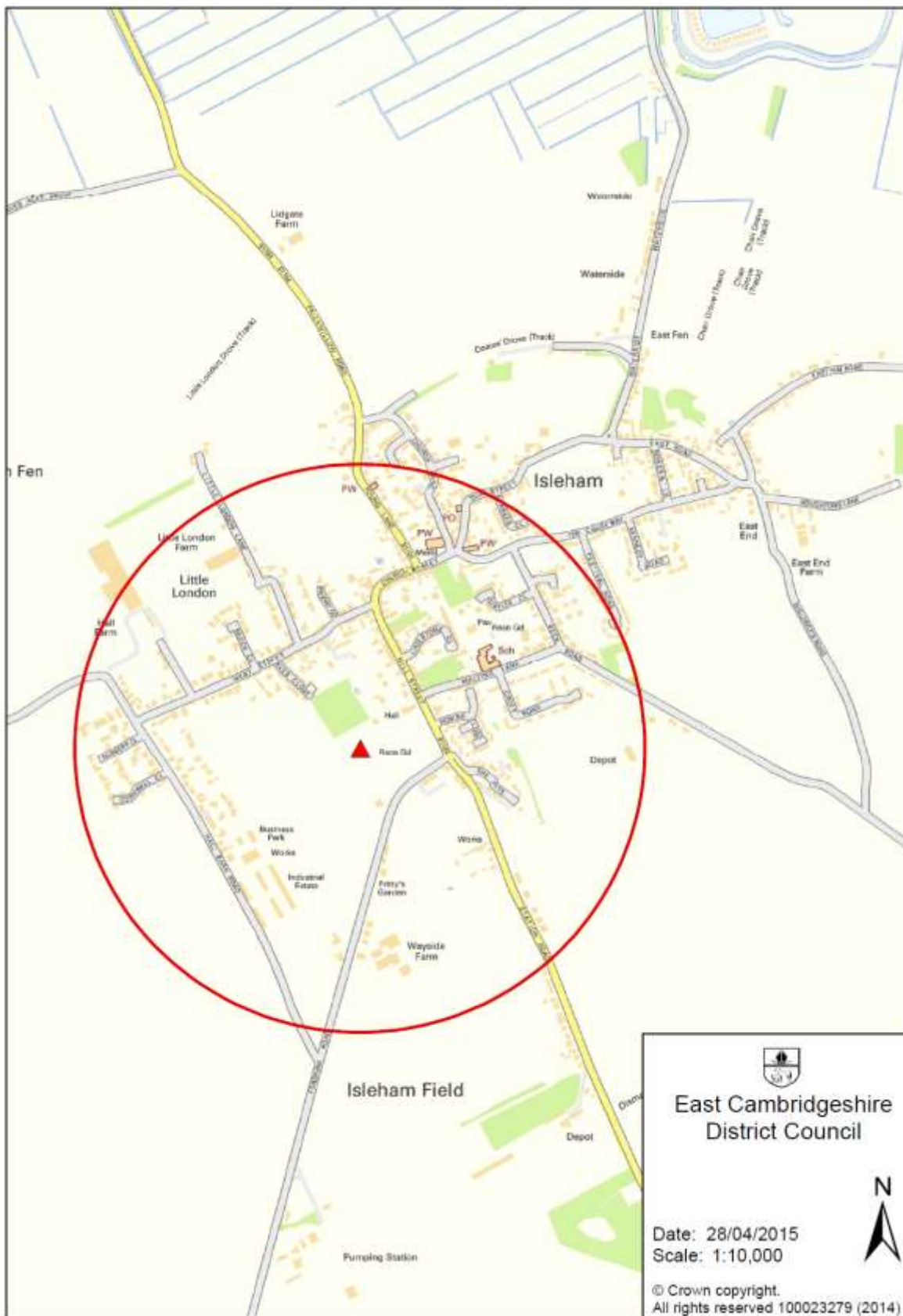
## Fordham



## Haddenham

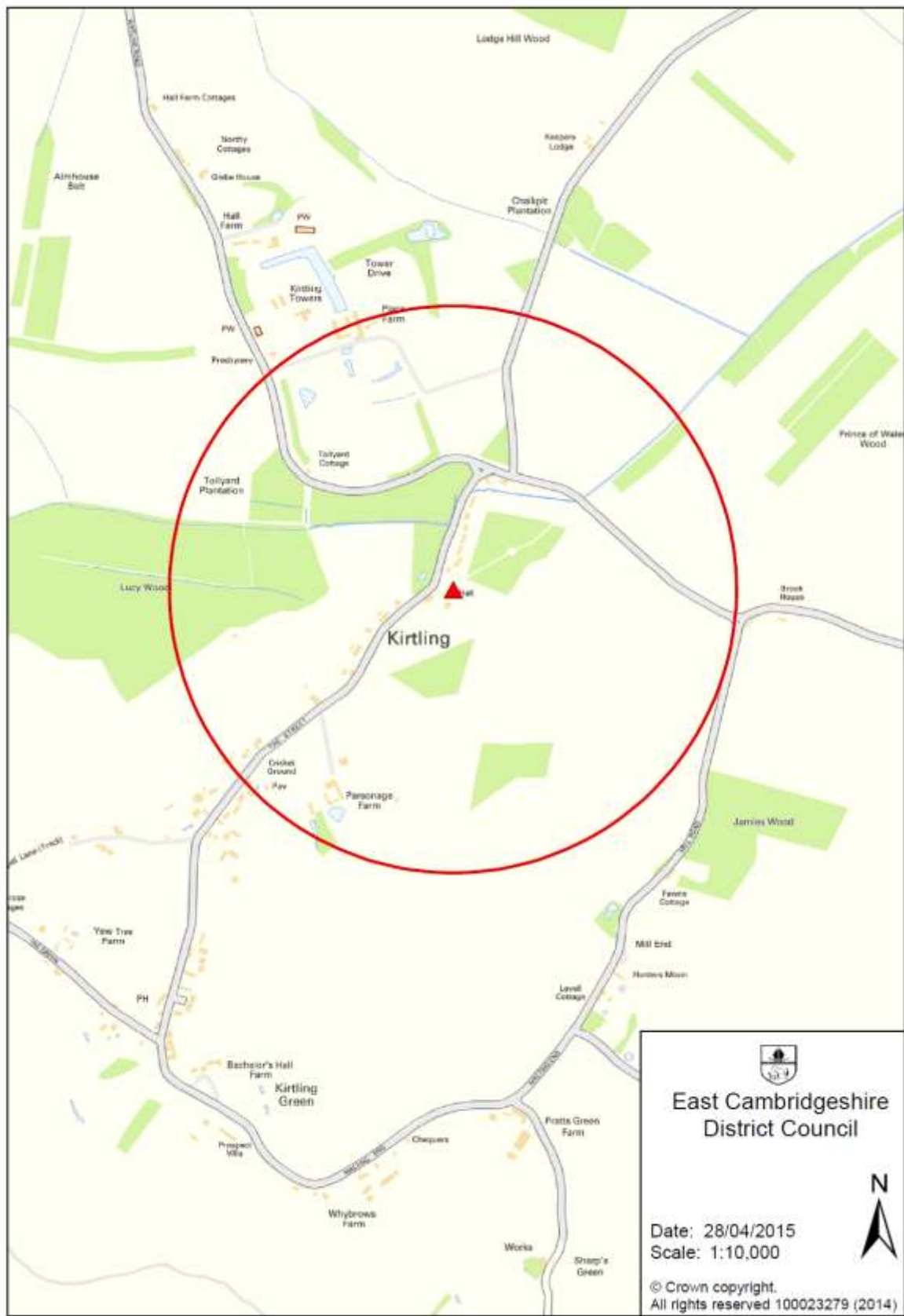


# Isleham

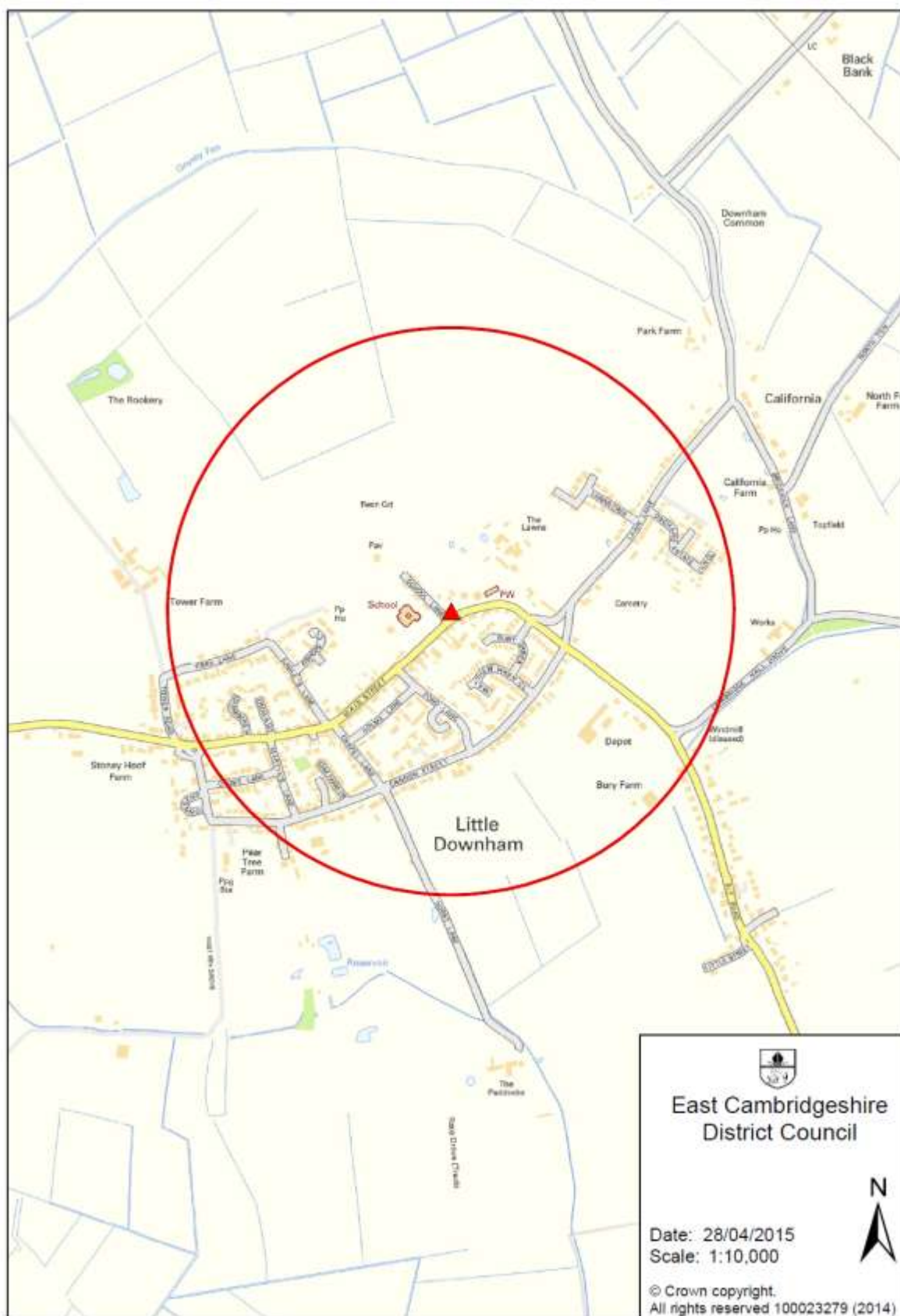




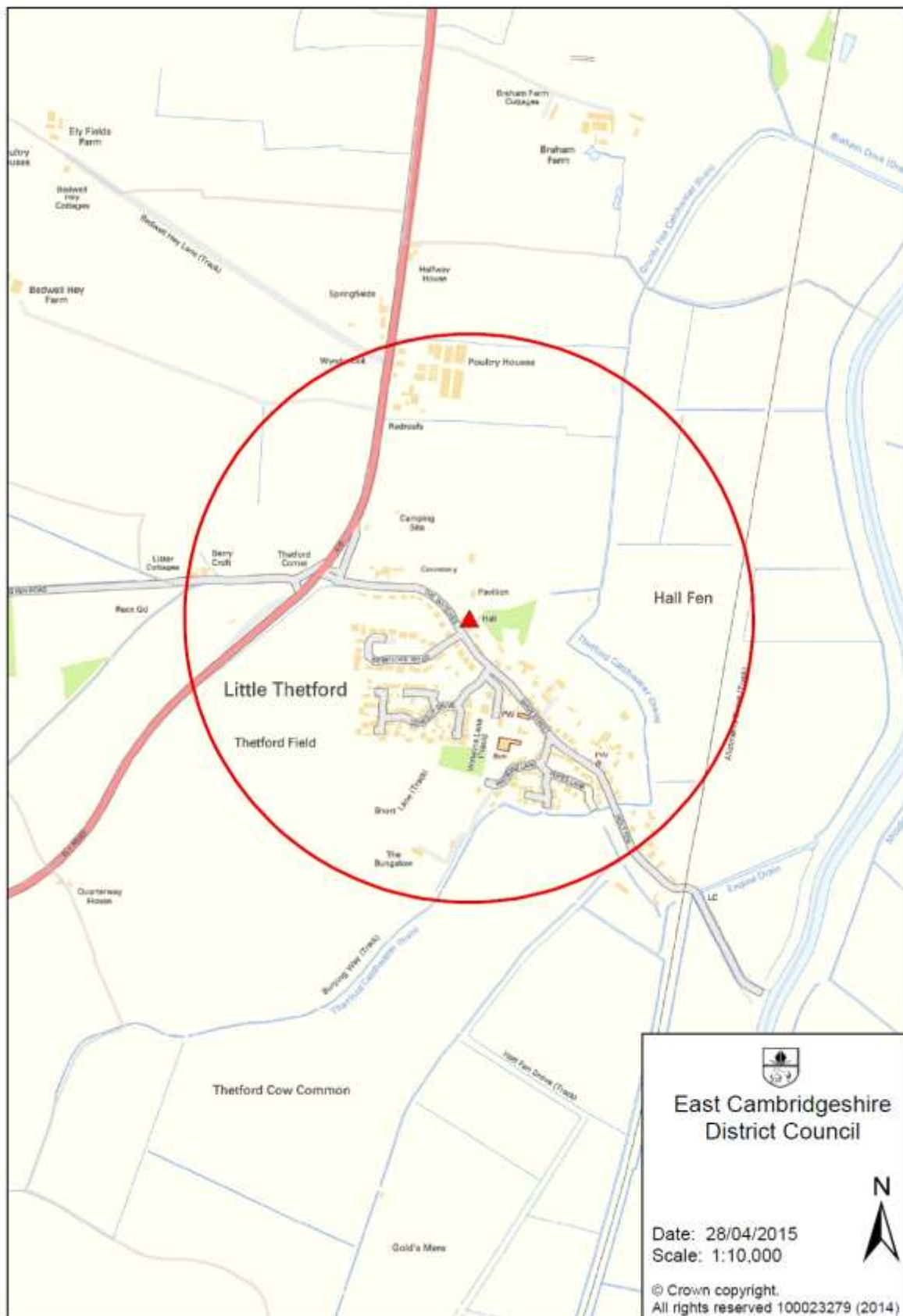
## Kirtling



## Little Downham

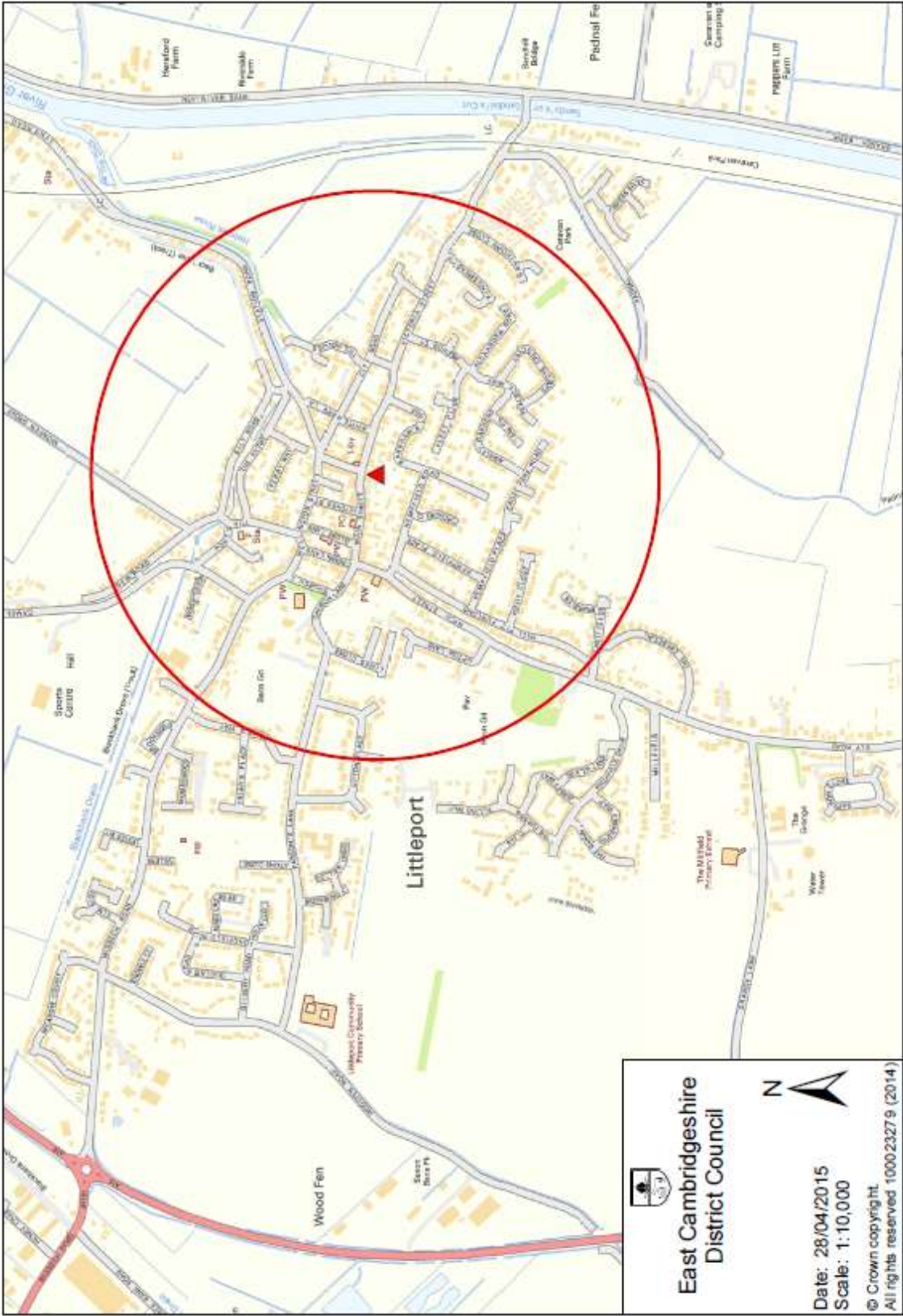


## Little Thetford

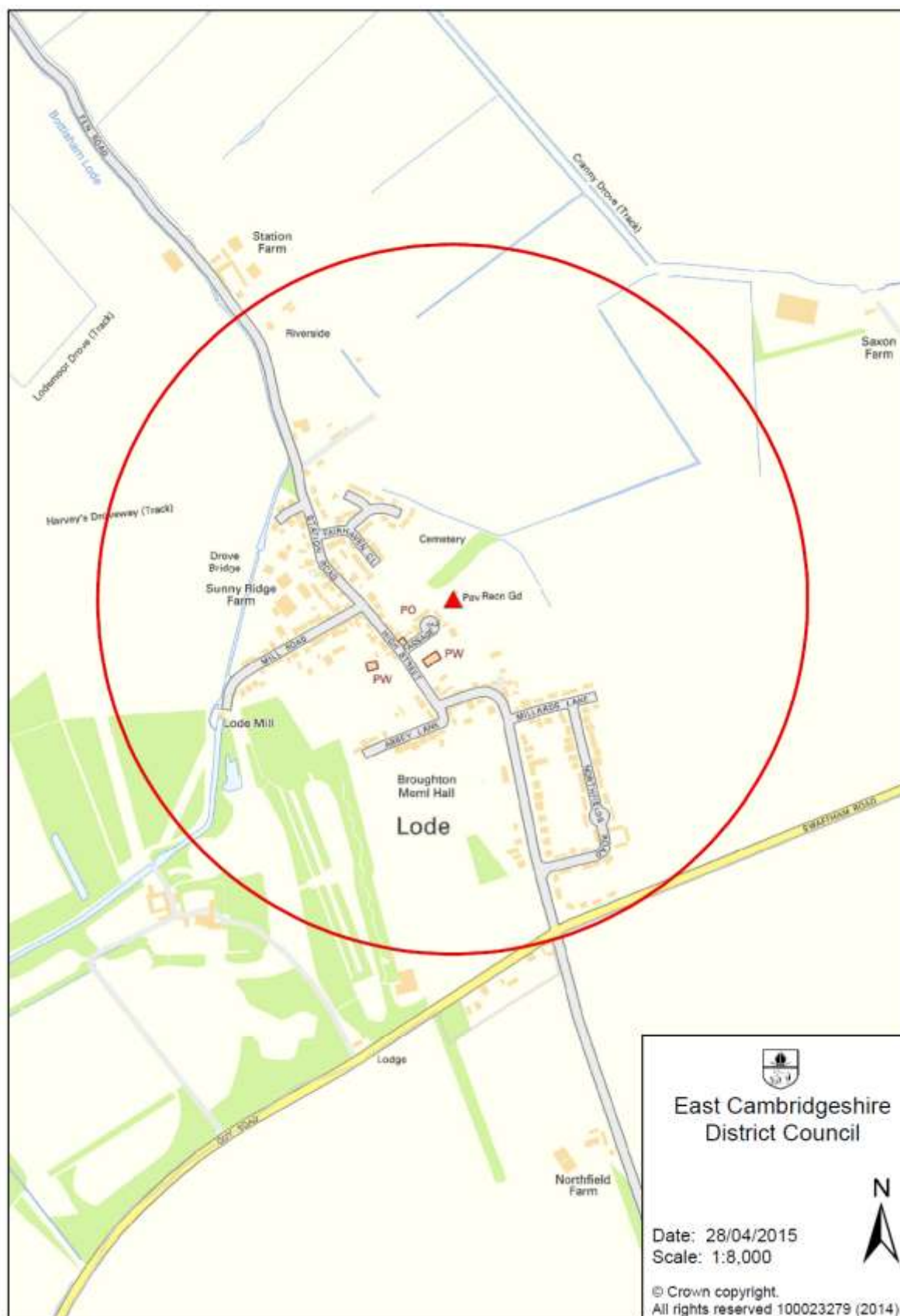




Littleport

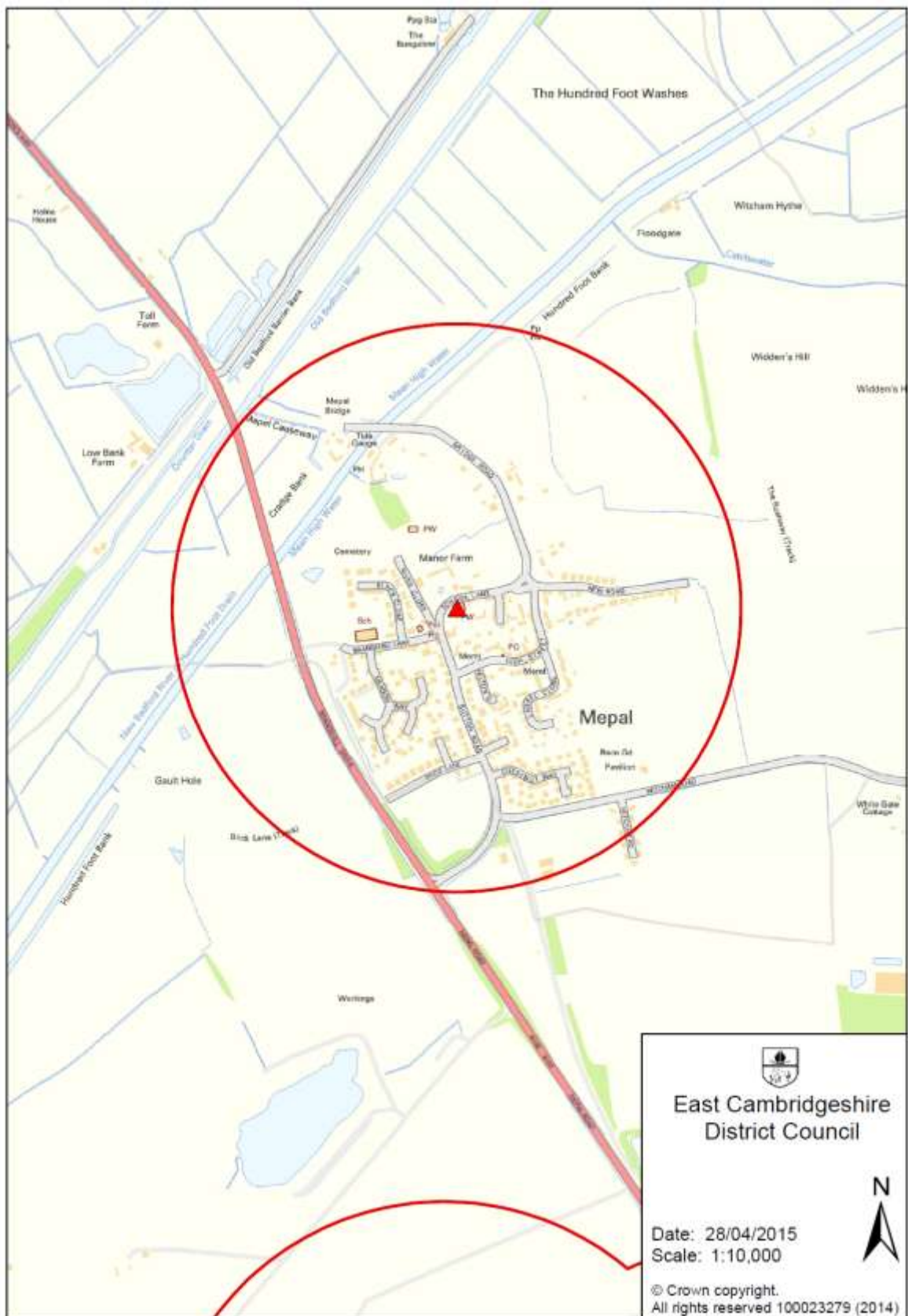


## Lode

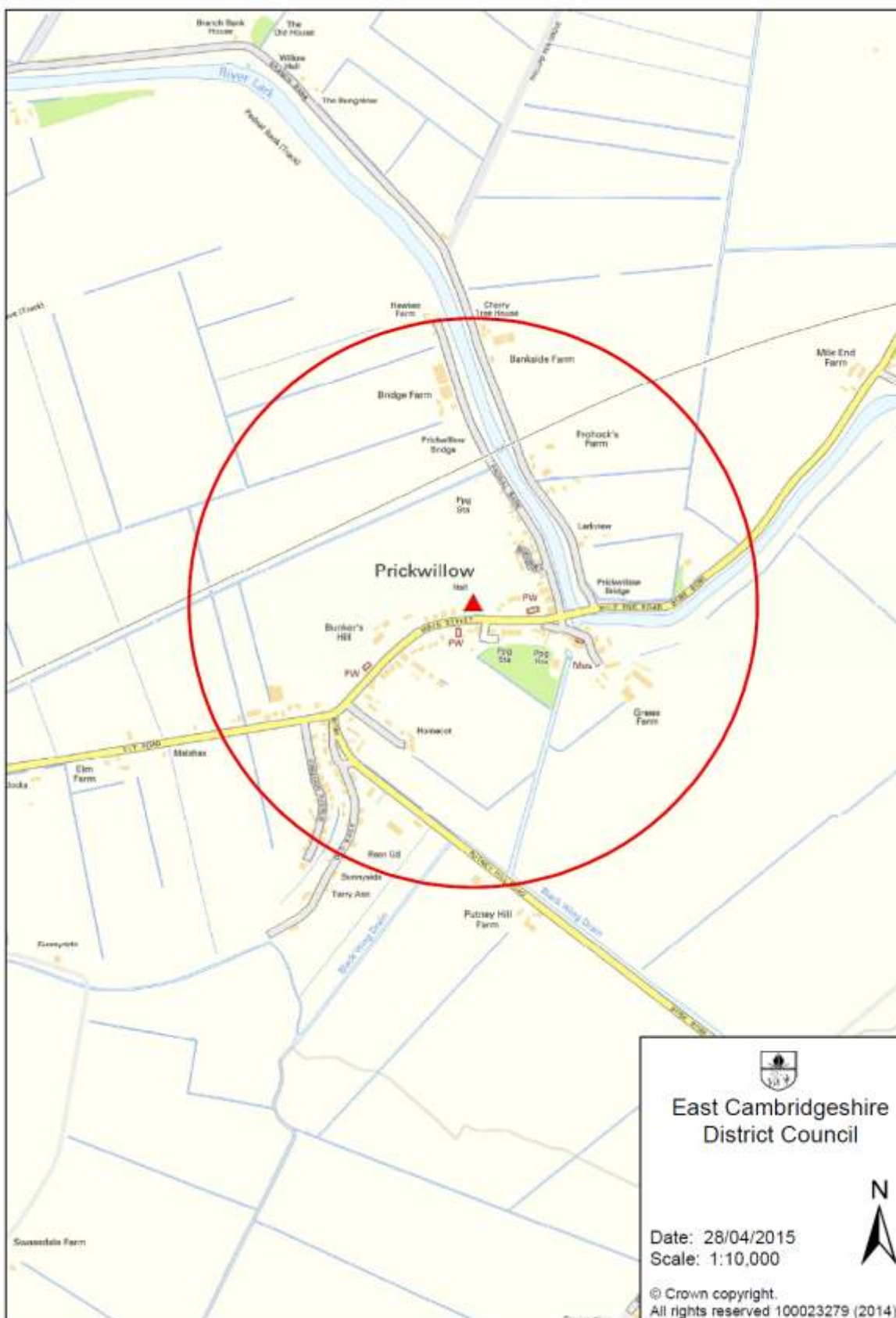




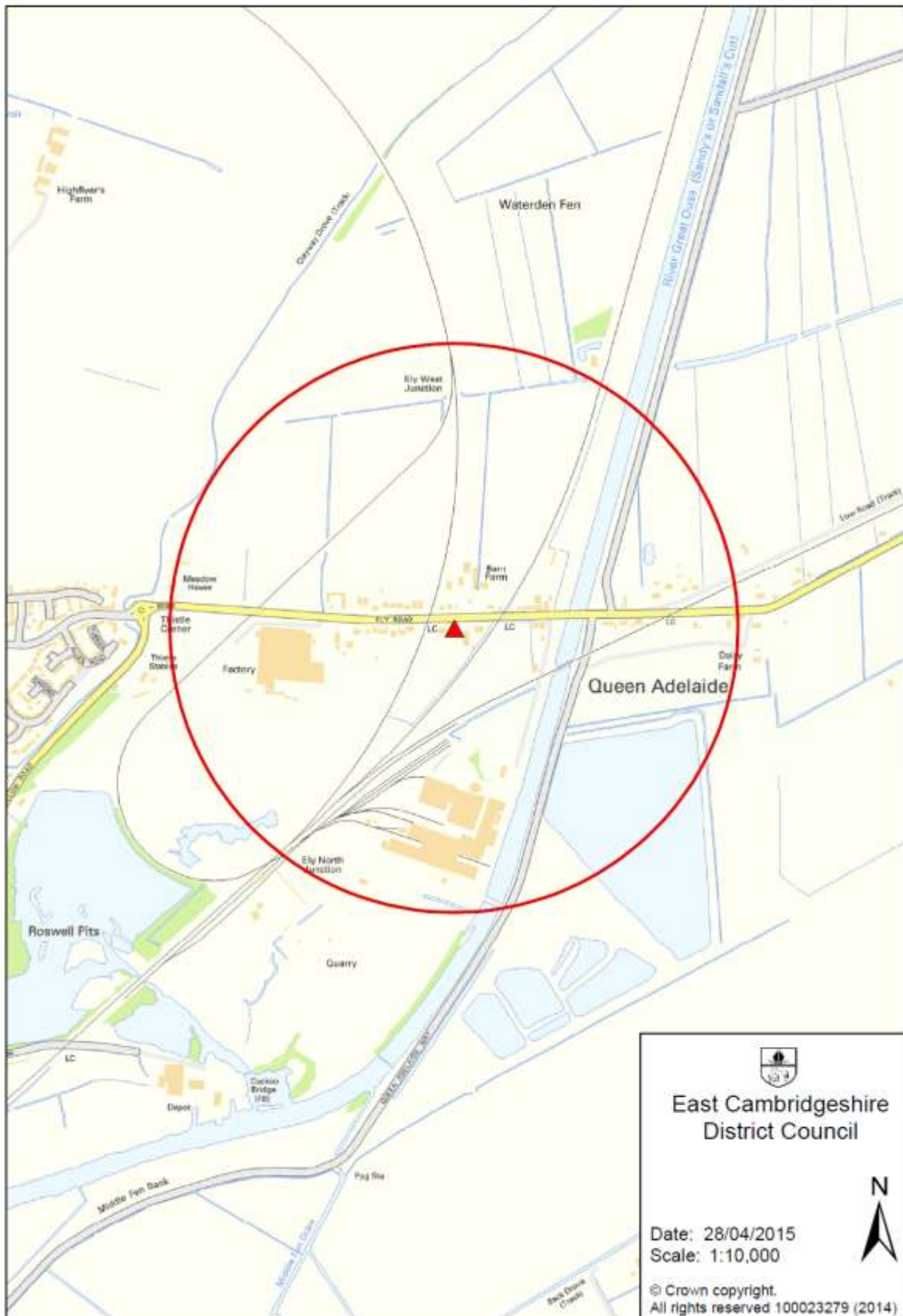
# Mepal



## Prickwillow

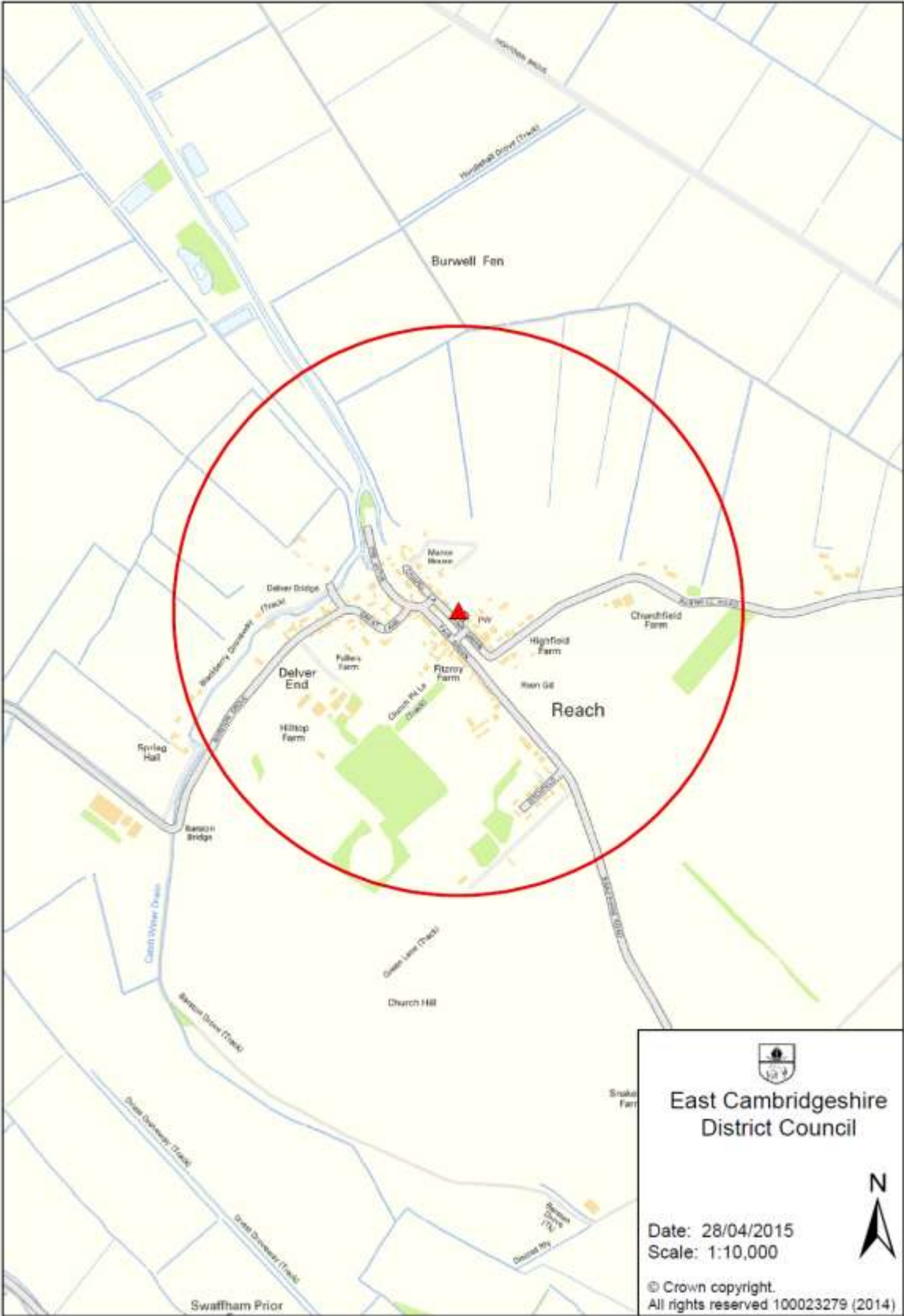


## Queen Adelaide

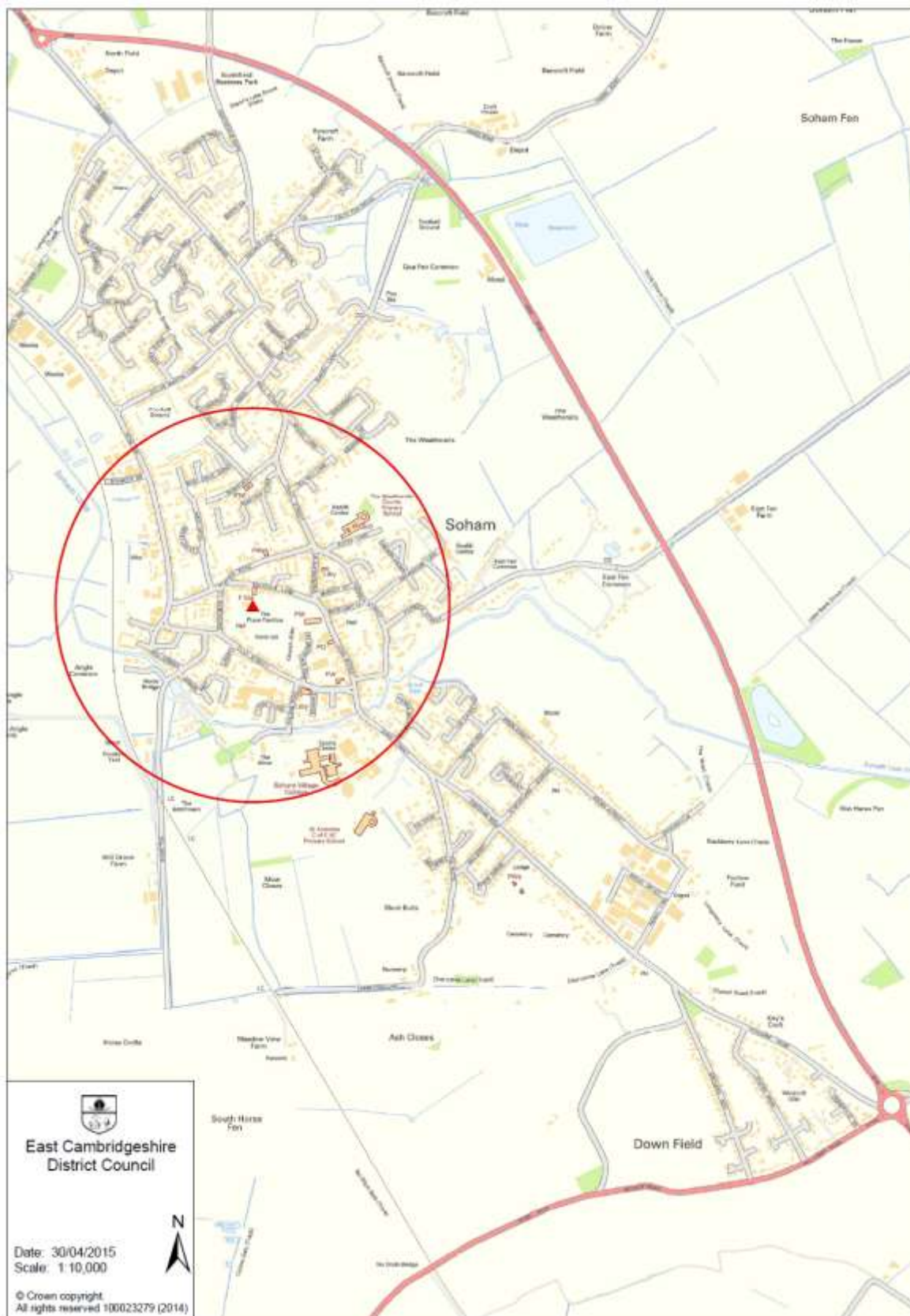




Reach



# Soham

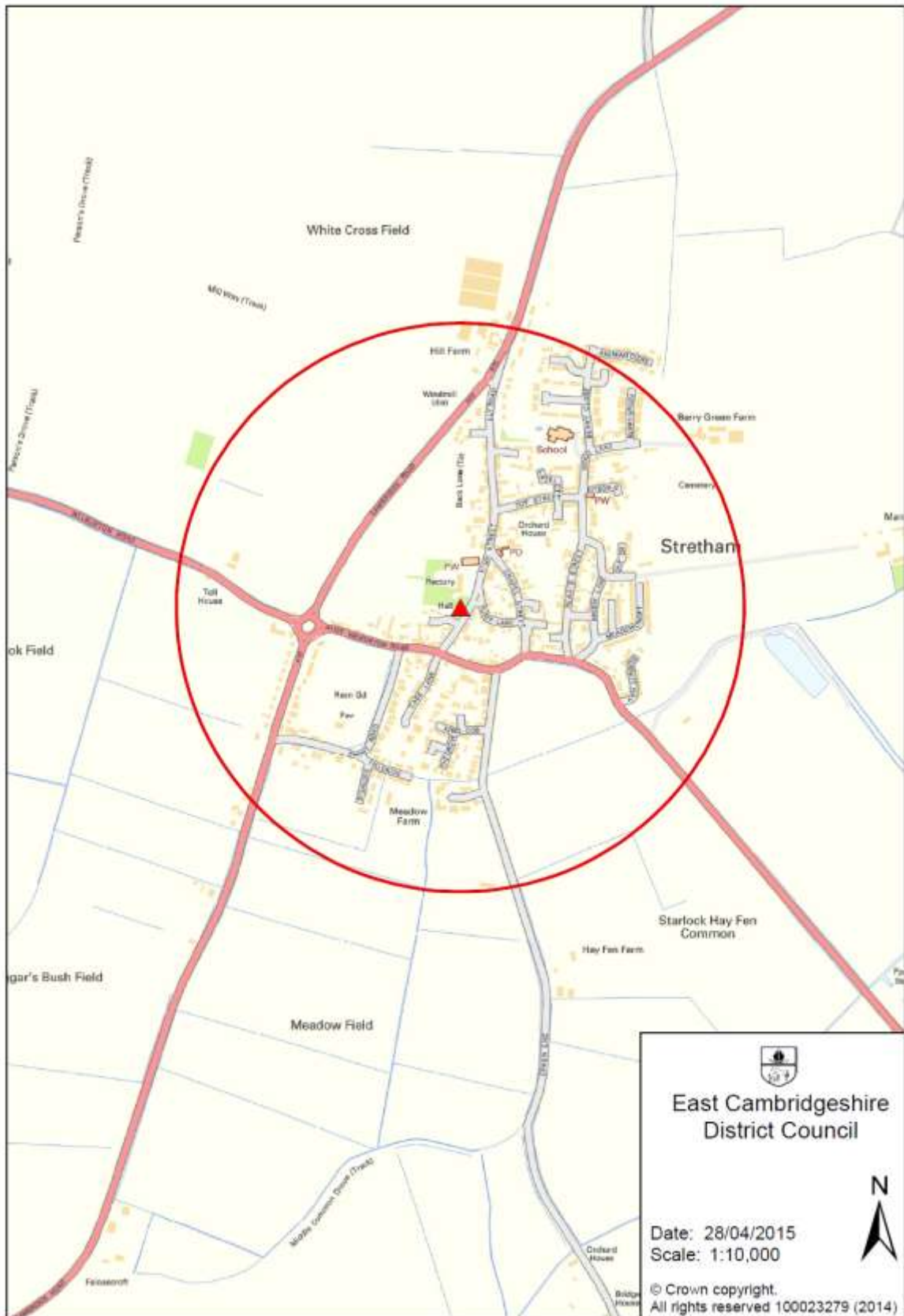


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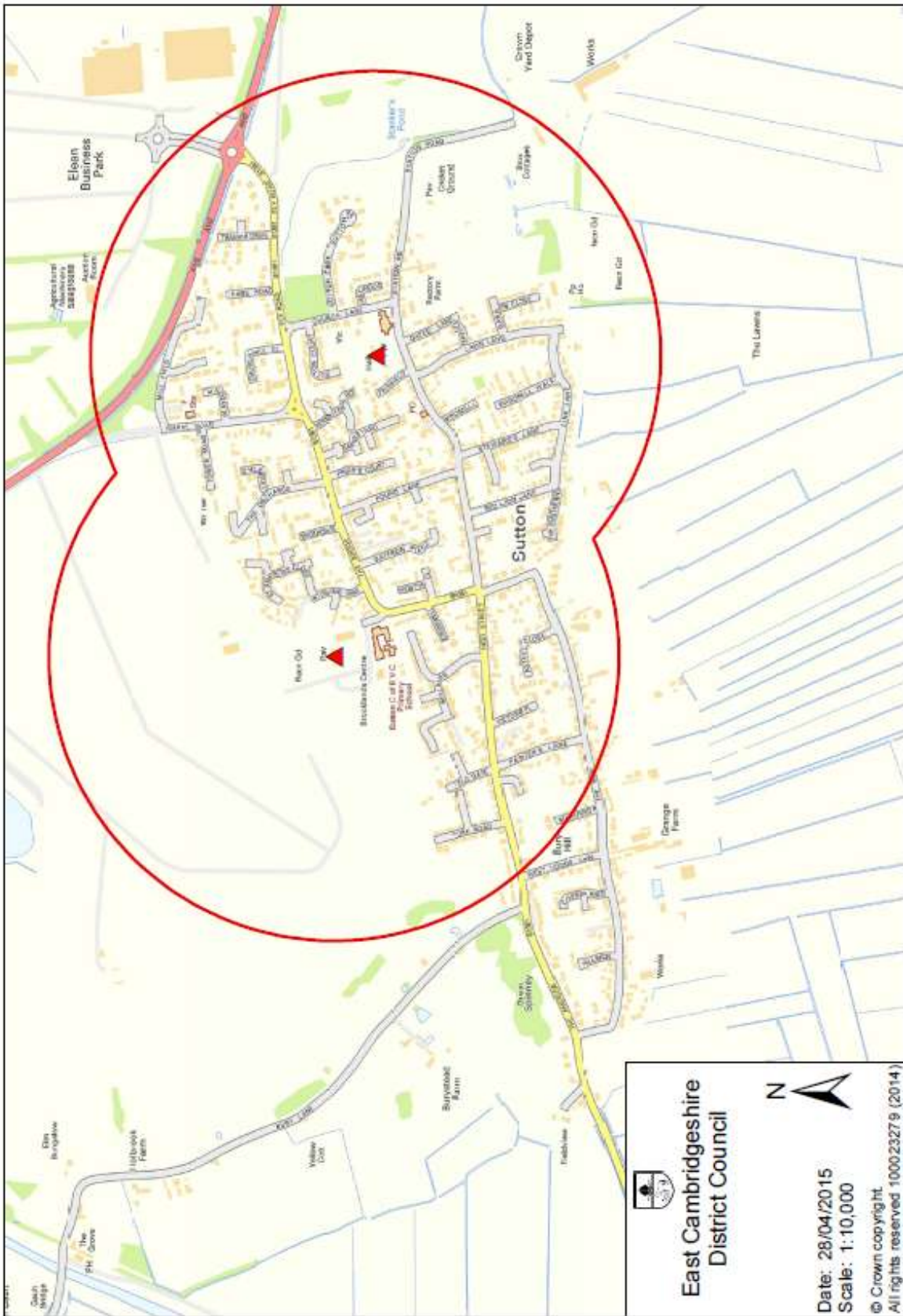




## Stretham

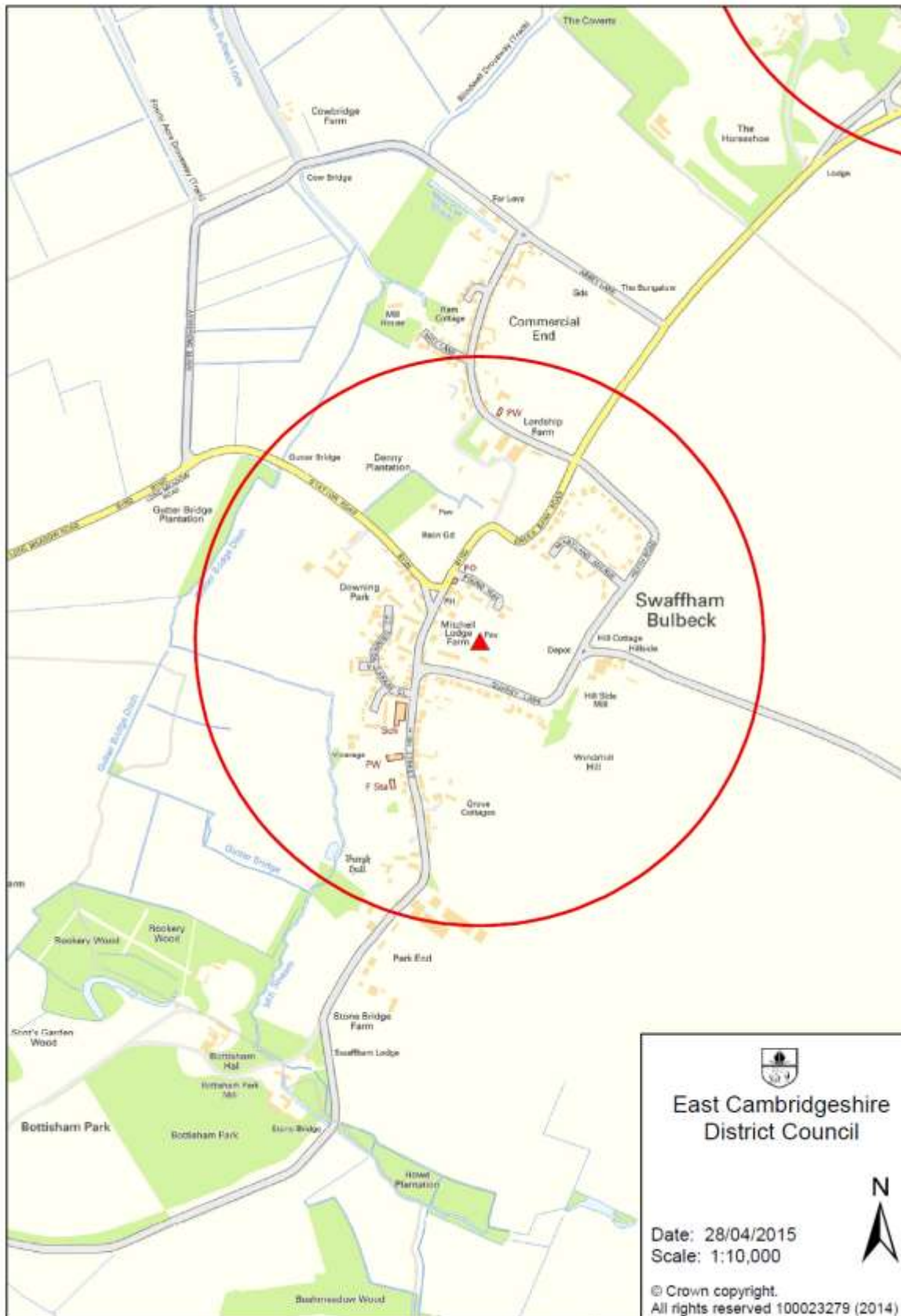


## Sutton

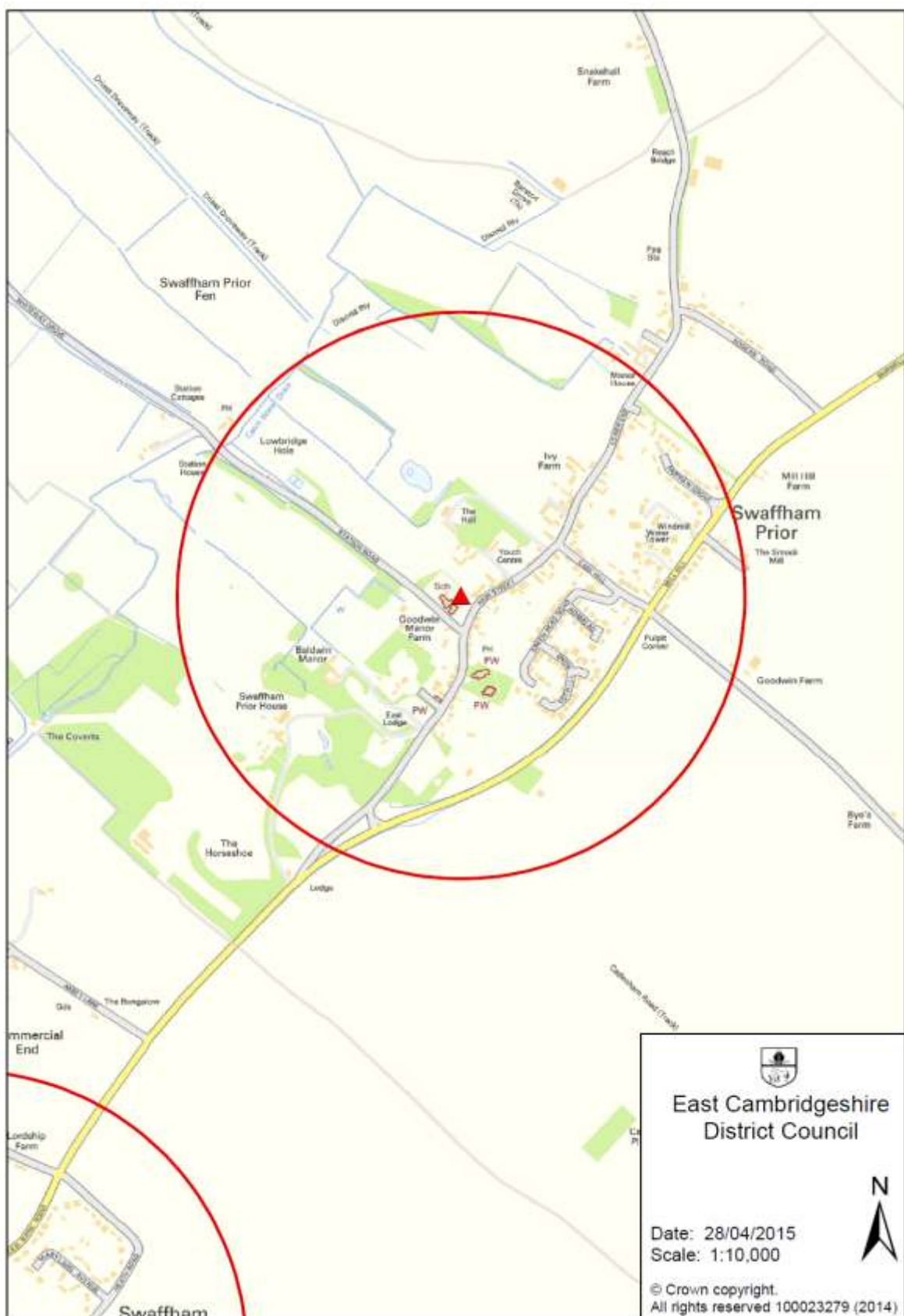




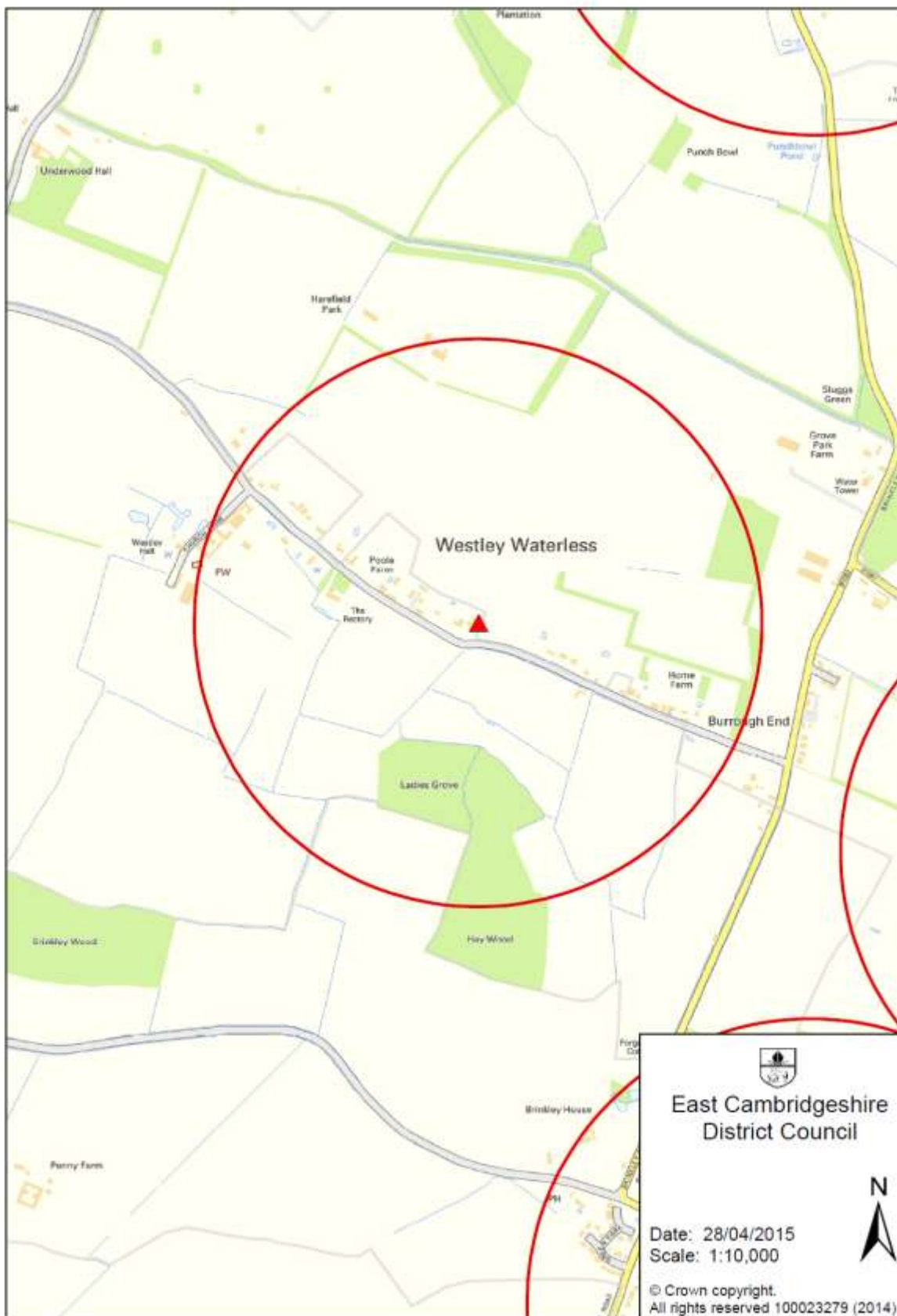
## Swaffham Bulbeck



## Swaffham Prior

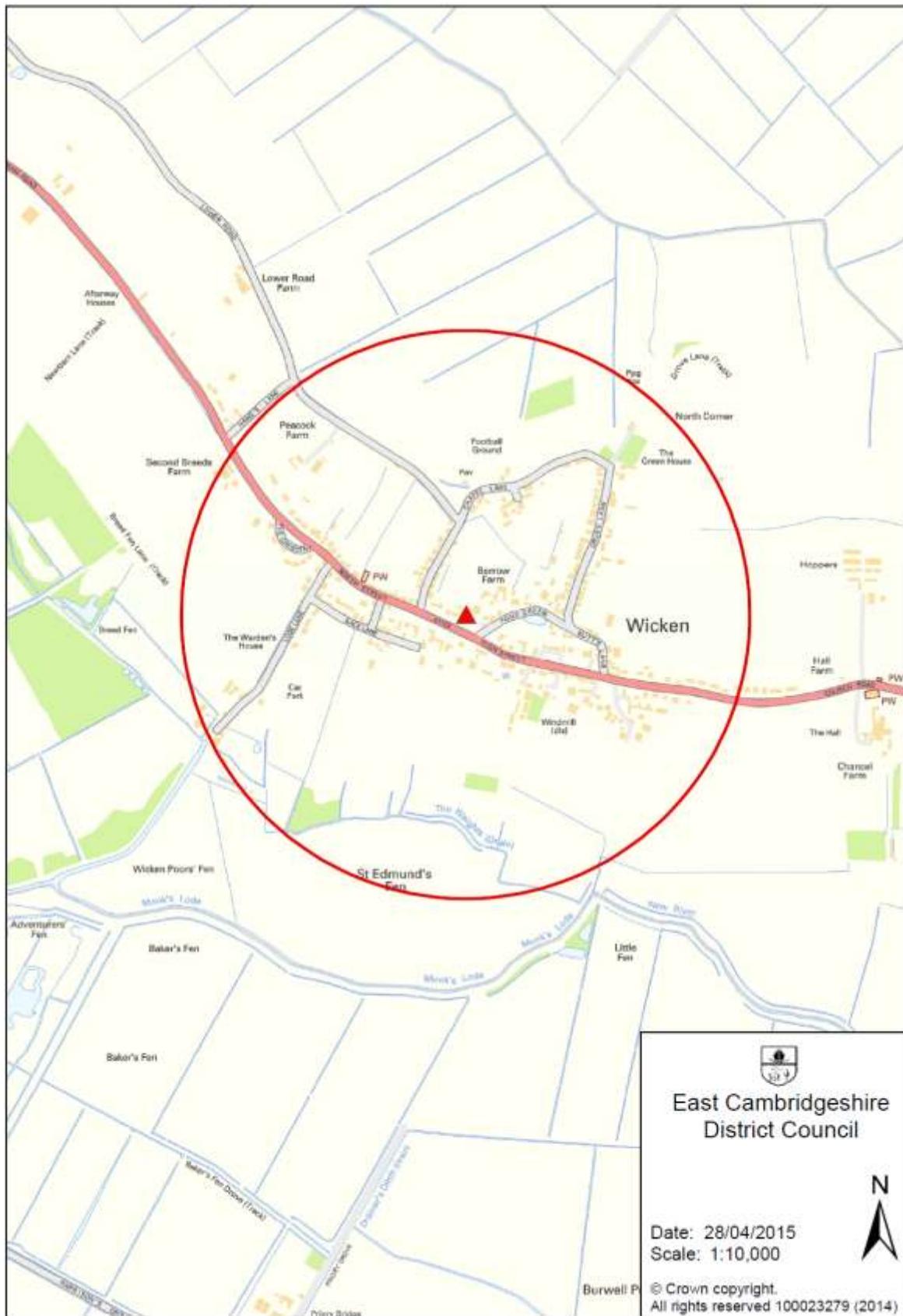


## Westley Waterless

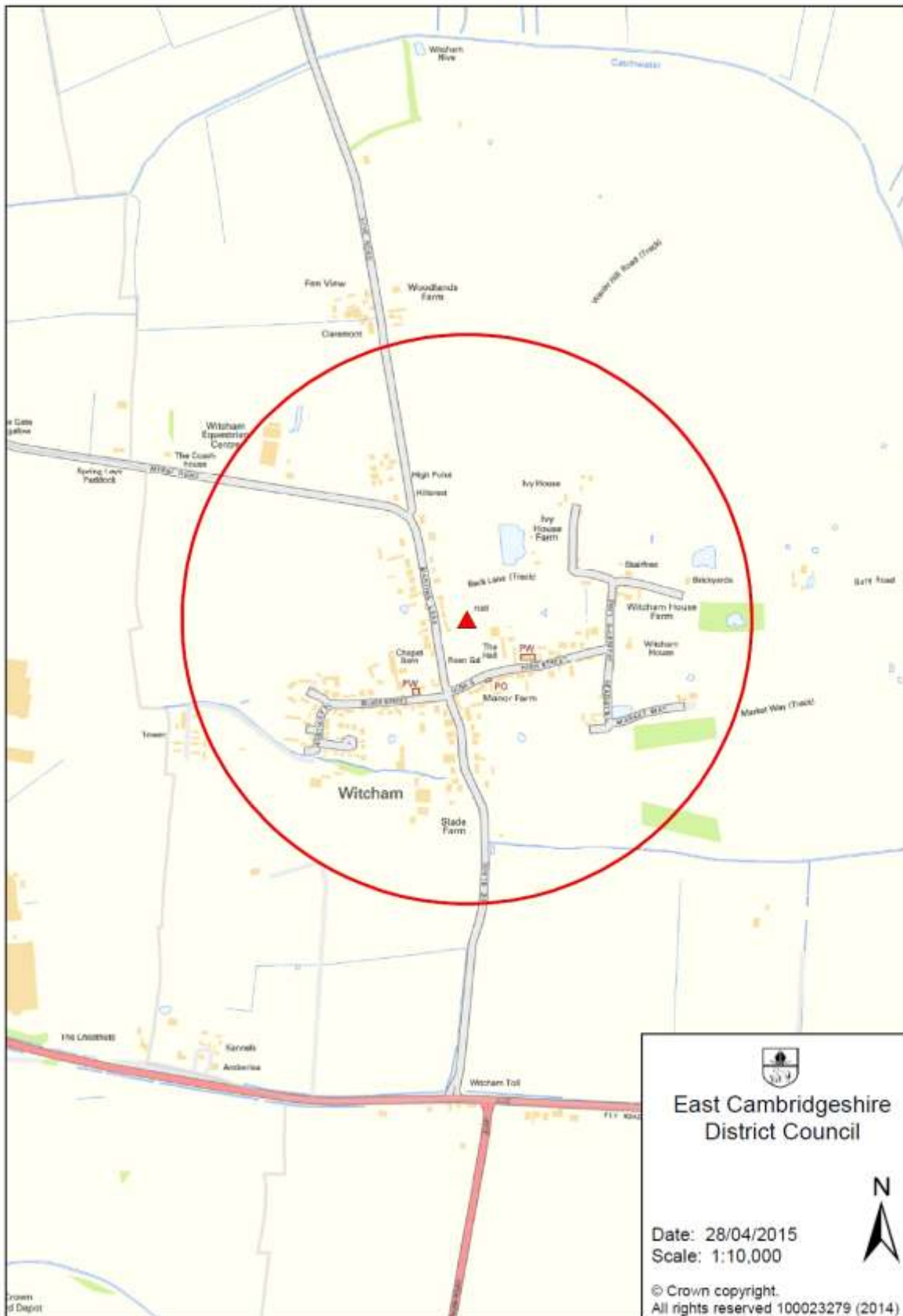




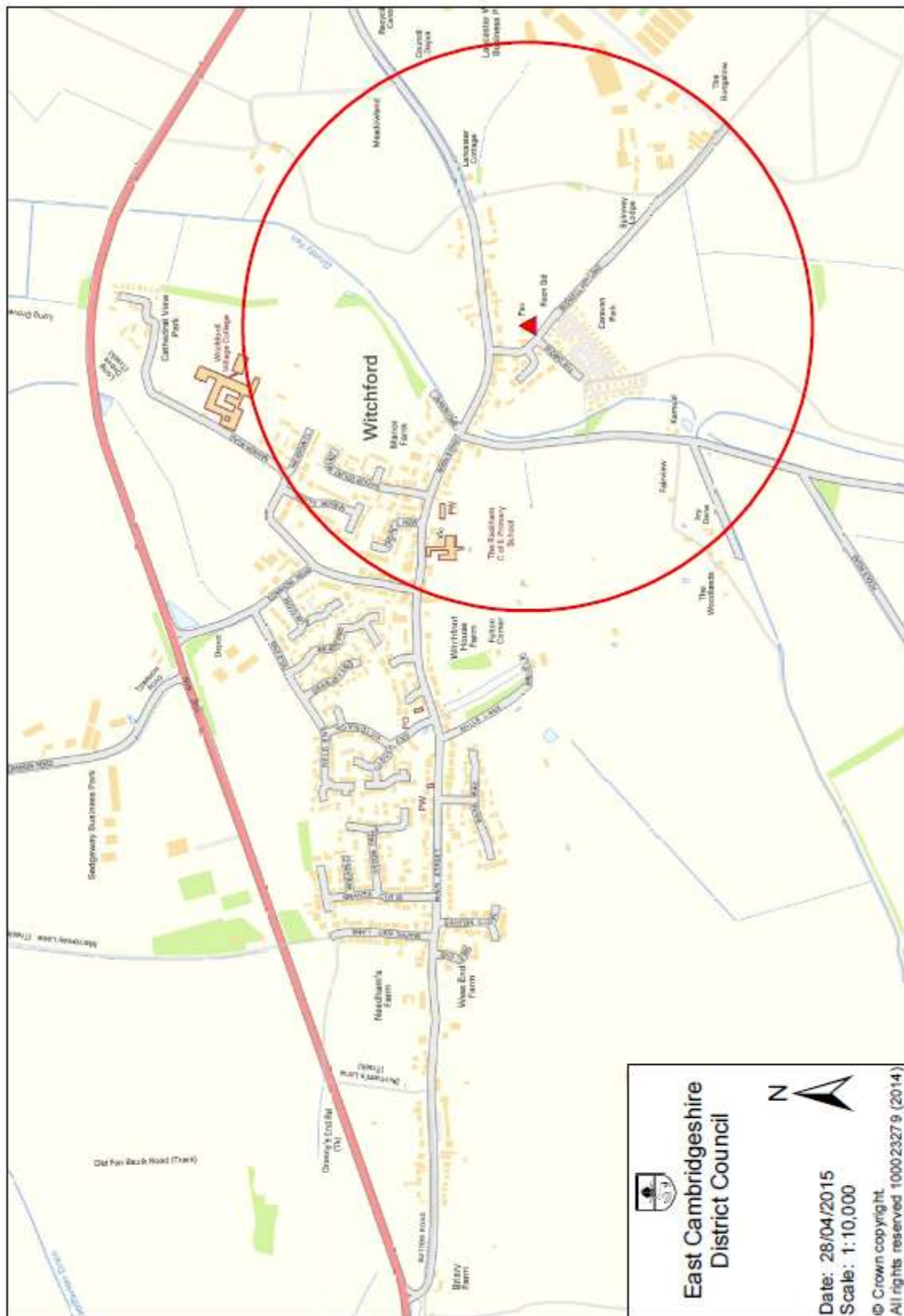
## Wicken



## Witcham



## Witchford



## Appendix 9

### Viability comparison

Comparator	Surplus	Breakeven	Slight deficit	Significant deficit
Who owns the facility?	3-owned by parish council 1-owned by parochial church council	5-owned by parish/town council 4-owned by trustees 2-owned by the community 1-owned by community association 1-owned by Ely Diocese 1-owned by a charity	2-owned by parish council 1-owned by the community 1-owned by members	2-owned by parish council 1-owned by parish council as trustees 3-owned by trustees
Of the 28 facilities that responded, 43% are owned by the local parish council.				
What type of management structure runs the facility?	3-management committee 1-community centre	1- club/association 6- management committee of trustees 3- management committee 2- trustees 1-charity 1-town council	1-club/association 1-management committee 1-trustees 1-parish council	2-management committee 2- trustees 1-charity 1-parish council
The majority (54%) of facilities are run by a management committee. It is likely that these are mainly comprised of volunteers.				
When was the facility built?	2-1850 - 1914 1-2000 1-no response	5-1850 - 1914 2-1914 - 1945 3-1945 - 1975 4-1975 - 2000	1-1850 -1914 3-1975 - 2000	3-1850 - 1914 1-1914 - 1945 1-1945 - 1975 1-1975 - 2000
67% of facilities (12 of those making a profit or breaking even and 6 of those incurring a deficit) were built pre 1975. This may have implications for maintenance and energy efficiency of buildings.				

Has the facility partially or wholly been refurbished in the last ten years?	1-wholly 2-partially 1-no	1-wholly 9-partially 4-no	4-partially	2-wholly 2-partially 2-not
75 % of facilities (13 of those making a profit or breaking even and 8 of those incurring deficit) have been either partially or fully refurbished recently.				
Are there any plans for redevelopment/improvement of the facility?	1-general redecoration 1-refurbishment of kitchen 1-purchase of white goods and refurbish turrets 1-none	1-car park resurfacing, installation of Hearing Loop system 1-extension and major kitchen refurbishment 1-redecoration, New gas supply 1-further part redevelopment and extension 1-access to the Small Hall without going through the Main Hall. 1-major redevelopment 1-new car park, finishing interior of new build 1-needs improvement 6-no plans	1-a number of improvements need to be made 1-ladies toilets and accessible toilet, ladies changing room, small hall floor refurbishment, entrance to building 2-no	1-upgrade of toilet areas, heat saving, water harvesting etc. 1-replace floor, refurbish kitchen, dry lining and to improve lighting in Hall 1-yes, trying to encourage use within community but need to improve facilities. 3-no
11 of the facilities that make a profit or breaking even and 5 incurring a deficit have plans to redevelop/improve the facility.				
Does the centre have full/part time/voluntary staff?	3-have staff (2 volunteers, 1 paid) 1-has no staff – supervision provided as required	8-have staff (1 full time, 2 part time, 1 ad hoc , 2 volunteers) 6-have no staff	4-have staff (2 part time, 3 volunteers)	2-have staff (2 part time) 4-have no staff
Comparing the facilities which either breakeven or make a surplus with those that incur a deficit – 22% of those in profit pay their staff				



compared with 40% of those incurring a deficit.				
What are the cleaning and maintenance arrangements for the facility?	1-paid part time staff 3-voluntary staff 1-as required	1-full time staff 5-voluntary staff 3- paid part time staff 3-cleaning contractor 2-as required	1-part time 3-volunteers	2-part time 3-volunteers 1-as required
Comparing the facilities which either breakeven or make a surplus with those that incur a deficit; 44% of those in profit pay for cleaning and maintenance, 30% of those with a deficit.				
Does the facility have a premises licence? Does it include alcohol sale?	2-have a premises licence, both include alcohol sale 2-do not have a licence	13-have a premises licence-6 of which include alcohol sale 1-does not have a licence	3-have a premises licence - 2 of which include alcohol sale 1-does not have a licence	6-have a premises licence - 4 of which include alcohol sale
Comparing the facilities which either breakeven or make a surplus with those that incur a deficit; 83% of those facilities in profit have a premises licence, 53% of those include alcohol sales, compared with 90% of facilities in deficit, with 66% including alcohol sales.  If the licence includes alcohol sales there is an annual fee of between £70 - £350, depending on the rateable value of the building.				
How much is facility insured for?	2-£100,000 - £250,000 1-£250,000 - £500,000 1-£500,000 - £750,000	2-£100,000 - £250,000 9-£250,000 - £500,000 2-£500,000 - £750,000 1-£750,000 - £1,000,000	2-£100,000 - £250,000 1-£1,000,000+ 1-no response	1-up to £100,000 3 -£100,000 - £250,000 1- £250,000 - £500,000 1-£1,000,000 +
All the premises are insured – the amounts vary depending on the individual building.				
What is the annual insurance premium?	1-paid by Parish Council 1-under £500 2-£500 - £1,000	1-paid by Parish Council 3-under £500 7-£500 - £1,000 3-£1,000 - £1,500	2-£500 - £1,000 2-no response	2-paid by Parish Council 2-under £500 1-£500 - £1,000 1-£2,000 - £2,500
Most facilities pay £500 - £1,000 for their insurance.				

What are the approximate annual gross running costs of the facility, including maintenance but excluding major repairs?	1-up to £2,000 (Parish Council pay insurance premium) 1-£2,000 - £5,000 2-£5,000 - £10,000	1-up to £2,000 4-£2,000 - £5,000 5-£5,000 - £10,000 3-£10,000 - £15,000 1-£15,000 - £20,000	2-up to £2,000 2-£20,000+	2-£2,000 - £5,000 3-£5,000 - £10,000 1-£20,000+
30% of those operating with a deficit have gross running costs of £10,000 or more, compared to 22% of those in profit or breaking even.				
What are the approximate annual net running costs of the facility, including maintenance but excluding major repairs?	1-up to £2,000 1-£2,000 - £5,000 2-£5,000 - £10,000	1-up to £2,000 5-£2,000 - £5,000 5-£5,000 - £10,000 2-£10,000 - £15,000 1-£15,000 - £20,000	2-up to £2,000 2-£20,000+	3-£2,000 - £5,000 2-£5,000 - £10,000 1-£20,000+
30% of those operating with a deficit have net running costs of £10,000 or more, compared to 17% of those in profit or breaking even.				
Do you charge to hire your facilities? If so please detail rates including off/on peak fluctuations?	Main hall hire charge: 1-£10ph 1-£20ph 1-rates now being reviewed 1-no response	1-£10.50ph 1-£8ph - daytime, £12ph – evenings, not for profit groups -£6ph 1-£25 per half day for residents, £50 per half day non-residents 1-£25 min per half day (negotiable) 1-£25ph (min 3 hrs booking) Sunday-Thursday, from £120 all day Friday & Saturday 1-£6ph during the day, £8 at evenings for regular users, £15ph for	1-£7ph for community members. £8ph for those outside area of benefit 1-£15ph for members. £25ph for non members 1-£15ph or £120 all day 1-Varies depending on type of hire.	1-£7.50ph for those within area of benefit. £10.00ph those outside area of benefit 1-£10ph. Concessions for residents, charities and not for profit organisations 1-Day rate: £20 for the first hour and then £15ph. For each additional hour 6pm to midnight: £75 All day and evening: £125 1-£11.00 ph 1-£20 for 3 hours at all

		occasional bookings 1-£15ph – discount available for not for profit groups and residents 1-£10ph 1-£10ph Monday – Thursday, £70 per 4 hour session Friday-Sunday 1-£10ph- 20% discount for residents of parish and not for profit groups 1-£14ph 1-£32 per half day £7.50 - £10.00ph for Community members, £15-£20ph outside area of benefit		times
Charges vary from £6 per hour to £20 per hour during the day. Many facilities offer a discounted rate for not-for-profit groups and members of the local community.				
What is the approximate population of the community served by facility?	1-up to 300 people 1-600 – 1,000 1-1,500 – 2,500 1-2,500 – 5,000	3-Up to 300 people 6-300-600 1-600-1,000 1-1,000 – 1,500 1-1,500 – 2,500 1-5,000 – 10,000 1-10,000+	1-300 - 600 1-600 - 1,000 1-2,500 – 5,000 1-10,000+	1-Up to 300 people 1-300 - 600 1-600 - 1,000 1-1,500 – 2,500 1-2,500 – 5,000 1-10,000+
<p>22% (4) of the facilities making a profit or breaking even serve smaller populations of up to 300 people, 10% (1) of those incurring a deficit serve this size of population.</p> <p>11% (2) of the facilities making a profit or breaking even serve larger populations of 5000+ people, 20% (2) of those incurring a deficit serve this size of population.</p>				

Estimated total annual usage (people)	1-600 – 1,000 2 -2,500 – 5,000 1-not recorded	1-up to 300 people 1-600 – 1,000 1-2,500 – 5,000 2-5,000 – 10,000 1-10,000+ 7-no response/not recorded	1-1,500 – 2,500 3-no response/not recorded	1-1,000 - 1,500 1-2,500 – 5,000 1-10,000+ 3-no response/not recorded
Although many did not respond to this question, looking at the figures available it appears that the facilities incurring a deficit are used by more people than those making a profit or breaking even.				
In an average week, how many hours is the main hall used?	1-under 10 hours 1-10-20 hours 1-20-30 hours 1-no response	3-under 10 hours 3-10-20 hours 6 - 20-30 hours 1-30+ hours 1-no response	2-under 10 hours 1-10-20 hours 1-30+ hours	4-under 10 hours 1-10-20 hours 1-20-30 hours
60% of the facilities incurring a deficit are used on average less than 10 hours a week. 25% of those in profit or breaking even are used less than 10 hours a week.				
Details of regular bookings	1-6 days a week 2-4 days a week 1-1 day a week	7-5 days a week 3-4 days a week 4-no response	2-4 days a week 1-2 days a week 1-no response	2-1 day a week 4-no response
Comparing the facilities which either breakeven or make a surplus with those that incur a deficit; 78% of those in profit or breaking even have regular bookings compared to 50% of those with a deficit.				
Do you often turn bookings away?	3-never 1-occasionally	9-never 2-often 2-occasionally 1-not at moment but getting close especially with evening bookings	3-never 2-often 1-no response	5-never 1-occasionally
5 of the (28%) of facilities making a profit or breaking even turn away bookings, compared to just 1 of those making a loss.				

Deficit/Surplus of space measured against the ECDC standard	3-surplus 1-deficit	10-surplus 4-deficit	1-surplus 3-deficit	4 -surplus 2-deficit
72% of facilities making a profit or breaking even are located in parishes with a surplus of community spaces, compared to 50% of those making a loss.				
General condition of the main hall	4-good	3-excellent 6-very good 5-good	2-very good 2-good	1-very good 2-good 3-poor
30% of the main halls within facilities incurring a deficit were rated as poor, 0 were rated as excellent. None of the facilities making a surplus or breaking even had a main hall rated poor, 17% were rated excellent.				
Quality score measured against the ECDC standard	4-very good	2-excellent 10-very good 2-good	2-verygood 2-good	3-very good 3-good
89% of community facilities making a profit or breaking even meet or exceed the quality standard. 50% of those making a deficit meet or exceed the standard.				
Accessibility	3-wheelchair access throughout 1-some wheelchair access 4-accessible toilets	6-wheelchair access throughout 8-some wheelchair access 14-accessible toilets	2-wheelchair access throughout 1-some wheelchair access 1-no wheelchair access 3-accessible toilets 1-no accessible toilets	2-wheelchair access throughout 2-some wheelchair access 2-no wheelchair access 4-accessible toilets 2-no accessible toilets
Comparing the facilities which either breakeven or make a surplus or breaking even with those that incur a deficit; 50% of those in profit have wheelchair access throughout, compared with 40% of those incurring a deficit, 30% of which have no wheelchair access at all. All the profit making or breaking even facilities have accessible toilets compared with only 30% of those making a loss.				
Size of facility (sq.m.)	2-100-150 sqm 2-300+sqm	1-Less than 50 sqm 5-50-100 sqm	2-Less than 50 sqm 1-150-200 sqm	1-Less than 50 sqm 1-50-100 sqm

		4-100-150 sqm 2-150-200 sqm 1-200-250 sqm 1-250-300 sqm	1-300+sqm	1-150-200 sqm 1-200-250 sqm 1-250-300 sqm 1-300+sqm
Comparing the sizes of the facilities; 6% of facilities making a profit are smaller than 50sqm, 22% are 200sqm or bigger. 30% of facilities making a loss are smaller than 50sqm, 40% are 200sqm or bigger.				
Facilities available at venue	2-second hall/meeting room 1-bar 1-changing facilities 4-storage space	6-second hall/meeting room 8-bar 2-changing facilities 3-lounge 1-office 9-storage space	3-second hall/meeting room 2-bar 3-changing facilities 1-lounge 2-office 1-shop 1-post office 1-IT Suite 1-snooker room 2-storage space	2-second hall/meeting room 3-bar 1-changing facilities 1-lounge 5-storage space 1-IT area
Those incurring a deficit appear to have more facilities available than those making a profit or breaking even.				



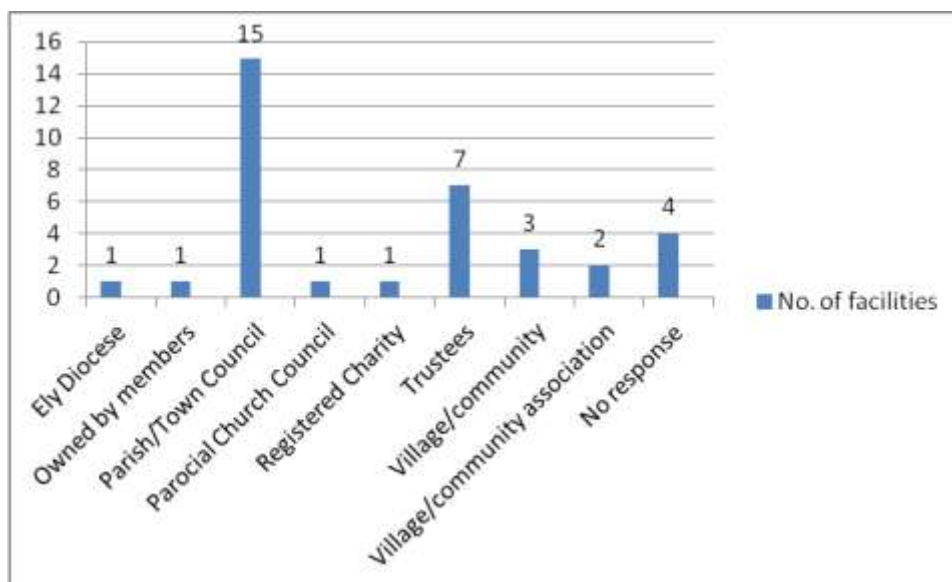
## Appendix 10

### Management and usage of community facilities – questionnaire feedback

Please note that not all respondents answered each question.

#### Ownership/Management

##### **Who owns the facility?**



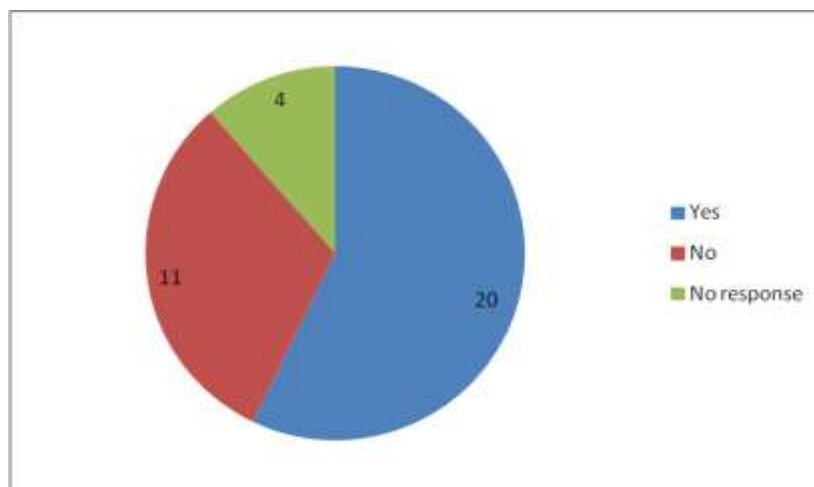
43 % (15) of community facilities are owned by the local parish council.

##### **What type of management structure runs the facility?**

Club vested in Parish	0
Club or association	3
Company Limited by Guarantee	0
Other (please specify)	Management Committee of Trustees = 12 Management Committee = 5 Parish/Town Council = 5 Board of Trustees = 2 Charity = 2 The Community Centre = 1 Freehold Property = 1
No response	4

Management committee of Trustees is the most common management structure. It is likely that the majority of these are made up of volunteers.

### Does the centre have full/part-time/voluntary staff?

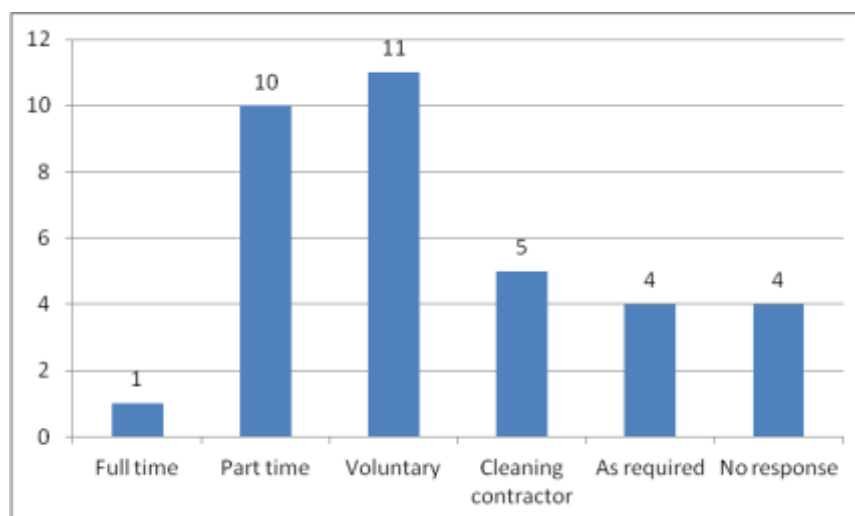


20 facilities have full-time, part-time and/or voluntary staff. Respondents were asked to specify the types of staff. The responses included the following:

- Cleaner
- Caretaker/key holder
- Centre manager
- Gardener
- Office assistant
- Voluntary trustees

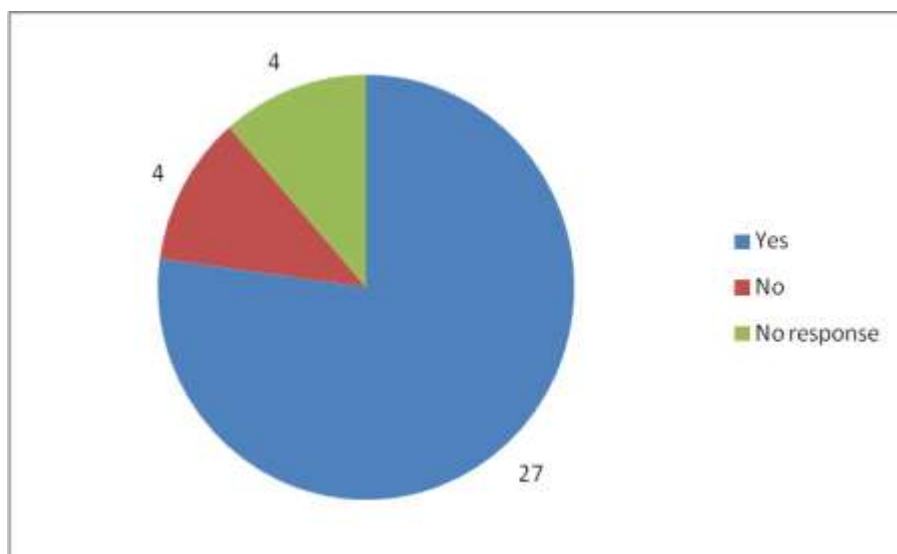
If they answered no, the respondent was asked to specify supervision procedures. Of the 11, 4 provide supervision as required and at 1 facility caretaking is provided by the Chair and Vice Chair of the Parish Council. The remaining 7 did not specify their procedures.

### What are the cleaning and maintenance arrangements for the facility?



The majority of facilities are cleaned by paid staff, including cleaning contractors, on a part time basis.

### Does the facility have a Premises Licence?



### If yes, does this include alcohol sale?

Of the 27 facilities that have a Premises Licence, alcohol sales is included at 16 of them.

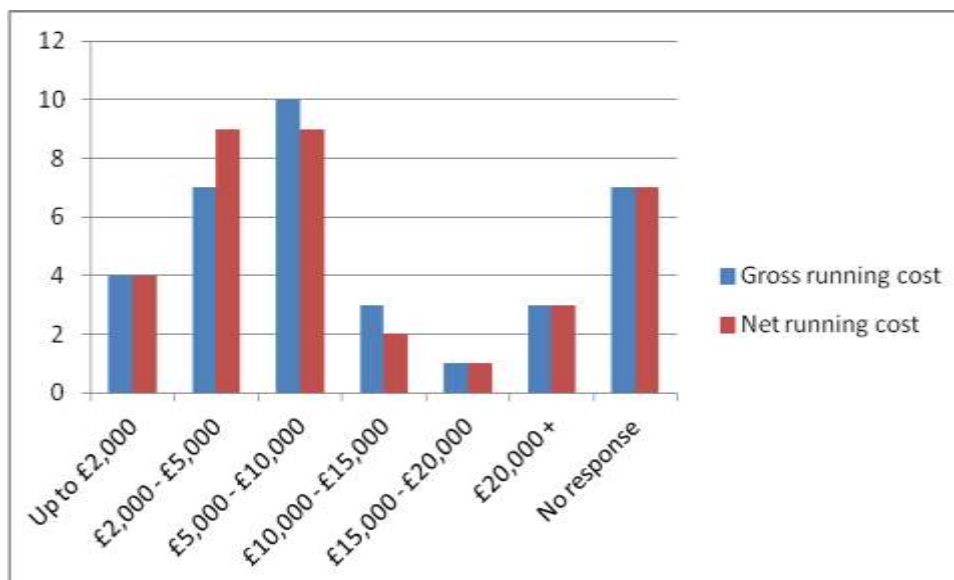
### How much is the facility insured for if it needs to be replaced?

Amount	Number of Respondents
Up to £100,000	1
£100,000 - £250,000	9
£250,000 - £500,000	12
£500,000 - £750,000	5
£750,000 - £1,000,000	1
£1,000,000	2
No response	5

### What is your annual premium?

Amount	Number of Respondents
Up to £500	6
£500 - £1,000	12
£1,000 - £1,500	3
£1,500 +	2
Included in Parish Council insurance	6
No response	6

**What are the approximate annual GROSS running costs of the facility, including maintenance but excluding major repairs?**



Amount	Number of Respondents
Up to £2,000	4
£2,000 - £5,000	7
£5,000 - £10,000	10
£10,000 - £15,000	3
£15,000 - £20,000	1
£20,000 +	3
No response	7

**What are the approximate annual NET running costs of the facility, including maintenance but excluding major repairs?**

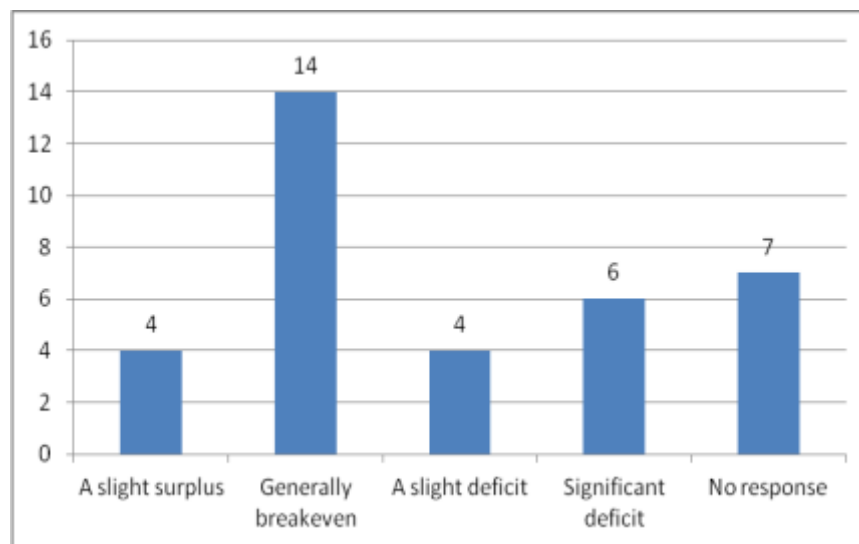
Amount	Number of Respondents
Up to £2,000	4
£2,000 - £5,000	9
£5,000 - £10,000	9
£10,000 - £15,000	2
£15,000 - £20,000	1
£20,000 +	3
No response	7

## Do you charge to hire your facilities? If so please detail rates including off/on peak fluctuations?

All the facilities surveyed have hire charges. The responses detailed hourly rates, session rates, special and specific event rates and resident/non-resident rates.

Hourly rates vary depending on the facility and the hirer (e.g. resident, non-resident, charity or commercial) from £6 per hour to £25 per hour. Session rates vary from £20 for to £135, depending on the type of function, the time of day and the day of the week, with evenings and weekends being the most expensive. A session was generally defined as 3 hours or half a day. Full day hire rates ranged from £100 to £375.

## Do your hire charges and rental income cover running costs?



Facility	Hours used	Financial situation	Overall quality Score	Rating
Aldreth Village Centre	30+	Breakeven	32/44 = 73%	Very good
Arkenstall Centre, Haddenham	20-30	Significant deficit	36/56 = 64%	Very good
Ashley Pavilion	10-20	Breakeven	28/52 = 54%	Very good
Black Horse Drove Community Centre	<10	surplus	28/48 = 58%	Very good
Brinkley Memorial Hall	<10	Significant deficit	25/44 = 57%	Very good
Burrough Green Reading Room	<10	Slight deficit	33/48 = 69%	Very good
Cheveley Pavilion	<10	Significant deficit	18/48 = 38%	Good
Chippenham Village Hall	<10	Breakeven	34/48 = 71%	Very good
Coveney Village Hall	<10	Significant deficit	29/52 = 56%	Very good
Ely Beet Club	30+	Slight deficit	48/64 = 75%	Very good

Passage Hall, Lode	10-20	surplus	34/48 = 71%	Very good
Fordham Victoria Hall	No response	surplus	29/48 = 60%	Very good
Gardiner Memorial Hall	No response	No response	20/44 = 45%	Good
Kirtling Village Hall	20-30	Breakeven	35/48 = 73%	Very good
Little Downham Village Centre	No response	No response	33/52 = 63%	Very good
Little Thetford Village Hall	No response	Breakeven	43/56 = 77%	Excellent
Littleport Village Hall	20-30	Breakeven	49/52 = 94%	Excellent
Mandeville Hall, Burwell	No response	No response	28/44 = 64%	Very good
Mepal Village Hall	10-20	Breakeven	33/48 = 69%	Very good
Prickwillow Village Hall	10-20	Breakeven	26/48 = 54%	Very good
Queen Adelaide Village Hall	<10	Breakeven	36/52 = 69%	Very good
Reach Village Centre	20-30	Breakeven	18/48 = 38%	Good
Sidney Taylor Hall, Dullingham	10-20	Significant deficit	21/48 = 44%	Good
Stretham Parish Rooms	No response	Significant deficit	21/44 = 48%	Good
Swaffham Bulbeck Pavilion	<10	Slight deficit	21/48 = 44%	Good
Swaffham Prior Village Hall	20-30	Breakeven	39/52 = 75%	Very good
The Beeches, Isleham	No response	No response	66/68 = 97%	Excellent
The Ellesmere Centre, Stetchworth	10-20	Slight deficit	31/64 = 48%	Good
The Glebe, Sutton	No response	No response	42/56 = 75%	Very good
The Pavilion, Sutton	No response	No response	31/48 = 65%	Very good
Walter Gidney Pavilion, Soham	20-30	Breakeven	27/52 = 52%	Very good
Westley Waterless Village Hall	<10	No response	27/56 = 48%	Good
Wicken Mission Hall	20-30	surplus	38/52 = 73%	Very good
Witcham Village Hall	20-30	Breakeven	37/52 = 71%	Very good
Witchford Village Hall	No response	No response	38/56 = 68%	Very good

The majority of facilities (14) generally breakeven, a further 4 make a slight surplus. 10 facilities operate at a loss. 7 did not provide a response to the question.

All of the community facilities that make a surplus are rated as very good in terms of quality. There are mixed levels of usage ranging from 20-30 hours a week to less than 10 hours. 2 of the 4 facilities making a surplus have their insurance premium paid by the local parish council (including the facility used for less than 10 hours a week).

10 facilities do not cover their running costs, 5 of these failed to meet the quality standard. 5 are used for less than 10 hours a week, 2 for 10-20 hours, 1 for 20-30 hours and 1 facility is used for over 30 hours a week, yet still operates at a deficit.

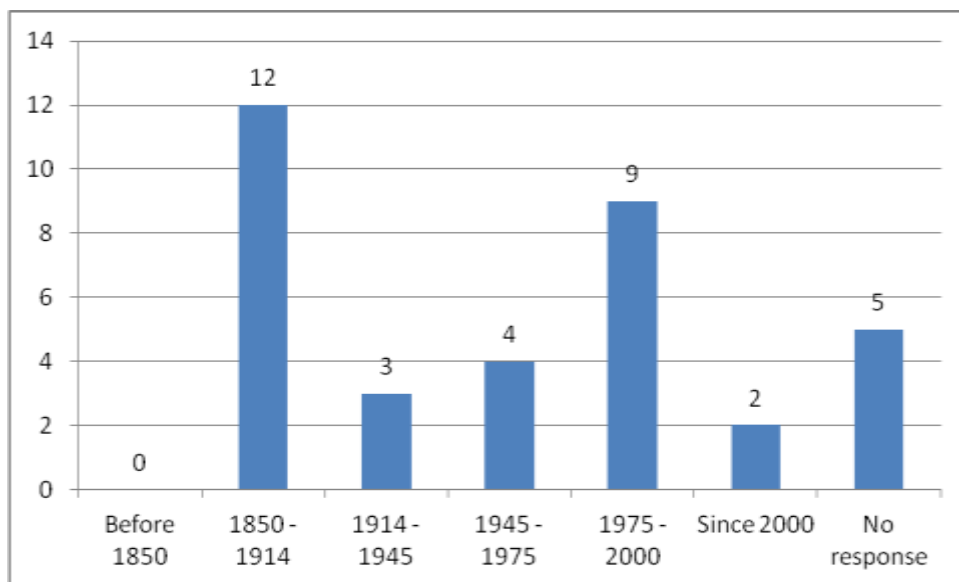
Of the 6 operating at a significant deficit, 3 do not meet the required quality standard, 1 facility scored 56% and another 57% (the quality standard threshold is 50%). Two facilities that make a significant deficit failed to reach the quality standard and are also used less than 10 hours a week.

This implies that the quality of a community facility as well as its usage may impact on the financial viability of the premises.



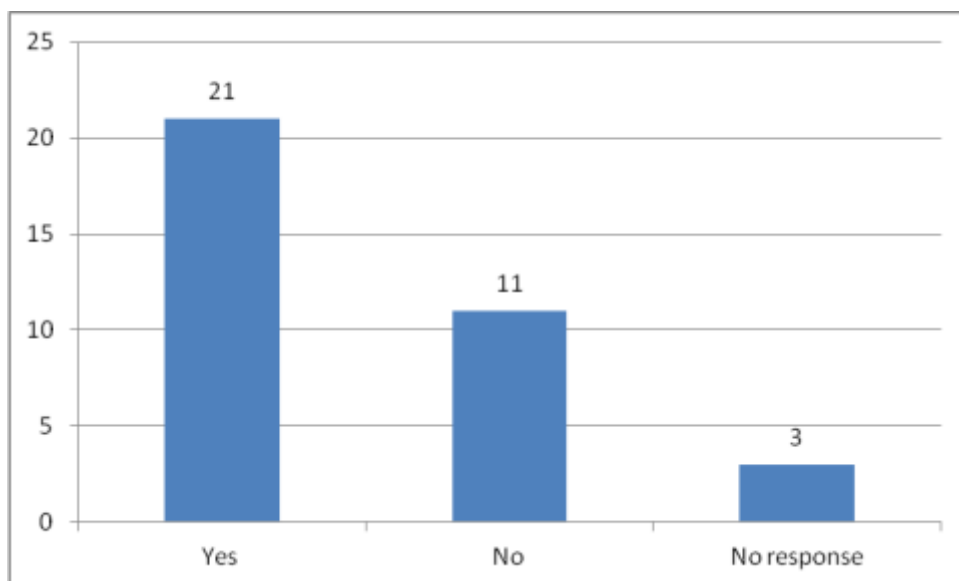
## **Facility history and development**

### **When was the facility built?**



40% of the properties are over 100 years old, only two have been built since the turn of the century. This has implications for the quality and condition of the building and the need for ongoing repairs and maintenance.

### **Has the facility partially or wholly been refurbished in the last ten years?**



2 community facilities (Aldreth Village Centre and Black Horse Drove Community Centre) have been completely refurbished, both of these were built 1850 – 1914. The others have been partially

refurbished as needed, with improvements to toilets, flooring, roofs, windows and kitchens the most common.

**Are there any plans for redevelopment/improvements to this facility? If so please provide details, including estimated costs, sources of funding and expected time frames etc**

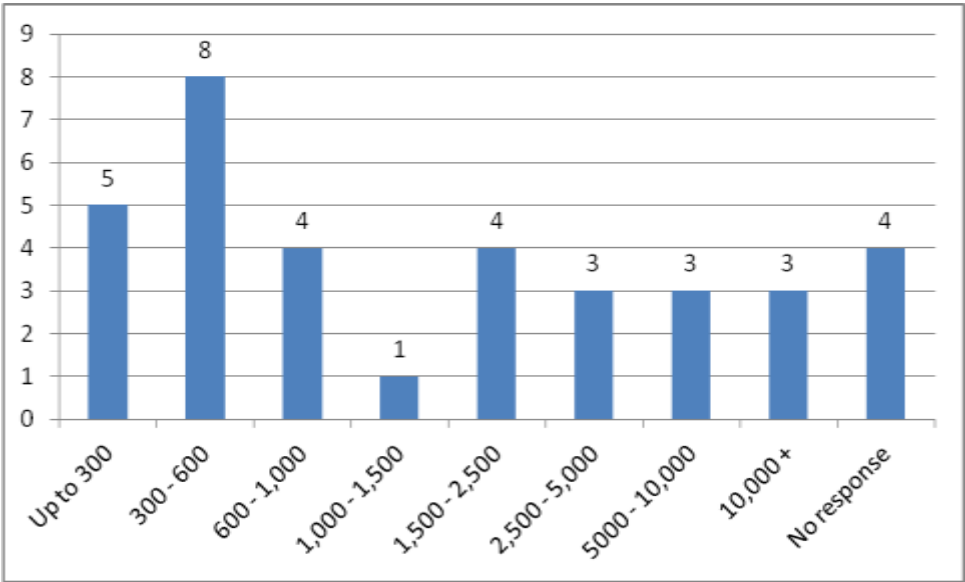
18 settlements have plans to make changes to their community facility. Proposed improvements include upgrade of toilets, replacement floors, kitchen refurbishments and car park improvements. Mepal and Soham have plans for major redevelopment of their halls.

Potential sources of funding cited include WREN, S106, Parish Council, Lottery Fund and other grants and fundraising activities.

A number of facilities identify improvements that need to be made but have not identified any sources of funding.

**Facility Users**

**What is the approximate population of the community served by your facility?**

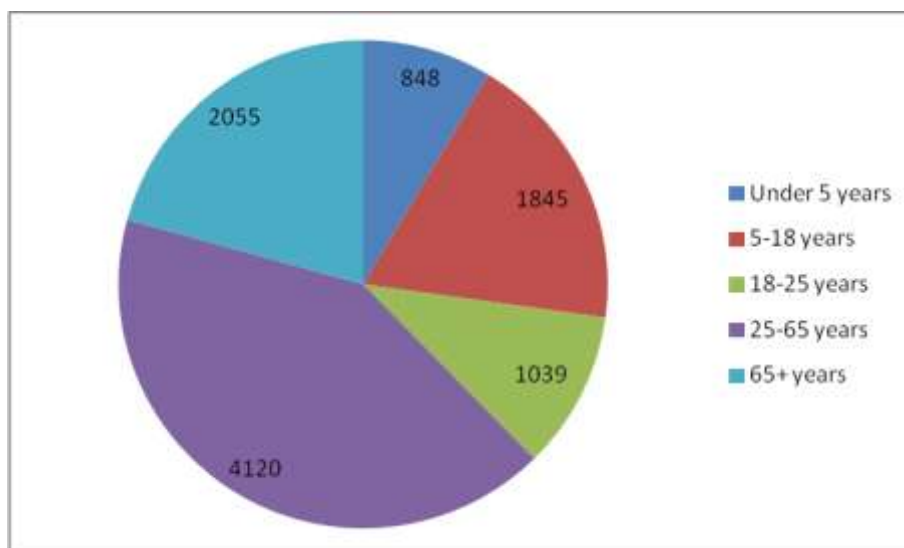


The Arkenstall Centre (Haddenham) Ely Beet and Social Club and the Walter Gidney Pavilion (Soham) are the facilities that serve the largest communities of 10,000+.

In terms of geographic coverage, The Ellesmere Centre (Stetchworth) serves the seven local parishes of Stetchworth, Dullingham, Woodditton, Kirtling, Burrough Green, Brinkley and Westley Waterless.

## Roughly how many people use the facility from these age groups each month?

19 facilities did not respond to this question. Of the 15 that did, the largest user group in terms of age are the 25-65 year olds, followed by the 65+ year olds, the 5-18 year olds, 18-25 year olds and the under 5's.



## In an average week, how many hours is each room used?

Area	<10 hours	10-20 hours	20-30 hours	30+ hours	No response
Main Hall	10 <ul style="list-style-type: none"> <li>Black Horse Drove Community Centre</li> <li>Brinkley Memorial Hall</li> <li>Burrough Green Reading Room</li> <li>Cheveley Pavilion</li> <li>Chippenham Village hall</li> <li>Coveney Village Hall</li> <li>Queen Adelaide Village Hall</li> <li>Stretham Parish Rooms</li> <li>Swaffham Bulbeck Pavilion</li> <li>Westley Waterless Village Hall</li> </ul>	6 <ul style="list-style-type: none"> <li>Ashley Pavilion</li> <li>Fassage Hall, Lode</li> <li>Mepal Village Centre</li> <li>Prickwillow Village Hall</li> <li>Sidney Taylor Hall, Dullingham</li> <li>The Ellesmere Centre, Stetchworth</li> </ul>	8 <ul style="list-style-type: none"> <li>Arkenstall Centre, Haddenham</li> <li>Kirtling village Hall</li> <li>Littleport Village Hall</li> <li>Reach Village Centre</li> <li>Swaffham Prior Village Hall</li> <li>Walter Gidney Pavilion, Soham</li> <li>Wicken Mission Hall</li> <li>Witcham Village Hall</li> </ul>	2 <ul style="list-style-type: none"> <li>Aldreth Village Centre</li> <li>Ely Beet and Social Club</li> </ul>	9

Aldreth Village Centre and Ely Beet and Social Club are the most utilised facilities, both being used 30+ hours a week.

## Policies and discounts

Does your facility have the following policies?

<b>Policies and Discounts</b>	<b>Yes</b>	<b>No</b>	<b>No response</b>
Monitor diversity of users	7	24	4
Equal usage policy	17	13	5
Safeguarding children/child protection policy	10	20	5
Special discounts for low-income/unemployed users	4	27	4

When responding to the question about discounts 4 respondents made the following comments:

- Some concessions available for struggling organisations, those starting up and funerals
- But discounted rate for villagers
- But can be flexible
- Special discount for new groups setting up

## Please describe your current programmes and groups

Sports/keep fit - 54

Children's uniformed groups (Scouts/Brownies etc) - 17

Early years Groups - 16

Parish Council meetings -14

Games groups (e.g. Whist/Bridge) - 11

Art/craft groups – 10

Dances – 8

Friendship Club/Over 60's - 8

Music/Amateur dramatics – 8

Parties/weddings/wakes – 6

WI – 6

Youth Club – 6

Committee meetings – 5

Slimming Group – 5

Coffee morning – 4

Gardening/flower club – 4

Lunch club – 4

Support Group - 4

Dog Society/training – 3

Camera club – 2

Post office – 2

Other:

- After school club – 1

- Blood donation service – 1
- Burns night - 1
- Computer classes – 1
- Environment group – 1
- History group – 1
- Rotary – 1
- School – 1
- Singles disco – 1
- St John's Ambulance – 1

19 facilities responded no, 5 did not respond.

**Please list any activities which have grown in popularity in recent years and now require more time**

Bowls  
Indoor sporting activities  
Keep fit and similar groups  
Line dancing  
Pensioner group  
Pilates  
Playgroup  
Wedding receptions  
Youth sports  
Zumba

7 facilities said none and 7 gave no response.

**Please list any activities which have reduced in popularity in recent years and now require less time**

Belly dancing  
Carpet Bowls  
Childrens activities (as school now offers after-school activities)  
Childrens parties  
Dinner dances  
Games evenings  
Girl Guides  
Jazzercise  
Line dancing  
Mother and Toddler Group  
Over 60's club  
Pre-school (moved to own dedicated premises)  
Youth club (2 respondents)  
Youth groups  
Zumba (2 respondents)

14 facilities said none and 5 gave no response.

<b>Name of Facility</b>	<b>Are there any plans for redevelopment/improvements of this facility? If so, please provide details including estimated costs, sources of funding and expected time frames etc.</b>	<b>If you have any other comments regarding your facility, needs, funding or any wider issues, please make them below.</b>
Aldreth Village Centre	No	None
Arkenstall Centre, Haddenham	Upgrade of toilet areas £34,000 – WREN 2014. Heat Saving, water harvesting etc. £50,000? 2015.	The need to maintain hiring fees at a low level for local community groups as per our aims and objectives and to promote the facility for hire by external (higher fees) hirers can be conflicting.
Ashley Pavilion	No	Parish Council has always paid the building insurance, around £400, but now refuses to contribute leaving a considerable loss to the Trust.
Black Horse Drove Community Centre	No	None
Brinkley Memorial Hall	Replace floor - cost about £10,000 - applying for funding from Wadlow Wind Farm and ECDC. Plan to refurbish kitchen, dry lining and to improve lighting in Hall: c £20k. Timescale will depend on finding funding.	None
Burrough Green Reading Room	No	Since new school building next door was completed we have lost revenue from them which now makes it difficult to keep ahead of costs. We are now undertaking much more fundraising to cover these costs to keep the hall open for the village.
Cheveley Pavilion	Yes. Trying to encourage use within community but need to improve facilities.	Desperately needs to be updated to current standards.
Chippenham Village Hall	No	None
Coveney Village Hall	No	None
Ely Beet Sports and Social Club	We have a number of improvements that need to be made, but, at present we haven't looked at estimated costs or sources of funding.	We have a number of issues around energy efficiency and the facility also needs further essential maintenance, ideally we would like to offer more staff training however funds do not allow this.
Fassage Hall, Lode	General redecoration to be undertaken summer 2013 using £2,500 from own funds.	No response
Fordham Victoria Hall	Yes, to refurbish the kitchen area. Expected cost £12k - £15k. Fundraising is done by committee discretion, given we have any surplus cash. The parish council are also helpful. Timescale will be as and when	None



	funds become available.	
Gardiner Memorial Hall, Burwell	Parish Council are looking into a possible upgrade of facilities but only in early stages so no further information available at this time.	None
Kirtling Village Hall	Car park resurfacing - £15,000 to £20,000 and Hearing Loop system - £2,500.	A children's play area is needed outside.
Little Downham Village Centre	No response.	No response.
Little Thetford Village Hall	Plans approved for extension and major kitchen refurbishment but funds not available to progress.	The hall needs a major refit (stage, kitchen and hall extension). Planning application approved but funding very scarce.
Littleport Village Hall	Redecoration: £13k. Would need to close building for a full month. New gas supply: £10k - needed asap as pipes too narrow for gas flow.	None
Mandeville Hall, Burwell	No	None
Mepal Village Hall	Plans exist for further part redevelopment and extension but no estimates of cost as yet, no funding sources yet identified but in excess of £1,000,000 needed.	The most pressing need is to re order the former toilet area to provide useable space. Also the car park surface is cracked and uneven and needs renewing especially hazardous to those with impaired mobility.
Prickwillow Village Hall	No	Storage space is limited, which restricts the number of clubs hall can host.
Queen Adelaide Village Hall	No	None
Reach Village Centre	No	The outside area may need upgrading in the near future.
Sidney Taylor Hall, Dullingham	No other than general upkeep.	None
Stretham Parish Rooms	No	Stretham Parish Council needs to encourage more local groups to use the venue. We try hard via the parish newsletter.
Swaffham Bulbeck Pavilion	No	None
Swaffham Prior Village Hall	Initial plans being formulated to allow access to the Small Hall without going through the Main Hall. Have just started consultation with residents, prior to seeking funding for the project.	None
The Beeches, Isleham	No	No response.
The Ellesmere	Ladies toilets and accessible toilet between October and November 2013. Ladies	The Ellesmere Centre is now 30 years old and is in need of improvement in many areas. We

Centre, Stetchworth	Changing Room 2014. Small hall floor refurbished 2014. Entrance to building - no timescale set.	constantly apply for grants but each one has to be 'match funded' and this entails our staff and trustees working voluntary hours to achieve this. Any funding is desperately needed.
The Glebe, Sutton in the Isle	No response.	No response.
The Pavilion, Sutton in the Isle	No response.	No response.
Walter Gidney Pavilion, Soham	Major redevelopment at planning application stage (awaiting decision). Total estimated cost excluding VAT = £1.5 million. Anticipated start date mid 2014. Funding to be arranged but will include s106 money, Public Works Loan, Council reserves and grant/lottery funding.	Town lacks medium sized, affordable facility for a fast growing population.
Westley Waterless Village Hall	Needs improvement but no estimates of cost have been sought as no funding available.	Hall is not used by locals as heating not suitable, dark and dingy hall needs refurbishment to make more user friendly and cost efficient in regards to heating and running costs.
Wicken Mission Hall	White goods £500 asap. Refurbish turrets (corroding) £6k - £10k when funds permit but ASAP.	Funding needed for refurbishing and re-leading the bell tower. Two other towers on the roof of the hall have so far cost estimated £6k - £10k.
Witcham Village Hall	New car park £20,000? Finishing interior of new build £10,000. No sources of funding yet found.	Funding to finish off current renovation.
Witchford Playing Field Association	It is planned to improve facility over the next few years. The estimated costs are £100,000 - £200,000 depending on scope. Sources of funding included Witchford Parish Council, grants and fund raising activities.	No response.

## Appendix 11

### Settlement/facility standard scores summary

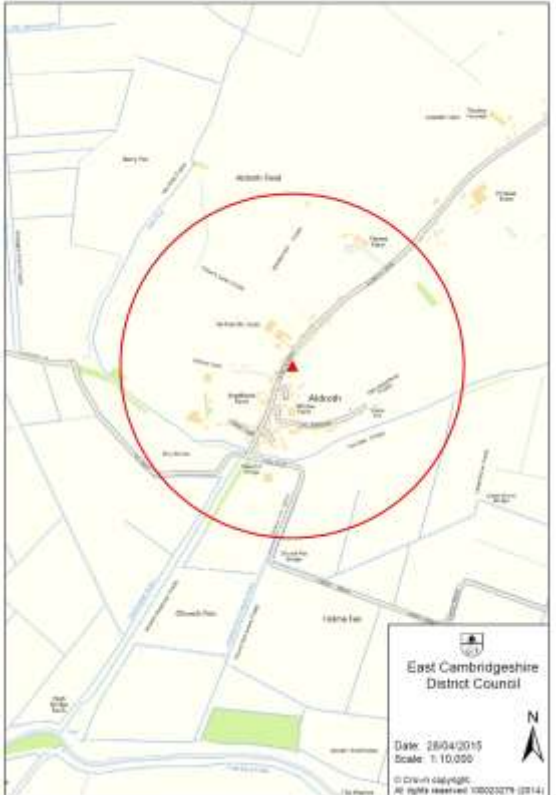
Facility/settlement	Meets quantity standard?	Meets quality standard?	Meets catchment standard?	Financial position
Aldreth Village Centre	Yes	Yes	Yes	Breakeven
Arkenstall Centre, Haddenham	Yes	Yes	No	Significant deficit
Ashley Pavilion	No	Yes	No	Breakeven
Black Horse Drove Community Centre	Yes	Yes	Yes	Surplus
Brinkley Memorial Hall	Yes	Yes	Yes	Significant deficit
Burrough Green Reading Room	No	Yes	Yes	Slight deficit
Cheveley Pavilion	No	No	No	Significant deficit
Chippenham Village Hall	Yes	Yes	Yes	Breakeven
Coveney Village Hall	Yes	Yes	Yes	Significant deficit
Ely Beet Club	No	Yes	No	Slight deficit
Fassage Hall, Lode	Yes	Yes	Yes	Surplus
Fordham Victoria Hall	No	Yes	No	Surplus
Gardiner Memorial Hall	No	No	No	No response
Kirtling Village Hall	Yes	Yes	No	Breakeven
Little Downham Village Centre	Yes	Yes	No	No response
Little Thetford Village Hall	Yes	Yes (excellent)	Yes	Breakeven
Littleport Village Hall	No	Yes (excellent)	No	Breakeven
Mandeville Hall, Burwell	No	Yes	No	No response
Mepal Village Hall	Yes	Yes	Yes	Breakeven
Prickwillow Village Hall	Yes	Yes	Yes	Breakeven
Queen Adelaide Village Hall	Yes	Yes	Yes	Breakeven
Reach Village Centre	Yes	No	Yes	Breakeven
Sidney Taylor Hall, Dullingham	Yes	No	No	Significant deficit
Stretham Parish Rooms	No	No	Yes	Significant deficit
Swaffham Bulbeck Pavilion	No	No	No	Slight deficit
Swaffham Prior Village Hall	No	Yes	No	Breakeven
The Beeches, Isleham	Yes	Yes (excellent)	No	No response
The Ellesmere Centre, Stetchworth	Yes	No	No	Slight deficit
The Glebe, Sutton	Yes	Yes	No	No response
The Pavilion, Sutton	Yes	Yes	No	No response
Walter Gidney Pavilion, Soham	No	Yes	No	Breakeven
Westley Waterless Village Hall	Yes	No	Yes	No response
Wicken Mission Hall	Yes	Yes	Yes	Surplus
Witcham Village Hall	Yes	Yes	Yes	Breakeven
Witchford Village Hall	No	Yes	No	No response

## Appendix 12

### Audit summary by facility

#### Indoor Community Facility provision in Aldreth



Name of facility	Aldreth Village Centre
Size of facility (sqm)	31.69
Assessment of quantitative provision against local planning standard	11% surplus
Details of other community facilities in settlement	None
Meets catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	73%
Facilities available at the venue and their condition	Main hall - excellent Kitchen – very good Toilets – very good Storage space – very good Other: School room - excellent
Has the facility been partly or wholly refurbished in the last 10 years?	Lottery grant in 2000 paid for complete renovation
Is the facility DDA compliant?	Wheelchair access throughout and accessible toilets
Who owns the facility?	Aldreth Community Association
Type of management structure	Club or association
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1850-1914
Approximate population that the facility serves	Up to 300
Estimated total annual number of users	720
Approximate number of users each month per age group	Under 5: 20 5-18: 20 18-25: 0 25-65: 20 65+: 0
Average hours usage of main hall per week	30+ hours
Details of regular weekly bookings	32 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Ashley



Name of facility	Ashley Pavilion
Size of facility (sqm)	67.02
Assessment of quantitative provision against local planning standard	12% shortfall
Details of other community facilities in settlement	None
Meets catchment standard?	No
Map of catchment area	



Analysis of existing provision (qualitative)	54%
Facilities available at the venue and their condition	Main hall - good Bar - good Kitchen - good Toilets - good Changing facilities - poor Storage space - poor Other: Additional kitchen - good
Has the facility been partly or wholly refurbished in the last 10 years?	Changing and toilet facilities upgraded
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets and dedicated disabled parking.
Who owns the facility?	Ashley Parish Council
Type of management structure	Ashley Pavilion Trust management committee
Does the facility have any full time/part time/voluntary staff?	Caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1945 - 1975
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	7,800
Approximate number of users each month per age group	Under 5: 40 5-18: 180 18-25: 370 25-65: 0 65+: 60
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	22 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	Parish Council has always paid the building insurance, around £400, but now refuses to contribute leaving a considerable loss to the trust.

## Indoor Community Facility provision in Black Horse Drove



Name of facility	Black Horse Drove Community Centre
Size of facility (sqm)	104.41
Assessment of quantitative provision against local planning standard	427% Surplus
Details of other community facilities in settlement	None
Meets catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	58%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Kitchen – very good Toilets – very good Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	Wholly refurbished in 2011
Is the facility DDA compliant?	Wheelchair access throughout and accessible toilets
Who owns the facility?	Littleport Parish Council
Type of management structure	Black Horse Drove Community Centre committee
Does the facility have any full time/part time/voluntary staff?	Voluntary supervision and cleaners
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - no Includes alcohol sales - no
Gross running costs of the facility	Up to £2,000
Net running costs of the facility	Up to £2,000
Do hire charges and rental income cover the running costs?	Yes with a surplus
When was the facility built?	1850 - 1914
Approximate population that the facility serves	Up to 300
Estimated total annual number of users	720
Approximate number of users each month per age group	Under 5: 0 5-18: 0 18-25: 0 25-65: 40 65+: 20
Average hours usage of main hall per week	Under 10
Details of regular weekly bookings	1 hour a week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Brinkley



Name of facility	Brinkley Memorial Hall
Size of facility (sqm)	241.51
Assessment of quantitative provision against local planning standard	449% surplus
Details of other community facilities in settlement	None
Meets catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	57%
Facilities available at the venue and their condition	Main hall - poor Kitchen - good Toilets – very good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	Part refurbishment – toilets and storage extension
Is the facility DDA compliant?	Some wheelchair access and accessible toilets
Who owns the facility?	Held in trust
Type of management structure	Committee of trustees
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1914 - 1945
Approximate population that the facility serves	Up to 300
Estimated total annual number of users	2,520
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Replace floor - approx £10,000, applying for funding from Wadlow Wind Farm and ECDC. Plan to refurbish kitchen, dry lining and to improve lighting in hall costs c.£2,000. Timescale will depend upon finding funding.
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Burrough Green




Name of facility	Burrough Green Reading Room
Size of facility (sqm)	39.16
Assessment of quantitative provision against local planning standard	4% shortfall
Details of other community facilities in settlement	None
Meets catchment standard?	Yes
Map of catchment area	



Analysis of existing provision (qualitative)	69%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Kitchen – very good Toilets – very good Storage space - good Other: Removable stage area
Has the facility been partly or wholly refurbished in the last 10 years?	Partly refurbished – new accessible toilet, damp course and replaster, replaced some flooring, new windows and door at back, insulation added to roof void and redecoration all round.
Is the facility DDA compliant?	Wheelchair access throughout and accessible toilets
Who owns the facility?	The village administered by the local church wardens and parish council
Type of management structure	Management committee of trustees
Does the facility have any full time/part time/voluntary staff?	Voluntary staff
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	Up to £2,000
Net running costs of the facility	Up to £2,000
Do hire charges and rental income cover the running costs?	Slight deficit
When was the facility built?	1850 -1914
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	Since new school building next door was completed we have lost revenue from them, which now makes it difficult to keep ahead of costs. We are now undertaking much more fundraising to cover these costs to keep the hall open for the village.

## Indoor Community Facility provision in Burwell (2 facilities)




Name of facility	Gardiner Memorial Hall
Size of facility (sqm) total of Gardiner Memorial Hall & Mandeville Hall	368.42
Assessment of quantitative provision against local planning standard	46% shortfall
Details of other community facilities in settlement	Burwell Community Sports Centre Burwell House Study and Conference Centre Burwell Trinity Church Burwell Village College (Primary) community rooms Mandeville Hall
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	45%
Facilities available at the venue and their condition	Main hall - good Kitchen – good Toilets - poor Storage space - good Other: Baby change facilities, permanent stage
Has the facility been partly or wholly refurbished in the last 10 years?	Internal decoration
Is the facility DDA compliant?	Some wheelchair access, accessible toilets
Who owns the facility?	Burwell Parish Council
Type of management structure	Parish Council
Does the facility have any full time/part time/voluntary staff?	Key holder/caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	1850-1914
Approximate population that the facility serves	5,000 -10,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	25 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Parish Council are looking into a possible upgrade of facilities but only in early stages so no further information available at this time.
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Burwell



Name of facility	Mandeville Hall
Size of facility (sqm) (Gardiner Memorial Hall and Mandeville Hall)	368.42
Assessment of quantitative provision against local planning standard	46% shortfall
Details of other community facilities in settlement	Burwell Community Sports Centre Burwell House Study and Conference Centre Burwell Trinity Church Burwell Village College (Primary) community rooms Gardiner Memorial Hall
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	64%
Facilities available at the venue and their condition	Main hall - excellent 2 <sup>nd</sup> Hall - excellent Meeting room - excellent Kitchen - excellent Toilets - excellent Storage space – excellent Other: Baby changing facilities, cellar storage area.
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets and dedicated disabled parking.
Who owns the facility?	Burwell Parish Council
Type of management structure	Parish Council
Does the facility have any full time/part time/voluntary staff?	Key holder/caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	Since 2000
Approximate population that the facility serves	5,000 – 10,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	32 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Cheveley



Name of facility	Cheveley Pavilion
Size of facility (sqm)	63.48
Assessment of quantitative provision against local planning standard	41% shortfall
Details of other community facilities in settlement	Cheveley Primary School community room
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	38%
Facilities available at the venue and their condition	Main hall - poor Kitchen - good Toilets - good Changing facilities - poor Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	No – requires attention
Is the facility DDA compliant?	No wheelchair access, no accessible toilets
Who owns the facility?	Cheveley Parish Council
Type of management structure	Cheveley Pavilion and Recreation Ground Charity
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales- yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1975 - 2000
Approximate population that the facility serves	2,500 – 5,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	3 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Yes - trying to encourage use within the community but need to improve facilities.
Comments regarding the facility, needs, funding or any wider issues.	Desperately need to be updated to current standards.



## Indoor Community Facility provision in Chippenham



Name of facility	Chippenham Village Hall
Size of facility (sqm)	131.53
Assessment of quantitative provision against local planning standard	139% surplus
Details of other community facilities in settlement	None
Meets catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	71%
Facilities available at the venue and their condition	Main hall - excellent Meeting room - excellent Kitchen - excellent Toilets – very good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Some wheelchair access, accessible toilets, hearing loop.
Who owns the facility?	Chippenham Parish Council
Type of management structure	Management committee
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1975 - 2000
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	12 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Coveney



Name of facility	Coveney Village Hall
Size of facility (sqm)	176.74
Assessment of quantitative provision against local planning standard	57% surplus
Details of other community facilities in settlement	Wardy Hill Social Club
Meets catchment standard?	Yes
Map of catchment area	<p>The map shows the village of Coveney and its surrounding area. A red circle highlights the catchment area, which includes the village and the surrounding roads. The map is titled "East Cambridgeshire District Council" and includes a scale of 1:10,000 and a date of 28/04/2015. The map also shows the location of the Coveney Village Hall and the Wardy Hill Social Club.</p>

Analysis of existing provision (qualitative)	56%
Facilities available at the venue and their condition	Main hall - good Bar - good Kitchen – very good Toilets - good Storage space - good Other: IT area for community
Has the facility been partly or wholly refurbished in the last 10 years?	New windows, kitchen and bar refit. Decorated throughout, accessible toilet and toilet refit, new flat roof on kitchen/bar.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets.
Who owns the facility?	Trustees
Type of management structure	Village hall management committee
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1945 - 1975
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	8 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Dullingham




Name of facility	Sidney Taylor Hall
Size of facility (sqm)	295.06
Assessment of quantitative provision against local planning standard	258% surplus
Details of other community facilities in settlement	None
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	44%
Facilities available at the venue and their condition	Main hall - poor Meeting room - poor Kitchen - good Toilets - poor Storage space - poor
Has the facility been partly or wholly refurbished in the last 10 years?	Rewired, kitchen upgraded, redecoration, windows plus external guttering etc
Is the facility DDA compliant?	No wheelchair access, no accessible toilets
Who owns the facility?	Held in trust by custodian
Type of management structure	Committee of managing trustees
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1850 - 1914
Approximate population that the facility serves	600 – 1,000
Estimated total annual number of users	1020
Approximate number of users each month per age group	Under 5: 0 5-18: 25 18-25: 0 25-65: 40 65+: 20
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	None other than general upkeep.
Comments regarding the facility, needs, funding or any wider issues.	None



## Indoor Community Facility provision in Ely



Name of facility	Ely Beet and Social Club
Size of facility (sqm)	160.68
Assessment of quantitative provision against local planning standard	92% shortfall
Details of other community facilities in settlement	1st Ely Scouts Hall Ely Cathedral Education and Conference Centre Ely Library Ely Museum, EOSA Clubhouse Needhams Hall, Ely College Olive Tree Fellowship Hall Oliver Cromwell House The Maltings
Meets catchment standard?	No
Map of catchment area	
Analysis of existing provision (qualitative)	75%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Bar - Excellent



	Office – Very good Kitchen - good Toilets – very good Changing facilities – very good Lounge - excellent Storage space - good Other: Fixed stage, snooker room
Has the facility been partly or wholly refurbished in the last 10 years?	The facility received two major grants to make essential refurbishments which included new windows and doors to lounge area, new kitchen and bar areas and new ceiling and lighting with removal of asbestos in the main hall.
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets and dedicated disabled parking.
Who owns the facility?	The facility is a not for profit organisation which was originally owned by British Sugar. Each member owns a share of the building; however, the land is still owned by British Sugar and cannot be sold for any other purpose.
Type of management structure	No response
Does the facility have any full time/part time/voluntary staff?	Five part time, 10 volunteers
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales – yes
Gross running costs of the facility	£20,000+
Net running costs of the facility	£20,000+
Do hire charges and rental income cover the running costs?	Slight deficit
When was the facility built?	1975 - 2000
Approximate population that the facility serves	10,000+
Estimated total annual number of users	12,480
Approximate number of users each month per age group	Under 5: 0 5-18: 180 18-25: 60 25-65: 600 65+: 200
Average hours usage of main hall per week	30+ hours
Details of regular weekly bookings	22 hours per week
How often do you turn bookings away?	No response
Are there any plans for redevelopment/improvements of this facility?	We have a number of improvements that need to be made, but at present we haven't looked at estimated costs or sources of funding.
Comments regarding the facility, needs, funding or any wider issues.	We have a number of issues around energy efficiency and the facility also needs further essential maintenance. Ideally we would like to offer more staff training, however, funds do not allow this.

## Indoor Community Facility provision in Fordham



Name of facility	Fordham Victoria Hall
Size of facility (sqm)	120.78
Assessment of quantitative provision against local planning standard	60% shortfall
Details of other community facilities in settlement	Royal British Legion Club
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	60%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Kitchen – very good Toilets - good Storage space - poor Other: Fixed stage
Has the facility been partly or wholly refurbished in the last 10 years?	Internal refurbishment/redecoration and new floor and central heating.
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, dedicated disabled parking and hearing loop.
Who owns the facility?	Fordham Parish Council
Type of management structure	Charity/management committee
Does the facility have any full time/part time/voluntary staff?	Caretaker/cleaner
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Yes with a surplus
When was the facility built?	No response
Approximate population that the facility serves	2,500 – 5,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	24 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Yes to refurbish the kitchen area, expected cost £12,000 – £15,000. Fundraising is done by committee discretion, given we have any surplus cash. The Parish Council are also helpful. Timescale will be as and when funds become available.
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Haddenham



Name of facility	Arkenstall Centre
Size of facility (sqm)	530.88
Assessment of quantitative provision against local planning standard	76% surplus
Details of other community facilities in settlement	Haddenham Methodist Church
Meets catchment standard?	No
Map of catchment area	
Analysis of existing provision (qualitative)	64%
Facilities available at the venue and their condition	Main hall – very good 2 <sup>nd</sup> Hall – very good Meeting room - good

	Bar - good Kitchen - good Toilets - good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, dedicated disabled parking and hearing loop.
Who owns the facility?	Parish Council as holding trustees
Type of management structure	Management committee of trustees
Does the facility have any full time/part time/voluntary staff?	Part time caretaker and part time cleaner
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales – yes
Gross running costs of the facility	£20,000+
Net running costs of the facility	£20,000+
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1850-1914
Approximate population that the facility serves	10,000+
Estimated total annual number of users	26,568
Approximate number of users each month per age group	Under 5: 0 5-18: 500 18-25: 214 25-65: 1,000 65+: 500
Average hours usage of main hall per week	20-30
Details of regular weekly bookings	No response
How often do you turn bookings away?	Occasionally due to full nights on Tuesdays, Wednesdays and Thursdays.
Are there any plans for redevelopment/improvements of this facility?	Upgrade of toilet area, heat saving water harvesting etc.
Comments regarding the facility, needs, funding or any wider issues.	The need to maintain hiring fees at a low level for local community groups as per our aims and objectives and to promote the facility for hire by external (higher fee) hirers can be conflicting.

## Indoor Community Facility provision in Isleham



Name of facility	The Beeches
Size of facility (sqm)	418.85
Assessment of quantitative provision against local planning standard	61% surplus
Details of other community facilities in settlement	None
Meets catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	97%
Facilities available at the venue and their condition	Main hall - excellent 2 <sup>nd</sup> Hall - excellent Meeting room - excellent Bar - excellent Office - excellent Kitchen - excellent Toilets - excellent Changing facilities - excellent Lounge - excellent Storage space - excellent Other: Outdoor play area, stage, café, free wifi, informal library
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, facility to assist partially sighted, dedicated disabled parking, automatic doors, accessible showers in changing room.
Who owns the facility?	No response
Type of management structure	No response
Does the facility have any full time/part time/voluntary staff?	No response
Does the facility have a Premises Licence? If yes does this include alcohol sales?	No response
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	No response
Approximate population that the facility serves	No response
Estimated total annual number of users	No response
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	No response
How often do you turn bookings away?	No response
Are there any plans for redevelopment/improvements of this facility?	No response
Comments regarding the facility, needs, funding or any wider issues.	No response



## Indoor Community Facility provision in Kirtling



Name of facility	Kirtling Village Hall
Size of facility (sqm)	132.32
Assessment of quantitative provision against local planning standard	265% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	73%
Facilities available at the venue and their condition	Main hall – very good Bar – very good Kitchen – very good Toilets – very good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	Just painted internally.
Is the facility DDA compliant?	Wheelchair access throughout and accessible toilets.
Who owns the facility?	The community
Type of management structure	Management committee of trustees
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1975 - 2000
Approximate population that the facility serves	300-600
Estimated total annual number of users	4,000
Approximate number of users each month per age group	Under 5: 0 5-18: 20 18-25: 0 25-65: 30 65+: 0
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Car park resurfacing - £15,000 – £20,000, hearing loop system - £2,500
Comments regarding the facility, needs, funding or any wider issues.	A children's play area is needed outside.

## Indoor Community Facility provision in Little Downham



Name of facility	Little Downham Village Hall
Size of facility (sqm)	272.4
Assessment of quantitative provision against local planning standard	29% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	63%
Facilities available at the venue and their condition	Main hall – very good Meeting room - good Bar - poor Kitchen - good Toilets – very good Storage space - good Other: Book cafe
Has the facility been partly or wholly refurbished in the last 10 years?	No response
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets and hearing loop.
Who owns the facility?	No response
Type of management structure	No response
Does the facility have any full time/part time/voluntary staff?	No response
Does the facility have a Premises Licence? If yes does this include alcohol sales?	No response
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	No response
Approximate population that the facility serves	No response
Estimated total annual number of users	No response
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	No response
How often do you turn bookings away?	Not known
Are there any plans for redevelopment/improvements of this facility?	No response
Comments regarding the facility, needs, funding or any wider issues.	No response

## Indoor Community Facility provision in Little Thetford



Name of facility	Little Thetford Village Hall
Size of facility (sqm)	127.52
Assessment of quantitative provision against local planning standard	45% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	77%
Facilities available at the venue and their condition	Main hall - very good Bar – very good Kitchen - good Toilets- good Lounge – very good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	Reroofed in last five years, updating of toilets/kitchen and redecoration in last two year.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets.
Who owns the facility?	Trustees via a trust deed vested in Charity Commission.
Type of management structure	Board of trustees
Does the facility have any full time/part time/voluntary staff?	Part time caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales- yes
Gross running costs of the facility	£10,000 - £15,000
Net running costs of the facility	£10,000 - £15,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1945-1975
Approximate population that the facility serves	1,500 - 2,500
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Plans approved for extension and major kitchen refurbishment, but funds not available to progress.
Comments regarding the facility, needs, funding or any wider issues.	The hall needs a major refit (stage, kitchen and hall extension). Planning application approved but funding very scarce.



## Indoor Community Facility provision in Littleport



Name of facility	Littleport Village Hall
Size of facility (sqm)	263.98
Assessment of quantitative provision against local planning standard	70% shortfall
Details of other community facilities in settlement	Littleport Community Primary School Hall Littleport Ex-Serviceman's Club Littleport Leisure Centre Littleport Methodist Hall YPL (Young People Littleport)
Meets the catchment standard?	No
Map of catchment area	
Analysis of existing provision (qualitative)	94%



Facilities available at the venue and their condition	Main hall – excellent Meeting room - good Bar - good Kitchen - excellent Toilets - excellent Lounge - good Storage space – very good Other: Fixed stage, cleaners cupboard, green room
Has the facility been partly or wholly refurbished in the last 10 years?	Kitchen, toilets, roof, floor and disabled access.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets, facility to assist partial sighted, hearing loop.
Who owns the facility?	Parish Council
Type of management structure	Management committee
Does the facility have any full time/part time/voluntary staff?	Cleaner/caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence- yes Includes alcohol sales - yes
Gross running costs of the facility	£10,000 - £15,000
Net running costs of the facility	£10,000 - £15,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1850-1914
Approximate population that the facility serves	5,000 – 10,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	30 hours per week
How often do you turn bookings away?	Often – regular requested for bookings on week day nights when hall already has long term bookings.
Are there any plans for redevelopment/improvements of this facility?	Redecoration £13,000. Would need to close building for a full month. New gas supply £10,000, needed ASAP as pipes too narrow for gas flow
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Lode and Longmeadow



Name of facility	Passage Hall
Size of facility (sqm)	300.72
Assessment of quantitative provision against local planning standard	200% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	<p>The map shows the Lode area with a red circle indicating the catchment area. The map includes labels for 'Lode', 'Longmeadow', and 'Passage Hall'. A legend in the bottom right corner identifies the map as 'East Cambridgeshire District Council' with a date of '28/04/2015' and a scale of '1:6,000'. It also includes a north arrow and copyright information: '© Crown copyright All rights reserved 100033279 (2014)'.</p>

Analysis of existing provision (qualitative)	71%
Facilities available at the venue and their condition	Main hall – very good Kitchen – very good Toilets – very good Changing facilities - good Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, dedicated disabled parking.
Who owns the facility?	Lode Parish Council as managing trustees for Fields in Trust.
Type of management structure	Management committee
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	No
Gross running costs of the facility	£2,5000 - £5,000
Net running costs of the facility	£2,500 - £5,000
Do hire charges and rental income cover the running costs?	Yes with a surplus
When was the facility built?	Since 2000
Approximate population that the facility serves	1,500 – 2,500
Estimated total annual number of users	3540
Approximate number of users each month per age group	Under 5: 150 5-18: 20 18-25: 20 25-65: 100 65+: 5
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	41 hours per week
How often do you turn bookings away?	Issue with use of hall when cricket or football matches are on at same time. Supporters of the game and children from parties using the same outdoor space patio area. Also health and safety issue with the ball.
Are there any plans for redevelopment/improvements of this facility?	General redecoration to be undertaken Summer 2013 using £2,500 from own funds.
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Mepal



Name of facility	Mepal Village Hall
Size of facility (sqm)	141.7
Assessment of quantitative provision against local planning standard	33% surplus
Details of other community facilities in settlement	Mepal Outdoor Centre
Meets the catchment standard?	Yes
Map of catchment area	<p>East Cambridgeshire District Council</p> <p>Date: 28/04/2015 Scale: 1:10,000</p> <p>© Crown copyright All rights reserved 100025279 (2014)</p>

Analysis of existing provision (qualitative)	69%
Facilities available at the venue and their condition	Main hall – very good Kitchen – very good Toilets - excellent Storage space - poor Other: Youth area carpeted but cramped
Has the facility been partly or wholly refurbished in the last 10 years?	Roof refurbished, oil boiler replaced by gas, new toilets and entrance lobby. Internal decoration by local youth club, kitchen fitted by local labourers.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets.
Who owns the facility?	Community of Mepal
Type of management structure	Management committee of trustees
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1850-1914
Approximate population that the facility serves	1,000 – 1,500
Estimated total annual number of users	5,460
Approximate number of users each month per age group	Under 5: 0 5-18: 80 18-25: 5 25-65: 120 65+: 250
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	25 hours per week
How often do you turn bookings away?	Occasionally when dates clash
Are there any plans for redevelopment/improvements of this facility?	Plans exist for redevelopment and extension but no estimates of costs as yet. No funding yet identified but in excess of £1,000,000 needed.
Comments regarding the facility, needs, funding or any wider issues.	The most pressing need is reorder the former toilet area to provide useable space. Also the car park surface is cracked and uneven and needs renewing, especially hazardous to those with impaired mobility.

## Indoor Community Facility provision in Prickwillow



Name of facility	Prickwillow Village Hall
Size of facility (sqm)	181.82
Assessment of quantitative provision against local planning standard	284% surplus
Details of other community facilities in settlement	Hiam Sports and Social Club
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	54%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Kitchen – good Toilets – very good Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, hearing loop
Who owns the facility?	Trustees of the hall
Type of management structure	Management committee (charity)
Does the facility have any full time/part time/voluntary staff?	Part time cleaner
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1975 – 2000
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	5,400
Approximate number of users each month per age group	Under 5: 50 5-18: 100 18-25: 50 25-65: 200 65+: 50
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	21 hours per week
How often do you turn bookings away?	Not at moment but getting close especially with evening bookings.
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	Storage space is limited, which restricts the number of clubs hall can host.



## Indoor Community Facility provision in Queen Adelaide



Name of facility	Queen Adelaide Village Hall
Size of facility (sqm)	82
Assessment of quantitative provision against local planning standard	339% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	69%
Facilities available at the venue and their condition	Main hall - good Bar - good Kitchen – very good Toilets - excellent Storage space - poor
Has the facility been partly or wholly refurbished in the last 10 years?	Partly – toilets, accessible toilet and kitchen
Is the facility DDA compliant?	Some wheelchair access, accessible toilets
Who owns the facility?	Registered charity
Type of management structure	Voluntary management committee
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales- yes
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1914 - 1945
Approximate population that the facility serves	Up to 300
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Reach



Name of facility	Reach Village Hall
Size of facility (sqm)	59.51
Assessment of quantitative provision against local planning standard	50% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	38%
Facilities available at the venue and their condition	Main hall – very good 2 <sup>nd</sup> Hall – very good Bar - no score given Kitchen – very good Toilets – very good Storage space – good
Has the facility been partly or wholly refurbished in the last 10 years?	New windows
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets.
Who owns the facility?	Ely Diocese
Type of management structure	Village hall management committee of trustees.
Does the facility have any full time/part time/voluntary staff?	Voluntary staff – the trustees.
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales – no
Gross running costs of the facility	£15,000 - £20,000
Net running costs of the facility	£15,000 – £20,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1914 – 1945
Approximate population that the facility serves	300 – 600
Estimated total annual number of users	480
Approximate number of users each month per age group	Under 5: 20 5-18: 0 18-25: 0 25-65: 20 65+: 0
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	22 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	The outside area may need upgrading in the near future.

## Indoor Community Facility provision in Soham



Name of facility	Walter Gidney Pavilion
Size of facility (sqm)	205.01
Assessment of quantitative provision against local planning standard	83% shortfall
Details of other community facilities in settlement	Ross Pears Sports Centre Soham Library Soham Methodist Church The Brook Viva Centre and Charity Shop
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	52%
Facilities available at the venue and their condition	Main hall - good 2 <sup>nd</sup> Hall - good Office – very good Kitchen – good Toilets – good Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	Some refurbishment 5 years ago
Is the facility DDA compliant?	Some wheelchair access, accessible toilets
Who owns the facility?	Soham Town Council
Type of management structure	Soham Town Council
Does the facility have any full time/part time/voluntary staff?	2 full time and 3 part time employees
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£10,000 - £15,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1850 - 1914
Approximate population that the facility serves	10,000+
Estimated total annual number of users	15,000
Approximate number of users each month per age group	Under 5: 100 5-18: 200 18-25: 0 25-65: 400 65+: 350
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	27 hours per week
How often do you turn bookings away?	Occasionally
Are there any plans for redevelopment/improvements of this facility?	Major redevelopment at planning application stage (awaiting decision). Total estimated cost excluding VAT - £1.5 million. Anticipated start date mid 2014. Funding to be arranged but will include s106 money, public works loan, Council reserves and grant/lottery funding.
Comments regarding the facility, needs, funding or any wider issues.	Town lacks medium sized, affordable facility for a fast growing population.



## Indoor Community Facility provision in Stetchworth



Name of facility	The Ellesmere Centre
Size of facility (sqm)	3402.83
Assessment of quantitative provision against local planning standard	4257% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	No
Map of catchment area	
Analysis of existing provision (qualitative)	48%



Facilities available at the venue and their condition	Main hall - good 2 <sup>nd</sup> Hall - poor Meeting room - good Bar - good Office - good Kitchen – very good Toilets - good Changing facilities – very good Storage space - poor Other: Shop, Post Office, IT suite
Has the facility been partly or wholly refurbished in the last 10 years?	Part refurbished – gents toilets and changing rooms, sports hall floor has been replaced.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets, dedicated disabled parking
Who owns the facility?	Parish Council
Type of management structure	Board of trustees
Does the facility have any full time/part time/voluntary staff?	Centre manager, office assistant, cleaner
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£20,000+
Net running costs of the facility	£20,000+
Do hire charges and rental income cover the running costs?	Slight deficit
When was the facility built?	1975 - 2000
Approximate population that the facility serves	2,500 – 5,000
Estimated total annual number of users	23,880
Approximate number of users each month per age group	Under 5: 190 5-18: 240 18-25: 230 25-65: 980 65+: 350
Average hours usage of main hall per week	10-20 hours
Details of regular weekly bookings	26 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Ladies toilet and accessible toilet October/November 2013. Ladies changing room 2014, small hall floor refurbished 2014, entrance to building no timescale set.
Comments regarding the facility, needs, funding or any wider issues.	The Ellesmere Centre is now 30 years old and is in need of improvement in many areas. We constantly apply for grants, but each one has to be match funded and this entails our staff and trustees working voluntary hours to achieve this. Any funding is desperately needed.

## Indoor Community Facility provision in Stretham



Name of facility	Stretham Parish Rooms
Size of facility (sqm)	45.53
Assessment of quantitative provision against local planning standard	78% shortfall
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	48%
Facilities available at the venue and their condition	Main hall - good Kitchen - good Toilets - good Storage space - poor
Has the facility been partly or wholly refurbished in the last 10 years?	New flooring 2013, new boiler 2013.
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets.
Who owns the facility?	Stretham Parish Council
Type of management structure	Parish Council sub-committee
Does the facility have any full time/part time/voluntary staff?	Caretaker
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£2,000 - £5,000
Net running costs of the facility	£2,000 - £5,000
Do hire charges and rental income cover the running costs?	Significant deficit
When was the facility built?	1850 - 1914
Approximate population that the facility serves	1,500 – 2,000
Estimated total annual number of users	360/720
Approximate number of users each month per age group	Under 5: 0 5-18: 30/60 18-25: 0 25-65: 0 65+: 0
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	Stretham Parish Council needs to encourage more local groups to use venue. We try hard via the parish newsletter.

## Indoor Community Facility provision in Sutton (two facilities)



Name of facility	The Glebe
Size of facility (sqm) total The Glebe and The Pavilion	614.75
Assessment of quantitative provision against local planning standard	44% surplus
Details of other community facilities in settlement	Brooklands Centre Sutton Royal British Legion Club Sutton School Community Room The Pavilion
Meets the catchment standard?	No
Map of catchment area	<p>East Cambridgeshire District Council</p> <p>Date: 26/04/2015 Scale: 1:10,000 © Crown copyright All rights reserved 100023279 (2014)</p>
Analysis of existing provision (qualitative)	75%

Facilities available at the venue and their condition	Main hall – very good 2 <sup>nd</sup> Hall – very good Meeting room – very good Office – very good Kitchen – very good Toilets - excellent Storage space – very good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Some wheelchair access, accessible toilets, dedicated disabled parking, hearing loop, stair lift to parish council offices and upstairs meeting rooms.
Who owns the facility?	No response
Type of management structure	No response
Does the facility have any full time/part time/voluntary staff?	No response
Does the facility have a Premises Licence? If yes does this include alcohol sales?	No response
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	No response
Approximate population that the facility serves	No response
Estimated total annual number of users	No response
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No response
Comments regarding the facility, needs, funding or any wider issues.	No response

## Indoor Community Facility provision in Sutton



Name of facility	The Pavilion
Size of facility (sqm) total The Glebe and The Pavilion	614.75
Assessment of quantitative provision against local planning standard	44% surplus
Details of other community facilities in settlement	Brooklands Centre Sutton Royal British Legion Club Sutton School Community Room The Glebe
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	65%
Facilities available at the venue and their condition	Main hall – very good Kitchen – very good Toilets – very good Changing facilities – good Storage space – good
Has the facility been partly or wholly refurbished in the last 10 years?	No response
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, dedicated disabled parking.
Who owns the facility?	No response
Type of management structure	No response
Does the facility have any full time/part time/voluntary staff?	No response
Does the facility have a Premises Licence? If yes does this include alcohol sales?	No response
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	No response
Approximate population that the facility serves	No response
Estimated total annual number of users	No response
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No response
Comments regarding the facility, needs, funding or any wider issues.	No response



## Indoor Community Facility provision in Swaffham Bulbeck



Name of facility	Swaffham Bulbeck Pavilion
Size of facility (sqm)	30.11
Assessment of quantitative provision against local planning standard	51% shortfall
Details of other community facilities in settlement	None
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	44%
Facilities available at the venue and their condition	Main hall - good Kitchen – good Toilets - good Changing facilities - good Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	Partly – youth club received funding to install heaters.
Is the facility DDA compliant?	No wheelchair access, no accessible toilets
Who owns the facility?	Parish Council
Type of management structure	Run as charity by Parish council as trustees
Does the facility have any full time/part time/voluntary staff?	Voluntary – the trustees
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - no Includes alcohol sales - no
Gross running costs of the facility	Up to £2,000
Net running costs of the facility	Up to £2,000
Do hire charges and rental income cover the running costs?	Slight deficit
When was the facility built?	1975 - 2000
Approximate population that the facility serves	600 -1,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	3 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	No
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Swaffham Prior



Name of facility	Swaffham Prior Village Hall
Size of facility (sqm)	81.91
Assessment of quantitative provision against local planning standard	10% shortfall
Details of other community facilities in settlement	None
Meets the catchment standard?	No
Map of catchment area	

Analysis of existing provision (qualitative)	75%
Facilities available at the venue and their condition	Main hall – very good 2 <sup>nd</sup> Hall – very good Meeting room – very good Kitchen - excellent Toilets - excellent Storage space - good
Has the facility been partly or wholly refurbished in the last 10 years?	Partly – kitchen refurbished in 2012.
Is the facility DDA compliant?	Wheelchair access throughout, accessible toilets, dedicated disabled parking, part hearing loop.
Who owns the facility?	Swaffham Prior Parish Council
Type of management structure	Charity
Does the facility have any full time/part time/voluntary staff?	No
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - no
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1850 - 1914
Approximate population that the facility serves	600 – 1,000
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	10 hours per week
How often do you turn bookings away?	Often due to no independent access to small hall.
Are there any plans for redevelopment/improvements of this facility?	Initial plans being formulated to allow access to small hall without going through the main hall. Have just started consultation with residents prior to seeking funding for the project.
Comments regarding the facility, needs, funding or any wider issues.	None

## Indoor Community Facility provision in Westley Waterless



Name of facility	Westley Waterless
Size of facility (sqm)	76.39
Assessment of quantitative provision against local planning standard	Surplus 768%
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	

Analysis of existing provision (qualitative)	48%
Facilities available at the venue and their condition	Main hall - good 2 <sup>nd</sup> Hall - good Bar – no score given Kitchen - good Toilets - good Lounge no score given Storage space - good Other: cellar and cupboards - good
Has the facility been partly or wholly refurbished in the last 10 years?	No
Is the facility DDA compliant?	Some wheelchair access, accessible toilets.
Who owns the facility?	Management trustees vested with custodian for charities.
Type of management structure	Management trustees
Does the facility have any full time/part time/voluntary staff?	Yes – gardener adhoc
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - no Includes alcohol sales - no
Gross running costs of the facility	Up to £2,000
Net running costs of the facility	Up to £2,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1975 - 2000
Approximate population that the facility serves	Up to 300
Estimated total annual number of users	Not recorded
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	Under 10 hours
Details of regular weekly bookings	No response
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	Needs improvement but no estimates of costs have been sought as no funding available.
Comments regarding the facility, needs, funding or any wider issues.	Hall is not used by locals as heating not suitable. Dark and dingy hall needs refurbishment to make more user friendly and cost efficient in regards to heating and running costs.



## Indoor Community Facility provision in Wicken



Name of facility	Wicken Mission Hall
Size of facility (sqm)	329.89
Assessment of quantitative provision against local planning standard	311% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	



Analysis of existing provision (qualitative)	73%
Facilities available at the venue and their condition	Main hall – very good 2 <sup>nd</sup> Hall – very good Bar – very good Kitchen – very good Toilets – very good Storage space - excellent Other: Mobile stage, Community Access Point
Has the facility been partly or wholly refurbished in the last 10 years?	Toilet block and wooden floor both refurbished.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets, hearing loop.
Who owns the facility?	Parochial Church Council Wicken
Type of management structure	Village hall committee as trustees
Does the facility have any full time/part time/voluntary staff?	Yes – caretaker, volunteer from hall committee.
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Yes with surplus
When was the facility built?	1850 - 1914
Approximate population that the facility serves	600 – 1,000
Estimated total annual number of users	4950
Approximate number of users each month per age group	Under 5: 230 5-18: 160 18-25: 40 25-65: 200 65+: 200
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	23 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	White goods £500 ASAP. Refurbish turrets (corroding) £6,000 - £10,000 when funds permit but ASAP.
Comments regarding the facility, needs, funding or any wider issues.	Funding needed for refurbishing and re-leading the bell tower. The two other towers on the roof of the hall have so far cost approx £6,000 - £10,000.

## Indoor Community Facility provision in Witcham



Name of facility	Witcham Village Hall
Size of facility (sqm)	156.82
Assessment of quantitative provision against local planning standard	239% surplus
Details of other community facilities in settlement	None
Meets the catchment standard?	Yes
Map of catchment area	<p>The map shows the village of Witcham and its surrounding area. A red circle highlights the catchment area, which includes the village and the surrounding roads. The map is titled 'East Cambridgeshire District Council' and includes a scale of 1:10,000 and a date of 28/04/2015. It also includes a north arrow and a copyright notice for 10 Crown copyright and All rights reserved 100033279 (2014).</p>

Analysis of existing provision (qualitative)	71%
Facilities available at the venue and their condition	Main hall - good Bar - good Kitchen - excellent Toilets - excellent Changing facilities - excellent Storage space - excellent Other: Small removable stage
Has the facility been partly or wholly refurbished in the last 10 years?	Recently £150,000 - £180,000 to refurbish front entrance, toilets, kitchen and bar area. Built changing facility at back for outside field events.
Is the facility DDA compliant?	Some wheelchair access, accessible toilets.
Who owns the facility?	Board of trustees on behalf of residents of Witcham.
Type of management structure	Registered charity with managing committee of trustees
Does the facility have any full time/part time/voluntary staff?	Voluntary staff
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Includes alcohol sales - yes
Gross running costs of the facility	£5,000 - £10,000
Net running costs of the facility	£5,000 - £10,000
Do hire charges and rental income cover the running costs?	Generally breakeven
When was the facility built?	1945 - 1975
Approximate population that the facility serves	300 - 600
Estimated total annual number of users	3696
Approximate number of users each month per age group	Under 5: 48 5-18: 60 18-25: 50 25-65: 100 65+: 50
Average hours usage of main hall per week	20-30 hours
Details of regular weekly bookings	22 hours per week
How often do you turn bookings away?	Never
Are there any plans for redevelopment/improvements of this facility?	New car park £20,000, finishing interior of new build £10,000. No sources of funding found yet.
Comments regarding the facility, needs, funding or any wider issues.	Funding to finish off current renovation.

## Indoor Community Facility provision in Witchford



Name of facility	Witchford Playing Field Association
Size of facility (sqm)	157.85
Assessment of quantitative provision against local planning standard	41% shortfall
Details of other community facilities in settlement	St. Andrew's Church Hall Witchford Village College Hall
Meets the catchment standard?	No
Map of catchment area	
Analysis of existing provision (qualitative)	68%
Facilities available at the venue and their condition	Main hall – very good Meeting room – very good Kitchen - good Toilets – good Changing facilities - good Storage space – very good Other: Fixed stage
Has the facility been partly or wholly	No

refurbished in the last 10 years?	
Is the facility DDA compliant?	Wheel chair access throughout once inside, accessible toilets, dedicated disabled parking.
Who owns the facility?	Witchford Playing Field Association
Type of management structure	Club or association
Does the facility have any full time/part time/voluntary staff?	Voluntary staff
Does the facility have a Premises Licence? If yes does this include alcohol sales?	Premises licence - yes Include alcohol sales - yes
Gross running costs of the facility	No response
Net running costs of the facility	No response
Do hire charges and rental income cover the running costs?	No response
When was the facility built?	1975 - 2000
Approximate population that the facility serves	1,500 – 2,500
Estimated total annual number of users	No response
Approximate number of users each month per age group	No response
Average hours usage of main hall per week	No response
Details of regular weekly bookings	21 hours per week
How often do you turn bookings away?	Yes – because fully booked every Saturday on the summer period of 2014. Evenings already fully booked although some daytime slots spare still.
Are there any plans for redevelopment/improvements of this facility?	It is planned to improve facility over the next few years. The estimated costs are £100,000 - £200,000 depending on scope. Sources of funding include Witchford Parish Council, grants and fund raising activities.
Comments regarding the facility, needs, funding or any wider issues.	No response