



# **South Cambridgeshire Community Facilities Study 2025**

**Final report – May 2025**

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Prepared by Cambridgeshire ACRE

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## **About Cambridgeshire ACRE**

Cambridgeshire ACRE works alongside the rural communities of Cambridgeshire and Peterborough, helping them take action to make positive changes to their local neighbourhoods. Whether it's supporting volunteers to lead community projects, bringing local organisations together to drive meaningful change or amplifying the voices of our parish and community members, our charity is deeply embedded in rural community life. With our support, residents, groups and partners can seize opportunities and realise their aspirations to improve the places, services and facilities that are important to them.

More information on Cambridgeshire ACRE's work with rural communities can be found at <https://www.cambsacre.org.uk>.

## **Executive summary**

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### **South Cambridgeshire Community Facilities Study 2025**

The South Cambridgeshire Community Facilities Study 2025 was carried out by Cambridgeshire ACRE and commissioned by South Cambridgeshire District Council. The study carried out a comprehensive audit of community facilities across South Cambridgeshire to update the Councils understanding regarding the quantity, quality and accessibility of existing provision, and identified needs for new or improved facilities in the district. This report collates and summarises the results of the audit and surveys. The report will be used to inform the evidence base for the emerging Greater Cambridge Local Plan and to inform investment decisions, including the seeking of contributions from new developments. This report builds upon and updates previous assessments, notably the 2009 Community Facilities Study Report.

### **Objectives**

The study's primary objectives were to:

- Assess the current provision of indoor community facilities based on quantity, quality, and accessibility.
- Identify gaps in provision and potential improvements required to help meet the local need (to inform priorities for future investments and funding and inform evidence to negotiate developer contributions).
- Review the current standard used to determine the amount of indoor community facilities space required per person and, if appropriate and justified, update the standard.
- Identify an appropriate methodology for calculating an appropriate contribution from new development to meet the indoor community facilities needs arising from a development.

### **Methodology**

The study involved a comprehensive process divided into three main elements:

- Town/Parish Council consultation: An online questionnaire was sent to all 102 town and parish councils in the district, achieving a 90% response rate. This aimed to gather local insights on the current provision and needs for community facilities.
- Facility audits: Physical inspections of 93 community facilities were conducted, evaluating primary-use community facilities (predominantly village halls and community centres, see section 1.12). These audits included measurements and assessments of qualitative factors.
- Facility management consultation: An additional questionnaire targeted to facility managers to collect detailed information about the management, usage, and condition of the facilities. This achieved a 93% response rate.

## **Key findings**

- **Quantitative provision:** The study found a total community facility space of 20,860 square metres across the district, equating to 0.13 square metres per capita, or 129 square metres per 1,000 population. This figure reflects the total functional space of community facilities audited as part of the study and is inclusive of both primary, secondary, and indoor ancillary spaces.
- **Qualitative provision:** Audits highlighted several qualitative issues, including the need for modernisation and better maintenance in many facilities. The quality varied significantly across the district, impacting the usability and attractiveness of these spaces.
- **Accessibility:** The accessibility assessment focused on how well communities are served by existing facilities, considering geographic distribution and access for people with disabilities. Several areas were identified with poor accessibility to adequate facilities.

## **Recommendations**

- **Update and apply a new space standard:** The report proposes a new standard for community space per person to guide future provision.
- **Investment priorities:** Areas with the greatest deficiencies in quantity, quality, and accessibility have been identified for prioritised investment.
- **Developer contributions:** An updated methodology for calculating Section 106 contributions is recommended.

## **Conclusion**

The study underscores the importance of community facilities in fostering social interaction, health and well-being in South Cambridgeshire. It provides a robust evidence base to guide South Cambridgeshire District Council (SCDC) and stakeholders in making informed decisions about future community infrastructure requirements, that will make its way into planning policies, asset management strategies, and investment programmes. The findings and recommendations will support the development of a more inclusive and well-served community, ensuring that all residents have access to high-quality indoor facilities.

## Section 1: Introduction and methodology

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### Introduction

- 1.1 SCDC extant policy SC/3: Protection of Village Services and Facilities, ensures that planning permission will be refused for proposals which would result in the loss of a village service, including village pubs, shops, post offices, banks and building societies, community buildings and meeting places, sports venues, cultural buildings, places of worship or health facilities, where such loss would cause an unacceptable reduction in the level of community or service provision in the locality. This policy recognises that village services and facilities perform a vital function in rural communities, particularly for the less mobile. This policy takes into account the National Planning Policy Framework (NPPF) (as amended 2023)<sup>1</sup> at paragraph 97 which advises that plans should guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs.
- 1.2 South Cambridgeshire District Council (SCDC) understands that indoor community facilities, including village halls and other publicly accessible buildings, play a crucial role in maintaining a sense of local identity, as well as providing a base for a variety of different groups and activities, from pre-school groups to social activities, fitness classes, meetings and coffee mornings. The Council is keen to ensure that all residents have access to facilities which are appropriate and suitable for their needs.
- 1.3 SCDC's extant Local Plan 2018 Policy SC/6 Indoor Community Facilities<sup>2</sup> was informed by a comprehensive assessment of community facilities carried out in September 2009. This study included an audit of the quantity and quality of community facilities in the district. It also proposed a process and formula for the Council to calculate and negotiate with developers for Section 106 contributions towards community facilities.
- 1.4 In December 2023, Cambridgeshire ACRE was appointed by SCDC to undertake a new community facilities study, across all the towns and parishes of South Cambridgeshire.
- 1.5 Cambridgeshire ACRE was asked to prepare an updated Community Facilities Assessment Report to compile the findings of the study process in order to help understand the adequacy of provision in each identified town and parish, to inform priorities for future investments and funding and, to inform evidence

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<sup>1</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<sup>2</sup> South Cambridgeshire District Council Local Plan (adopted September 2018)  
<https://www.scambs.gov.uk/media/17793/south-cambridgeshire-adopted-local-plan-2018.pdf>

to negotiate developer contributions (based on an assessment of local need as evidence for the emerging Greater Cambridge Local Plan). As part of this work, SCDC requested a review of the existing square metre standard of the 2009 study (proposing a new square metre standard for community space per person where necessary) and for Cambridgeshire ACRE to update/propose a methodology for calculating a financial contribution linked to the new proposed square metre standard for community space per person.

## **National Policy/Guidance changes**

- 1.6 The NPPF<sup>3</sup> sets out the government's planning policies for England and how these are expected to be applied. Paragraph 96 states that planning policies and decisions should aim to achieve healthy, inclusive and safe places and beautiful buildings which (a) promote social interaction; (b) are safe and accessible; and (c) enable and support healthy lifestyles. The NPPF does not provide a policy definition for community facilities. Previous policy objectives for open space, sport and recreation facilities were set out in PPG17 which was withdrawn in 2014 and replaced by new planning practice guidance which does not offer guidance on assessing need.
- 1.7 Therefore, for the purposes of this study we have chosen to continue to use the same hierarchical approach to the assessment of provision as the 2009 study. This approach utilises withdrawn guidance which accompanied PPG17<sup>4</sup> which made it clear that planning authorities should undertake local assessments of need, audits of provision and, advised that a 'settlement hierarchy' would be the best way to assess the need for provision in rural areas. The continued hierarchy approach has been taken in the absence of updated guidance and in the belief that it is reasonable to expect that the scale and quality of facilities should reflect the size of the community which they serve.
- 1.8 The South Cambridgeshire Local Plan 2018 identifies two new towns (Northstowe and Waterbeach) and then groups the villages into four categories of Rural Centres, Minor Rural Centres, Group Villages and Infill Villages. This study uses the revised approach to hierarchy groupings proposed in the Greater Cambridge Local Plan: First Proposals. These proposed revisions have led to the following changes which are reflected in Figure 1, page 8:
  - that the Towns category should also include Cambourne.
  - that Cottenham be moved from a Rural Centre to a Minor Rural Centre.
  - that Babraham be upgraded from an Infill Village to a Group Village.

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<sup>3</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<sup>4</sup> 'Assessing needs and opportunities: a companion guide to planning policy guidance 17' - <https://www.gov.uk/government/publications/assessing-needs-and-opportunities-a-companion-guide-to-planning-policy-guidance-17>

- 1.9 However, the revised settlement hierarchy groupings would only supersede the adopted SCDC Local Plan 2018 hierarchy if adopted within the new Greater Cambridge Local Plan.

**Figure 1: The position of each settlement within the settlement hierarchy**

Towns	Rural Centres
Cambourne	Great Shelford and Stapleford
Northstowe	Histon and Impington
Waterbeach (new town)	Sawston

Minor Rural Centres	Group Villages
Bar Hill	Babraham
Bassingbourn	Balsham
Comberton	Barrington
Cottenham	Barton
Fulbourn	Bourn
Gamlingay	Castle Camps
Girton	Coton
Linton	Dry Drayton
Melbourn	Duxford
Milton	Elsworth
Papworth Everard	Eltisley
Swavesey	Fen Ditton
Waterbeach	Fen Drayton
Willingham	Fowlmere
	Foxton
	Great Abington
	Great Wilbraham
	Guilden Morden
	Hardwick
	Harston
	Haslingfield
	Hauxton
	Highfields Caldecote
	Little Abington
	Longstanton
	Meldreth
	Oakington
	Orwell
	Over
	Steeple Morden
	Teversham
	Thriplow
	Whittlesford



Infill Villages	
Abington Pigotts	Litlington
Arrington	Little Chishill
Bartlow	Little Eversden
Boxworth	Little Gransden
Carlton	Little Shelford
Caxton	Little Wilbraham
Childerley	Lolworth
Conington	Longstowe
Croxton	Madingley
Croydon	Newton
East Hatley	Pampisford
Grantchester	Papworth St Agnes
Graveley	Rampton
Great Chishill	Shepreth
Great Eversden	Shingay-cum-Wendy
Harlton	Shudy Camps
Hatley St George	Six Mile Bottom
Heathfield	Stow-cum-Quy
Heydon	Streetly End
Hildersham	Tadlow
Hinxton	Toft
Horningsea	West Wickham
Horseheath	West Wratting
Ickleton	Weston Colville
Kingston	Weston Green
Knapwell	Whaddon
Kneesworth	Wimpole
Landbeach	

## Project scope and methodology

- 1.10 This document is a summary report compiling the findings of the study process. Our work has comprised a quantitative and qualitative assessment of existing community facilities and has been carried out in partnership with key SCDC officers to ensure that it meets the needs of the Council.
- 1.11 The data gathering process can be broadly split into three parts – town/parish council consultation, a physical audit of identified facilities and a questionnaire directed to facility managers.

## The three elements to the study

### First element: Town/Parish council consultation

- 1.12 The first element of the study process was an online questionnaire issued to all 102 town/parish councils in South Cambridgeshire via email on 8

December 2023 with a requested four-week window to submit their response. Town/parish councils received follow-up emails and phone calls to prompt them to complete the survey and the initial closing date was extended by one week to allow more responses to be received. The purpose of this questionnaire was to understand each town/parish council's view on indoor community facility provision in their village and to help identify a list of facilities to audit. A copy of the questionnaire is shown as [Appendix A](#). Responses were received on behalf of 92 town/parish councils (representing a response rate of 90%) and a summary of the data collected is shown as [Appendix B](#).

## **Second element: The audit**

- 1.13 The second element of the study process was an objective, visual inspection visit of each identified facility.
- 1.14 In formalising the list of community facilities to audit a decision was taken on whether the facility was a primary-use facility (to be audited) or secondary use facility (not to be audited). The guiding principle to determine which category a facility was assigned to was the level of community access offered, whether there were any clear restrictions on typical use we would expect and the predominant use of the facility. Primary-use facilities generally included village halls, community centres and pavilion buildings used for non-sport related purposes and secondary-use facilities generally included church halls, sports pavilions, Scouts huts, primary schools, private facilities and other buildings which offer limited but valuable community use. Our final list of facilities to audit comprised 96 village halls and other community buildings.
- 1.15 A list of facilities identified as primary-use facilities by their parish councils but later reclassified as secondary-use facilities by Cambridgeshire ACRE is included as [Appendix C](#).
- 1.16 The on-site audits were undertaken during February and March 2024 by three members of Cambridgeshire ACRE staff, who undertook a group training session prior to the audit process to ensure consistency. Whilst not a full technical assessment of the buildings, these visits have been used to flag up key qualitative issues (with illustrative photographs taken as required) and to take measurements of the spaces, to inform the overall analysis of qualitative and quantitative provision. A copy of a blank audit form is shown as [Appendix D](#). Audits were undertaken at 93 of the 96 community facilities identified, with three Parish Councils/facilities operators declining to allow the audit team access. A summary of the data collected is shown as [Appendix E](#).

## **Third element: Facility management consultation**

- 1.17 The third element of the study process was a programme of consultation with facility management representatives to gather more information about the ownership and management of the facilities, their running costs, level of usage

(and type of users), as well as any other investment needs or latent demand that exists in their communities. Facility managers were asked to complete an online questionnaire which included both closed and open qualitative questions. Managers were asked to complete this questionnaire in advance of the physical inspection visit so that the audit team could pick up any issues and discuss them during their visit. A copy of the consultation questionnaire is shown as Appendix F. Responses were received on behalf of 89 facilities (representing a response rate of 93%) and a summary of the data collected is shown as Appendix G.

### **Participation in the study process**

- 1.18 Appendix H provides a summary table of the parishes surveyed and their participation in each element of the study process.

### **Evidence analysis**

- 1.19 Following the gathering of data from these three work strands, we have been able to analyse the findings with a view to understanding if there are local issues with regard to quantity, quality or accessibility of facilities and to checking if the previously agreed standards need amendment.

### **Report structure**

- 1.20 The rest of the report is structured to reflect the combined consideration of three key attributes of facility provision: Quantity, Quality, Accessibility. It is important that all three are considered together to identify the areas of greatest overall deficiency or surplus.

The report layout is as follows:

- Section 2 – Quantitative provision – outline of results of analysis of quantitative assessment (particularly to understand demand), identification of key issues relating to quantity of provision, review of quantitative standard, application of standard and identification of areas of deficiency.
- Section 3 – Qualitative provision – outline of qualitative findings (building visits, self-declarations from facility managers), identification of any key issues relating to building stock quality, review of qualitative vision, consideration of how sites meet this vision and identification of areas with poor quality facilities.
- Section 4 – Accessibility (catchment) – assessment of issues relating to building access and consideration of how local communities are served by community buildings, whether the buildings are in themselves accessible to the public. (Note: that this does not refer to building accessibility in terms of

disability access, which is considered as part of each building's quality assessment.)

- Section 5 – Developer contributions – review of methodology for calculating S106 developer contributions with worked example.
- Section 6 – Summary and conclusions – review of key points regarding overall provision, with the identification of primary areas for consideration and focus.

## Section 2: Quantitative provision

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### Introduction

- 2.1 In this section, we identify the key issues relating to the quantity of indoor community facilities, at both a District-wide and local level. This section includes:
- An assessment of the current level of provision
  - Key issues to emerge from the consultation with regard to the quantity of provision
  - Consideration of recommended quantity standard
  - Application of quantity standard with analysis

### Current provision

- 2.2 Our audit of facilities entailed the examination of 93 facilities across 84 different towns/parishes in South Cambridgeshire.
- 2.3 As part of the auditing process, the total internal floor area of all facilities was measured.
- 2.4 Measurements of the primary hall space and any secondary space (second halls and meeting rooms) when combined totalled 13,965 square metres. Assuming the population of South Cambridgeshire to be 162,116 (source ONS, 2021) this is equivalent to 0.09 square metres per capita, or 86 square metres per 1,000 population.
- 2.5 However, these figures make no allowance for indoor ancillary spaces such as the kitchen, toilets, storage, changing rooms or lobbies/entrance halls. Including these spaces adds a further 6,894 square metres, taking the total internal functional community floorspace area to 20,860 square metres. This is equivalent to 0.13 square metres per capita, or 129 square metres per 1,000 population<sup>5</sup>.
- 2.6 The largest facilities in South Cambridgeshire, in terms of total hall/meeting space area, are the Fulbourn Centre (which has a total of 551 square metres), Milton Community Centre (412 square metres) and Fowlmere Village Hall (374 square metres). The smallest facility audited was Fen Ditton Pavilion (approximately 30 square metres). The average main hall space size is 115 square metres.

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<sup>5</sup> These figures do not include space provided by the identified facilities at Arrington, Over or Thriplow and Heathfield due to the three facilities operators declining to allow the audit team access.

## **Provision in new settlements**

- 2.7 New settlements and major growth sites require bespoke approaches to community provision reflecting the requirements of Local Plan policy SC/4. South Cambridgeshire has several new settlements where community buildings and provision are still being developed.
- 2.8 Northstowe will eventually be a town of around 10,000 homes; its early phases are currently being developed. At time of writing, it has around 3,000 residents. A temporary community building is currently being used, along with dual use outside of school hours of facilities at Northstowe Secondary College. A permanent community facility for Phase 1 of around 900 square metres now has planning permission and is expected to open in 2026.
- 2.9 Waterbeach New Town is at an earlier stage in its development. The consented western half of Waterbeach New Town currently has an interim community facility of approximately 250 square metres. In future there will be four permanent facilities coming forward at triggers of 250/1,850/4,000 and 5,200 occupations. Two of these facilities will be around 350 square metres, one should be up to 750 square metres – in order to facilitate a 2 court sports hall, and the fourth will be around 1,050 square metres and contain the permanent library provision and be located in the town centre.
- 2.10 Bourn Airfield new village development has yet to commence, but the planning obligations applying to the site require the delivery of a new community centre.
- 2.11 Cambourne has existing provision including the Cambourne Hub. A contribution of £1.7million has been secured through the Cambourne West Section 106 agreement towards community provision, providing for an extension/enhancement of The Hub, £500,000 towards a youth facility 'The Cambourne Soul Youth Centre' (which has already been delivered and provides approximately 250 square metres of internal space for youth work activities and support - comprising of a main hall, club room and additional ancillary spaces). Also, the contribution secures £400,000 towards further community facilities to be delivered at Cambourne Secondary College (secured via a Community Access Agreement that secures that access to the community indefinitely).

## **Consultation key issues**

- 2.12 The results of the consultation with town/parish councils suggest that the quantity of provision is mainly adequate. We asked if there was unmet need for community meeting space in their villages and just a fifth (21%) of councils indicated that this was the case in their town/parish. It should be noted that this is only a town/parish council view and not necessarily the view of the residents in those towns/parishes.

- 2.13 Town/Parish councils were asked whether they believed an additional community facility was needed in their community and what evidence they had to support that view. 16 town/parish councils responded that an additional community building was needed in their community and gave their rationale for this view. The three towns/parishes with the largest populations in South Cambridgeshire (Cambourne, Histon & Impington and Sawston) all indicated that an additional community facility is needed. A further three of those indicating additional need (Girton, Gamlingay and Longstanton) have populations in excess of 3,000 people. A small number of parishes with populations under 750 also indicated an unmet need for community facilities (Carlton, Heydon, Babraham and Elsworth) noting that the complete lack of a community facility means their parishes lack a 'heart' and results in village residents having to go elsewhere for their social activities.
- 2.14 There are several parishes where the local parish council are actively pursuing the enhancement of an existing facility, with costed plans and timescales in place:
- Caldecote Parish Council are currently refurbishing their Pavilion to include new meeting room at a cost of circa £300,000, with work ongoing.
  - Fen Ditton Parish Council are seeking to refurbish and increase the size of their pavilion at an estimated cost of £300,000 with works planned to commence in autumn 2024.
  - Girton Parish Council plan to redevelop their Recreation Ground Pavilion at a cost of approximately £275,000, with work to commence during 2024.
- 2.15 There is one parish where the local parish council are actively pursuing the creation of new standalone community facilities, with costed plans and timescales in place:
- Fen Drayton Parish Council are replacing their Pavilion with a modular building costing around £75,000. The building should be erected by autumn 2024.
- 2.16 Additionally, the parish council at Hardwick noted that they have long been pursuing the possibility of a new community centre (for six years now)<sup>6</sup>. The cost is now estimated to be £2.75m and despite an earmarked £1m in s106 funding, rising costs and interest rates are preventing the parish council taking the project forward.

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<sup>6</sup> See latest updates and plans at <https://www.hardwickcommunitycentre.org/home>

## **Reviewing the quantity standard**

- 2.17 In the current South Cambridgeshire Local Plan, adopted in 2018, a quantity standard of 111 square metres of indoor community facility floorspace per 1,000 additional population was adopted (this was informed by the 2009 study). This study tests that standard and concludes it should be revised and also considers the costs that would be associated with its delivery.
- 2.18 Given the feedback from parish council survey, discussion with officers and our evaluation of the current level of provision (129 square metres / 1,000 population), we propose that the quantity standard for the total internal functional community floorspace area should be increased to 129 square metres per 1,000 population.
- 2.19 This revised standard is in line with the current level of provision, inclusive of ancillary space. This quantity standard represents the bare minimum in terms of the core facilities which are typically offered by even the most modest village hall.
- 2.20 We believe that this standard is viable, achievable and, a suitable benchmark for assessing existing provision and guiding new provision
- 2.21 It is recognised that in many cases, the scale of future development, particularly in the smaller villages, may not create enough additional demand to justify new facilities, in which case, we recommend that contributions be made towards improving the quantity of provision through extension to an existing facility or enhancing the quality of current halls (either in the village or nearby), to increase their capacity and suitability for a variety of uses.

## **Applying the quantity standard**

- 2.22 To gain a better understanding of where any potential shortfalls may lie, we have calculated where each town/centre or village sits in terms of current audited provision against the population. This is calculated by dividing the total space by the population.
- 2.23 Summarised below in Figures 2 and 3 are the results from the application of this standard, highlighting those towns/parishes which have either particularly good, or particularly poor, levels of provision.
- 2.24 All the settlements shown do have some provision. Those with no audited provision are shown in Figure 4. The complete list of all towns/parishes and the level of quantitative provision they would need, against the standard, is shown as [Appendix I](#).
- 2.25 The population figures which have been used are on a parish level from ONS figures 2021. We have also shown the population change from 2011-2021.



This is significant because it shows the trends in the community and may help to illustrate places which might find their community infrastructure coming under more, or less, strain.

**Figure 2: Parish assessment against proposed quantity standard (surplus)**

Parish	Population (ONS 2021)	Population change % (ONS 2011-2021)	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Surplus against standard
Foxton	1,275	3.5	517.9	406	164	353
Little Gransden	287	-3.0	327.4	1,141	37	290
Fowlmere	1,295	7.4	456.0	352	167	289
Fen Ditton	812	6.8	382.3	471	105	278
Fulbourn	5,049	8.0	910.9	180	651	260
Landbeach	930	9.7	369.2	397	120	249
Ickleton	747	5.4	342.1	458	96	246

**Figure 3: Parish assessment against proposed quantity standard (shortfall)**

Parish	Population (ONS 2021)	Population change (ONS 2011-2021) %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Shortfall against standard
Histon & Impington	8,778	0.7	157.0	18	1132	-975
Cambourne	12,081	47.6	643.6	53	1558	-915
Sawston	7,271	1.8	176.6	24	938	-761
Waterbeach	5,596	8.3	229.8	41	722	-492
Melbourn	4,900	4.5	146.0	30	632	-486
Great Shelford	4,534	7.1	238.5	53	585	-346
Bassingbourn-cum-Kneesworth	3,266	-8.8	156.4	48	421	-265

### Provision trends

- 2.26 The tables show the significant variation in provision across the District, but also the general trend that provision (per 1,000 population) is better in the smaller settlements of under 1,300 in size, with Fulbourn being the exception to this.
- 2.27 Foxton, with 406 square metres space per 1,000 population, when compared with the revised standard, is found to be 353 square metres above the standard mark, with its population increasing by 3.5% in the 2011-2021 period. Little Gransden, with its small population of just 287 people versus its audited space of 1,141 square metres/1,000 shows the second greatest 'oversupply' equivalent to 290 square metres.
- 2.28 Conversely, the parishes with less space per capita are mainly larger – with populations of 3,000 or more - and categorised as either Towns, Rural Centres or Minor Rural Centres. Of the 10 largest towns/parishes in South Cambridgeshire, all except one (Fulbourn) show a shortfall against the revised standard. However, it may not be accurate to assume that all these communities are necessarily deficient. The picture in the larger communities is more complex, with other facilities, such as the community colleges and dedicated sports facilities, meeting some of the demand for indoor multi-purpose space.

- 2.29 The lowest level of provision, in statistical terms, is Histon & Impington. With a population of 8,778 and 157 square metres of audited space, this equates to just 18 square metres per 1,000. The application of the standard to the population shows that 1,132 square metres should be provided, meaning there is a shortfall of 975 square metres. However, it is important to note that within the parish there are various church halls, other social clubs and schools which also provide valuable facilities and hall spaces for community use. For example: Histon Methodist Church, Histon Baptist Church, St Andrews' Church Hall, Histon and Impington Royal British Legion and, Impington Village College. These facilities were not included in the audit as they were defined as secondary use spaces as per the methodological approach of the study (see paragraph 1.14 of this report).
- 2.30 Sawston also has a comparatively low level of provision (24 square metres per 1,000) with a population of 7,271. Against the revised standard, there is a shortfall of 761 square metres.

#### **No audited provision**

- 2.31 The 2009 study identified the five largest settlements where no audited provision was recorded. The parishes identified were Waterbeach, Bassingbourn, Hardwick, Teversham and Duxford. In the period since the 2009 study, new community buildings have been opened at Waterbeach, Bassingbourn and Duxford. The community at Hardwick make use of a church building, whilst the community at Teversham still have no provision.
- 2.32 The largest villages without audited provision recorded for this study are shown below as Figure 4.

**Figure 4: Parishes with no audited provision**

Parish	Population (ONS 2021)	Population change %	Application of standard (129 square metres / 1,000) against population
Teversham	2,865	-2.7	370
South Trumpington	1,004	-	130
Elsworth	692	-4.9	89

- 2.33 The table suggests that, particularly in Teversham, there is significant undersupply of indoor community space and it should be considered a high priority in terms of addressing the quantitative need. However, it is noted that a large proportion of development in the Teversham parish adjoins Cherry Hinton. Both Teversham and South Trumpington abut Cambridge City area where good facilities are in place (the Cherry Hinton Village Centre and Clay Farm Centre respectively).

## **The Quantity Standard**

- 2.34 In conclusion the quantity standard for the total internal functional community floorspace area should be increased to 129 square metres per 1,000 population.

## Section 3: Qualitative provision

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### Introduction

- 3.1 In this section we identify the key issues relating to the quality of the existing stock of indoor community facilities on a District-wide and localised level. This section includes:
- An assessment of the current quality of provision
  - Key issues to emerge from the consultation with regard to the quality of provision
  - Consideration of the current quality standards and recommendations for amendment
  - Application of quality standard with analysis and illustration of good examples.
- 3.2 Our assessment of the quality of facilities in South Cambridgeshire has been primarily informed by non-technical visual site assessment visits undertaken to sites between February and March 2024.
- 3.3 The consideration of 'quality' has been based on two areas. Firstly, the inherent standard of facilities –their design, layout, specification etc. Secondly, we have considered the physical condition of each individual element. The key criteria we have assessed include:
- Condition of all main spaces, including halls, meeting rooms, kitchen, toilets, storage etc
  - Flooring
  - Plumbing
  - Heating
  - Electrical
  - Doors
  - Other interior features
  - Accessibility including measures to assist those with sight issues, use of a hearing loop, baby changing facilities and wheelchair accessibility.
  - Exterior features including car parks, roof, guttering etc.
- 3.4 All criteria were given a score – Very Poor; Poor; Average; Good; Excellent. The only exception was wheelchair accessibility which was scored on the basis of Fully wheelchair accessible; Partly wheelchair accessible; or Not at all wheelchair accessible.
- 3.5 An Excellent rating has been given if a particular feature was of a very high specification; if a feature is of notable quality; or has been recently installed. A Good rating has been given to elements of a good quality which do not quite meet this level – often relatively recently finished or of a marginally lower standard or condition. At the other end of the scale, a Very Poor score has

been given where criteria have fallen substantially below expected standards. Criteria scoring Very Poor might demonstrate serious structural problems, the urgent need for maintenance, refurbishment or replacement, or raise a concern in health and safety terms, or by being generally unfit for purpose.

- 3.6 Those sites scoring Poor overall should be considered the highest priority sites for investment. It is recognised that, on occasion, the cost of repairing or putting right the problems may not offer value for money and, in some instances, demolition and replacement may offer the best option.

### Current provision

- 3.7 Our site assessments found that overall most of the facilities across the District are of a good quality (64 out of 93 are rated Good or Excellent). A number of new high quality buildings have been built since the last study in 2009, including Cottenham Village Hall, Duxford Community Centre; the William Collyn Community Centre at Girton; the Wilbrahams Memorial Hall; the Hauxton Centre, the Melbourn Hub; and Orchard Park Community Centre.
- 3.8 The type of ownership and/or management does not appear to unduly influence quality. Of the 8 facilities rated as Excellent, 6 are run as charities, with 2 being run by their local council under their statutory powers. Of the four facilities rated as Poor, 2 are run as charities and 2 are run by local councils.
- 3.9 Overall, the majority of community facilities are considered to be in either a Good or Excellent condition in most aspects, very few elements were rated as Poor or Very poor, as shown in Figure 5.

**Figure 5: Condition of indoor spaces**

Space	Number with space	Excellent	Good	Average	Poor	Very poor
Lobby / entrance hall	84	20	48	12	4	0
Main hall	93	21	56	9	7	0
Small hall	32	10	17	4	1	0
Meeting room	54	19	28	4	2	1
Bar	19	3	10	4	1	1
Kitchen	92	20	51	13	8	0
Toilets – Unisex	18	10	6	2	0	0
Toilets – Male	82	16	51	11	4	0
Toilets – Female	80	18	50	8	4	0
Toilets - Accessible	84	23	51	9	1	0
Changing facilities	31	4	21	5	1	0

Space	Number with space	Excellent	Good	Average	Poor	Very poor
Storage room	83	15	52	12	4	0

- 3.10 As would be expected, the offer of facilities varies from multi-purpose community centres providing conference and meeting space, secondary halls and changing rooms to small, single-roomed halls.
- 3.11 It is important to note that there is no set list of specifications we have used to evaluate the variety of facilities across the District. Every building is unique, and while there are some general standards which can be applied (for example disability access compliance, the provision of accessible toilets, or kitchen facilities), we have assessed facilities on their own merits.
- 3.12 Whilst there are some facilities in poorer condition, there are also some (of various sizes and types) which can be regarded as examples of excellent practice in terms of design, layout and management, which provide a high quality service to their community.
- 3.13 We have amalgamated the individual elements to give an overall facility score and plotted all the audited facilities, using a simple colour-coded system to show facility quality. Very Poor facilities are shown as red, Poor as orange; Average is yellow; while Good or Excellent are shown as shades of green. The map of facilities is shown below as Figure 6. For detailed information on individual facilities, please refer to the supporting information. The unique ID numbers refer to facilities as follows:

#### List of facilities and ID numbers

1 - Abington Pigotts Village Hall	10 - Cambourne Blue Space	20 - Dry Drayton Village Hall
2 - Balsham Village Hall	11 - Cambourne Hub	21 - Duxford Community Centre
3 - Bar Hill Village Hall	12 - Castle Camps Village Hall	22 - Cade Pavilion, Eltisley
4 - Barrington Village Hall	13 - Caxton Village Hall	23 - Eversdens Village Hall
5 - Barton (Parish) Village Institute	14 - Comberton Village Institute	24 - Fen Ditton Pavilion
6 - Old School Community Centre, Bassingbourn	15 - Coton Village Hall	25 - Marleigh Community Centre, Fen Ditton
7 - Bourn Village Hall	16 - Cottenham Community Centre	26 - Fen Drayton Village Hall
8 - Boxworth Village Hall	17 - Cottenham Village Hall	27 - Fowlmere Village Hall
9 - Caldecote Village Institute	18 - Croxton Village hall	28 - Foxton Village Hall
	19 - Croydon Reading Rooms	

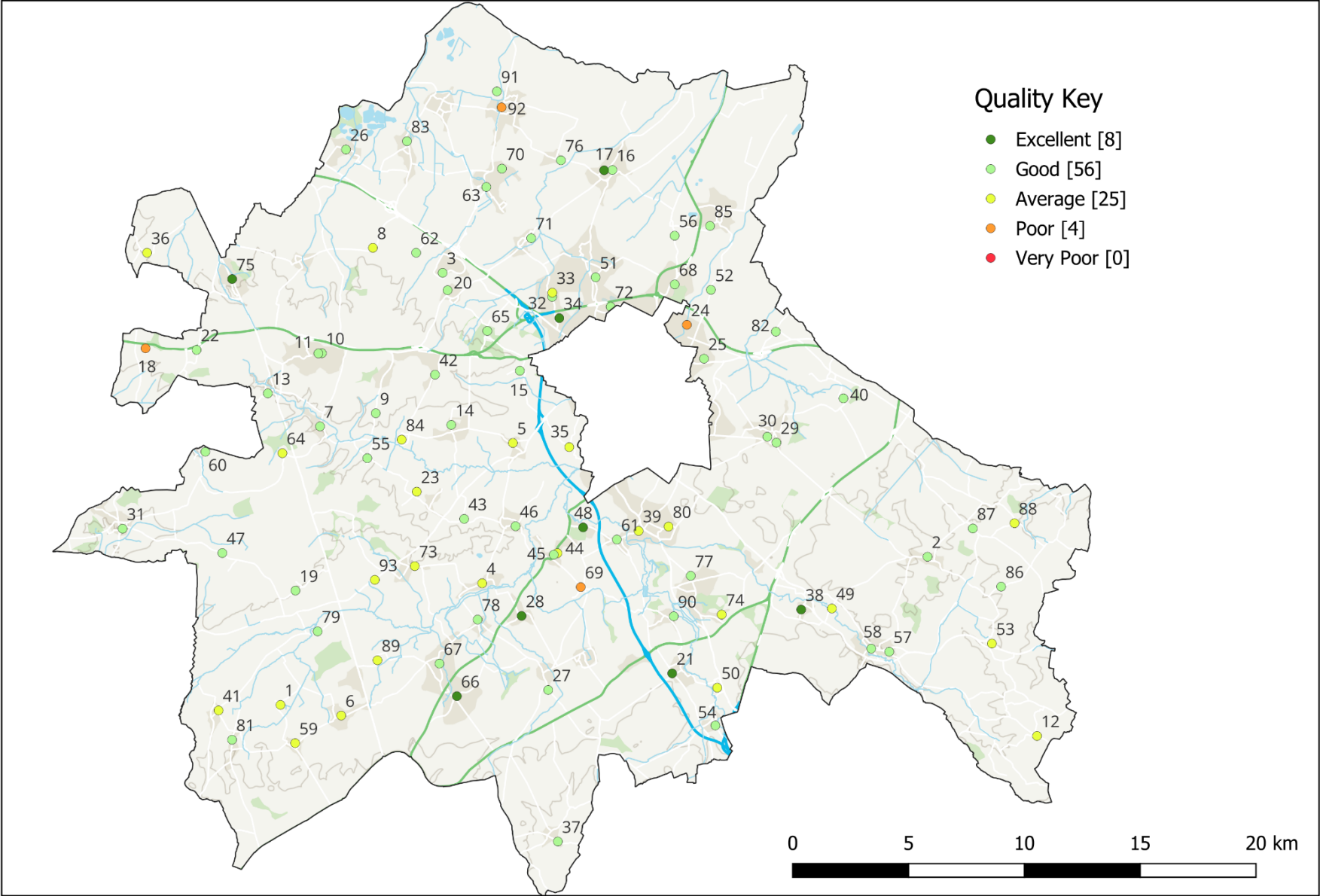
29 - Fulbourn Centre  
30 - Swifts Meeting  
Rooms & Library,  
Fulbourn  
31 - Gamlingay Eco  
Hub  
32 - Cotton Hall, Girton  
33 - Girton Pavilion  
34 - William Collyn  
Community Centre,  
Girton  
35 - Grantchester  
Village Hall  
36 - Graveley Village  
Hall  
37 - Great & Little  
Chishill Village Hall  
38 - Abington Village  
Institute, Great  
Abington  
39 - Great Shelford  
Memorial Hall  
40 - Wilbrahams'  
Memorial Hall, Great  
Wilbraham  
41 - Guilden Morden  
Village Hall  
42 - The Cabin at St  
Mary's Church,  
Hardwick  
43 - Harlton Village Hall  
44 - Harston Pavilion  
45 - Harston Village  
Hall  
46 - Haslingfield Village  
Hall  
47 - Hatley Village Hall  
48 - Hauxton Centre  
49 - Hildersham Village  
Hall  
50 - Hinxton Village  
Hall

51 - Histon & Impington  
Community Room  
52 - Horningsea Village  
Hall  
53 - Horseheath Village  
Hall  
54 - Ickleton Village  
Hall  
55 - Kingston Village  
Hall  
56 - Landbeach Village  
Hall  
57 - Linton Cathodeon  
Centre  
58 - Linton Village Hall  
59 - Litlington Village  
Hall  
60 - Little Gransden  
Village Hall  
61 - Little Shelford  
Memorial Hall  
62 - Robinson Hall,  
Lolworth  
63 - Longstanton  
Village Institute  
64 - Longstowe Village  
Hall  
65 - Madingley Village  
Hall  
66 - Melbourn  
Community Hub  
67 - Meldreth Village  
Hall  
68 - Milton Community  
Centre  
69 - Newton Village  
Rooms  
70 - The Cabin,  
Northstowe (temporary  
provision)  
71 - Oakington &  
Westwick Sports  
Pavilion

72 - Orchard Park  
Community Centre  
73 - Orwell Village Hall  
74 - Pampisford Village  
Hall  
75 - Papworth Everard  
Village Hall  
76 - Rampton Village  
Hall  
77 - Spicers Pavilion,  
Sawston  
78 - Shepreth Village  
Hall  
79 - Wendy Church  
Hall, Shingay-cum-  
Wendy  
80 - Jubilee Pavilion,  
Stapleford  
81 - Steeple Morden  
Village Hall  
82 - Quy Village Hall,  
Stow-cum-Quy  
83 - Swavesey  
Memorial Hall  
84 - Toft Village Hall  
85 - Waterbeach Tillage  
Hall  
86 - West Wickham  
Village Hall  
87 - West Wratting  
Village Hall  
88 - Weston Colville  
Reading Room  
89 - Whaddon Village  
Hall  
90 - Whittlesford Village  
Hall  
91 - Ploughman Hall,  
Willingham  
92 - Public Hall,  
Willingham  
93 - Wimpole Village  
Hall



Figure 6 – Overall facility quality scores



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- 3.14 The map shows that in general terms there are no geographical areas which immediately emerge as being particularly deficient in qualitative terms
- the south west corner of the District does have a relatively higher number of facilities which are classified as Average.
  - the facilities classified as Poor are not in any particular area of the District.
  - there are good facilities spread across the district, with three Excellent facilities to the north of Cambridge and five to the south of Cambridge.

3.15 The breakdown of facilities by quality rating is shown below as Figure 7.

**Figure 7: Quality of facilities summary**

Quality	Number of facilities	Highlighted examples
Excellent	8	Cottenham Village Hall; Duxford Community Centre; Hauxton Centre; William Collyn Community Centre;
Good	56	Wilbrahams' Memorial Hall; The Cabin at St Mary's Church; Fowlmere Village Hall; Coton Village Hall
Average	25	Barrington Village Hall; Orwell Village Hall; Wimpole Village Hall; Whaddon Village Hall
Poor	4	Croxton Village Hall, Fen Ditton Pavilion, Newton Village Rooms and Willingham Public Hall
Very poor	0	None

3.16 The table shows that there are 64 facilities which can be classified overall as either Excellent or Good, with just 4 facilities which have been scored as Poor (with none being classified as Very Poor). Those running these facilities are very aware that improvements to their building's fabric are needed and are already actively trying to manage these.

3.17 The detailed results from the audit have been made available as a separate database supplied digitally to the Council.

### Key issues

3.18 The facilities assessment process highlighted some recurrent issues in terms of the quality and condition of community facilities in the District. It should be noted that in general terms, the quality of facilities was good, with over two thirds being rated as Good or Excellent. In those instances where investment was most needed, the building management committees are well aware of this and are already in the process of fundraising and drawing up plans to execute improvements.

- 3.19 Maintaining existing facilities will enable the Council and other key partners to focus more on improving the quality of the current stock – this position is well supported by providers of facilities in the District.
- 3.20 Cambridgeshire ACRE recommends that all community facilities should; maintain a rolling five-year ‘Repair, Replacement and Maintenance Plan’, setting out a five-year schedule of events to give a planned and systematic approach that enables its management committee to stay in control, by planning its future liabilities and structuring its resources to meet these demands. Where facilities do not plan ahead in this way, they are likely storing up problems for the future when building issues occur.
- 3.21 All facilities will deteriorate over time if they are not maintained to a high standard. Without an ongoing programme of repairs, replacement and maintenance, an excellent facility’s condition will quickly become poor within a 10-15 year period.
- 3.22 All facilities will require substantial investment at different points in their life, for example when a replacement heating system is required, when a new kitchen is required or when double glazing requires replacement.
- 3.23 Building age is not necessarily an indicator of facility quality. Although it might be expected that a recently-built facility is likely to be in excellent condition (and 6 of the 8 facilities rated Excellent in this study were built since 2000), older buildings can also be rated Excellent if they have been maintained to a high standards. Two of the 8 facilities rated as excellent in this study were built between 1850 and 1914 (Abington Village Institute and Papworth Everard Village Hall). Three facilities rated as Good (Caxton Village Hall, Harlton Village Hall and Swavesey Memorial Hall) were built pre-1850.

## **Flooring**

- 3.24 Most facilities plan to renew their flooring once every 15-20 years due to general wear and tear. There were a small number of facilities who need to invest in new flooring more urgently which reflects their overall condition score of Average or Poor.

## **Toilets**

- 3.25 Most community buildings in the District have toilet facilities classed as Excellent or Good. The move towards installing accessible and unisex facilities since the last survey has resulted in considerable improvements. Where toilet facilities are poor (for example Jubilee Pavilion, Stapleford; Great Shelford Memorial Hall; Abington Pigotts Village Hall; and Fen Ditton Pavilion), this tends to reflect the overall condition of the building and many of these facilities have plans in hand to refurbish their facilities.

## **Kitchen**

- 3.26 All but one building audited had a usable kitchen or a food/drink preparation area. The condition of these facilities was variable, ranging for high quality commercial-style set-ups to repurposed domestic kitchens. A significant number of halls have clearly invested in their kitchens in recent years, with others having shown particularly careful management, with low levels of wear and tear. A kitchen is considered to be an integral part of even the smallest village hall. There are several (8) community buildings where the kitchen was deemed to be in a poor condition and whilst this tends to reflect the overall condition of the building, there were two buildings whose overall condition is Good, but their poor kitchen facilities let them down (Linton Cathodeon Centre and Bar Hill Village Hall); both expressed a desire to re-fit/upgrade their kitchens.

## **Site accessibility/disability compliance**

- 3.27 Over half the buildings audited (54%) are fully wheelchair accessible, with a further 44% being partly wheelchair accessible. There are two buildings, Girton Pavilion and Fen Ditton Pavilion which offer poor access for those with mobility problems. As such, these two facilities should be considered a priority for funding to retro-fit to meet the requirements accessibility standards. In both cases, the building owners, the respective parish councils, are already working on plans for refurbishment and upgrade.

## **Efficiency/building infrastructure**

- 3.28 Although the building assessments did not include a full technical evaluation, few buildings reported significant issues with their plumbing, heating or electrics. Croxton Village Hall, Newton Village Rooms and Fen Ditton Pavilion all suffer from Poor rated heating, again reflecting the overall relatively poor condition of these buildings. Croxton Village Hall and Bar Hill Village Hall also have Poor rated electrical systems. We must note again that these ratings are not a professional assessment of these systems, just the auditor's assessment (using the scale set out on page 23) based on a visual inspection and, in some cases, conversation with the building manager. It should be noted that all buildings will have undertaken a fixed wiring test (otherwise known as an Electrical Installation Condition Report) on a five-yearly basis as a condition of their building's insurance, meaning it is unlikely that any community facility's electrical system is in a dangerous condition.
- 3.29 The main source of heating in most community buildings audited (37%) is mains gas, with 19% reliant on oil and a further 19% reliant on electric heaters.
- 3.30 Since the 2009 study when none of those audited had introduced renewables, a number of buildings have taken steps to introduce sources of renewable

energy, with a number (9 buildings, 10%) now having ground and air source heat pumps. Around a fifth of those audited (19 buildings, 21%) have installed solar photovoltaic panels, with some also installing solar panel battery storage.

- 3.31 Nearly three quarters of buildings audited (73%) have double or triple glazing and exactly three quarters now use energy saving light bulbs. Other popular energy saving measures in use include timed controls for heating systems (in use by 60% of buildings audited) and smart meters (44% of buildings), roof and wall insulation (53% and 40% respectively), self-closing doors (39%) and light sensors (37%). In Cambridgeshire ACRE's experience of providing the community buildings advice service across the county, community buildings now have a greater appreciation of the need to 'go green' and are interested in doing more to make their buildings more energy efficient. The investment required to meet the cost of these capital works is a barrier to moving forward more quickly.

### **Storage**

- 3.32 The issue of sufficient storage space (both for communal furniture and for user groups) remains a perennial one for community buildings. It is heartening to note that many of the newer facilities in the District have sought to address this at design stage by including designated space for a storage room in their plans. The audit did highlight a number of buildings that have poor or no storage; these tend to be older buildings where it is an unavoidable situation. New community buildings must continue to recognise that good storage solutions are an integral part of good building design.

### **Exterior**

- 3.33 On the whole, the majority of buildings audited are not demonstrating any significant structural problems. As mentioned in the previous study, many of the community buildings in the District were constructed pre-World War II (some 45%) and benefitted from solid construction. However, three of the four buildings in the poorest overall condition were built pre-war, suggesting that even well-built facilities eventually reach the end of their lifespan if they have not been maintained to a high standard; these are the Public Hall, Willingham (built 1850 – 1914); Croxton Village Hall (built 1850 – 1914); Newton Village Rooms (built 1914 – 1945). The fourth, Fen Ditton Pavilion (built 1975 – 2000) was originally built as a sports pavilion (and was therefore not subject to the same build quality) but has since become used for wider community purposes.
- 3.34 25% of the District's community buildings have been constructed since the Millennium and have benefitted from higher build standards.

## Consultation

- 3.35 Issues regarding the quality of facilities were commonly voiced, both during the face to face audits and the formal questionnaire sent to hall committees and management groups. Nearly three-quarters of building managers (70%) reported that their building had undergone refurbishment in the last 10 years but maintenance of community buildings is an ongoing issue and a significant number responded that they were in need of, or were planning, further improvements to their facilities.
- 3.36 As previously stated, if a community facility is to be maintained as a good quality asset, it must have a rolling five-year 'Repair, Replacement and Maintenance Plan' so that those running the building are able to prioritise works as funds are raised / become available. Without an rolling maintenance regime, a facility's quality would likely quickly fall from Excellent to Poor within a 10 year period.
- 3.37 The most common areas identified as priorities for investment through the study included:
- 39% considering energy efficiency / renewable energy measures
  - 35% planning general maintenance and replacement of fittings etc.
  - 35% planning smaller scale improvements to one or two aspects, for example kitchen, toilets, windows, heating
  - 26% planning major renovations, for example new roof, new kitchen
  - 21% planning works to improve their car parks
  - 7% have an extension in mind and just 3% are planning a complete building replacement.
- 3.38 The revenue costs of keeping buildings running are increasing. Nearly half of respondents (49%) stated that the annual running cost for their building, including maintenance but excluding major repairs, is over £10,000. Yet only 15% report making a healthy surplus each year (of over £2,000), which would allow them to put funds into reserves for future refurbishment projects. Funding pots like the Platinum Jubilee Village Hall Fund and the Cambridgeshire Priorities Capital Fund which offer significant funding amounts are sometimes the only way for community facilities to move forward with refurbishment plans and even these require significant local fundraising to meet the match funding requirements needed to access these funds.

## Reviewing the quality standard

- 3.39 The study completed in 2009 proposed a quality standard setting out four visions for the quality of facilities in the villages, broadly according to their classification in the Core Strategy – Rural Centres, Minor Rural Centres, Group Villages or Infill Villages. These standards are still considered valid for the most part (Elsewhere, a reference to ACRE's 'Village & Community Halls:

A Net Zero Design Guide'<sup>7</sup> has been included as useful guidance to be followed when ensuring a new build has suitable energy-saving measures.

- 3.40 The revised settlement hierarchy proposed in the Greater Cambridge Local Plan First Proposals, reclassifies Cambourne, Northstowe and Waterbeach (new town) as Towns; and would create a fifth standard for the quality of facilities in the villages broadly according to their classification. However, a standard for 'towns' has not been included in the revised standards as for new Towns, a bespoke approach based on the nature and form of the new settlement is needed. There is likely to be a need for multiple facilities of different scales, responding to the form of town, district and local centres that the settlement will comprise.
- 3.41 We are therefore proposing revision to four standards for the quality of facilities in the towns/villages, broadly- Rural Centres, Minor Rural Centres, Group Villages or Infill Villages.

Settlement type	Standard
Rural Centres	<ul style="list-style-type: none"> <li>• Rural Centres should feature at least one large facility which offers extended access to all community groups at competitive rates.</li> <li>• The facility should have at least one high quality main hall space suitable for a variety of uses, potentially including club sport and physical activity; theatrical rehearsals/performances and social functions, ideally in a central and accessible location in the community. The facility should also offer smaller, separate meeting spaces and significant storage.</li> <li>• All facilities, including toilets, should be fully accessible, or retro-fitted to ensure compliance with Disability Discrimination Act legislation. Changing places standard toilets are encouraged. Additional facilities, for example changing rooms, should be fit for purpose and compliant with design best practice (for example Sport England).</li> <li>• Facilities should include a sizable kitchen/catering area (potentially professionally equipped) for the preparation of food and drink. It is desirable that the facility be licensed, with a personal licence holder, to permit a larger number of events. The facility may also require employed staff.</li> <li>• All new-build facilities should be designed to use low-carbon technologies (including in the building fabric itself), clean energy sources and with significant energy-efficiency measures in place. This will includes use of energy efficient lighting (including timers and automatic sensors);</li> </ul>

<sup>7</sup> ACRE, Village & Community Halls: A Net Zero Design Guide (2024): <https://acre.org.uk/village-halls-net-zero-guide/>

Settlement type	Standard
	<p>double/triple glazing; draught proofing; insulation; appropriate central heating etc. ACRE's 'Village &amp; Community Halls: A Net Zero Design Guide' should be followed.</p> <ul style="list-style-type: none"> <li>• All current facilities should be upgraded where appropriate and feasible to ensure that management/revenue costs are kept to a minimum.</li> </ul>
Minor Rural Centres	<ul style="list-style-type: none"> <li>• Minor Rural Centres should have at least one good sized facility which offers access to community groups at competitive rates.</li> <li>• The facility should feature one main hall space suitable for various uses, including casual sport and physical activity; theatrical rehearsals/performances and social functions. The facility should also offer at least one meeting room.</li> <li>• All facilities, including toilets, should be fully accessible, or retro-fitted to ensure compliance with Disability Discrimination Act legislation wherever possible.</li> <li>• Facilities should include a kitchen/catering area for the preparation of food and drink. The venue should have the capacity for Temporary Events for functions which serve alcohol.</li> <li>• Where practical and achievable, new build facilities should be delivered with appropriate energy-efficiency measures in place, although this should be undertaken with the balance of expenditure/saving in mind, given the likely hours of usage. ACRE's 'Village &amp; Community Halls: A Net Zero Design Guide' can provide useful guidance for both new-build facilities and on low-cost retro-fit measures that can be undertaken.</li> <li>• Facilities should be designed to offer ease of management, as volunteers are likely to be primarily responsible for day to day upkeep.</li> </ul>
Group Villages	<ul style="list-style-type: none"> <li>• Group Villages should offer a facility of reasonable size which offers access to community groups at competitive rates.</li> <li>• The facility should feature a main hall space which can be used for casual sport and physical activity; theatrical rehearsals/performances and social functions, however, it is recognised that one use may be favoured depending upon demand.</li> <li>• All new facilities, including toilets, should be fully accessible, or retro-fitted if viable to ensure compliance with Disability Discrimination Act legislation wherever possible.</li> </ul>



Settlement type	Standard
	<ul style="list-style-type: none"> <li>Facilities should include an appropriately equipped kitchen/catering area for the preparation of food and drink. The venue should have the capacity for Temporary Events for functions which serve alcohol.</li> <li>Where practical and achievable, new build facilities should be delivered with appropriate energy-efficiency measures in place, although this should be undertaken with the balance of expenditure/saving in mind, given the likely hours of usage. Likely measures include light sensors/timers, Cisternisers, improved insulation etc.</li> <li>Facilities should be functional spaces, designed to offer ease of management, as volunteers are likely to be primarily responsible for day to day upkeep.</li> </ul>
Infill Villages	<ul style="list-style-type: none"> <li>Infill Villages should feature at least one facility which offers some access to community groups.</li> <li>The centre should feature one main space ideally suitable for a variety of uses, including casual sport and physical activity; theatrical rehearsals/performances and social functions. If possible, the facility should also offer a smaller meeting space.</li> <li>All facilities, including toilets, should be fully accessible, or retro-fitted to ensure compliance with Disability Discrimination Act legislation wherever possible and feasible.</li> <li>Facilities should include a kitchen/catering area for the preparation of food and drink. If appropriate, the venue should have the capacity to hold Temporary Events where alcohol can be served.</li> <li>Where practical and achievable, new build facilities should be delivered with appropriate energy-efficiency measures in place, although this should be undertaken with the balance of expenditure/saving in mind, given the likely level of usage. Measures include light sensors/timers, Cisternisers, improved insulation etc. ACRE's 'Village &amp; Community Halls: A Net Zero Design Guide' can provide useful guidance for both new-build facilities and on low-cost retro-fit measures that can be undertaken.</li> <li>Facilities should be functional spaces, designed to offer ease of management, as volunteers are likely to be primarily responsible for day to day upkeep.</li> </ul>

- 3.42 These quality standards are important as they maintain a framework for ensuring that all future facilities are built to a high specification and can be regarded as genuine community assets.
- 3.43 The standards are only a guideline however, they are not comprehensive, prescriptive or absolute. There is no single answer for what a facility should offer, and it is assumed that particularly in the case of any new-build facilities, these would be undertaken with full community engagement and consultation, to understand the demand and how this could best be met.
- 3.44 Some towns/villages may be in a certain group but may have particular needs which are such that a different facility specification should be met. This should be at the discretion of the Planning Authority and assessed on a case by case basis.

### **Good practice examples**

- 3.45 There are a number of excellent facilities across the District. These buildings demonstrate some elements of best practice and can be used as potential examples of how to approach provision. Three case studies have been included below to illustrate particular best practice elements. Each of the three has been chosen for different reasons. Duxford Community Centre is a new, purpose built facility; Cottenham Community Centre is a retrofit of a church building; and Madingley Village Hall is a smaller facility in an infill village which demonstrates the benefit of working to a well-thought-out rolling Repair, Replacement and Maintenance Plan.

### **Duxford Community Centre**

- 3.46 The new Community Centre at Duxford was opened in August 2020 and offers an exceptional, multi-functional venue catering for a range of community groups, events and functions. It includes a large main hall seating 150, a smaller hall seating 65, a meeting room, changing facilities, a treatment room plus a café and a separate kitchen that can be used for small scale out of cafe hours self-catering.
- 3.47 The facility is managed by the Duxford Community Centre charity that was formed in 2014 with the aim of raising funds to build an economical and sustainable community hub where different age groups and social groups can meet, hold events, have fun, socialise, run clubs, host sports, hobbies, gatherings and celebrations.
- 3.48 The facility benefits from air source heat pumping heating system and photovoltaic panels / battery storage. It is an excellent example of a facility that exceeds the quality standard for a village of its type.



### Cottenham Community Centre

- 3.49 Cottenham Community Centre is a busy community hub located centrally in the village of Cottenham. It is well used by a wide cross section of the community and by all age groups, receiving 500 plus visitors in a typical week. Services include the Community Coffee Shop (open 6 days a week) and a spacious activities hall and dance studio which are used by a range of community groups. The space is also used for musical events, film screenings and Christmas markets.



- 3.50 The building is leased long term (50 years) to the community by the Methodist Church at a peppercorn rent. Since taking full control of its management in July 2010, the trustees have undertaken a series of improvements to the building to make it more energy efficient. The Community Centre benefitted from the Low Carbon Business Support Programme, offered by Cambridgeshire ACRE and the County Council and delivered by Deyton Bell, a local consultancy specialising in business decarbonisation. Tailored for

village halls and community buildings, the programme involved an energy audit of the building and helped inform plans to retrofit.

- 3.51 Work has included re-roofing most of the building (all pitched/slanted roof aspects), adding as much insulation as the roof structure could accommodate. Internal wall insulation was also added to suitable solid wall areas. Other changes include the automation of entry doors (preventing them from being left open and allowing heat to escape) and the replacement of the existing gas boiler with a more efficient condensing model. Infrared heating panels were installed in the main hall and existing fluorescent lighting units were replaced with LED equivalents, halving the energy used to light the building.
- 3.52 In 2022-23, the Community Centre completed a project to install a solar array and battery storage at a cost of £38k, to reduce their use of grid energy and further shrink the building's carbon footprint. The 30-panel system was forecast to generate up to 13.05kW and offer an annual reduction in the building's emissions of around 2,300 kg CO<sub>2</sub>e. The 9.2kWh of battery storage was a key component of the proposal, allowing energy captured during periods of lower building usage (generally during afternoons) to be stored to support periods of higher usage of energy, normally during evenings and in the early mornings.
- 3.53 The Community Centre's Trustees are planning further work to upgrade and refurbish a studio space to form a second activities hall.

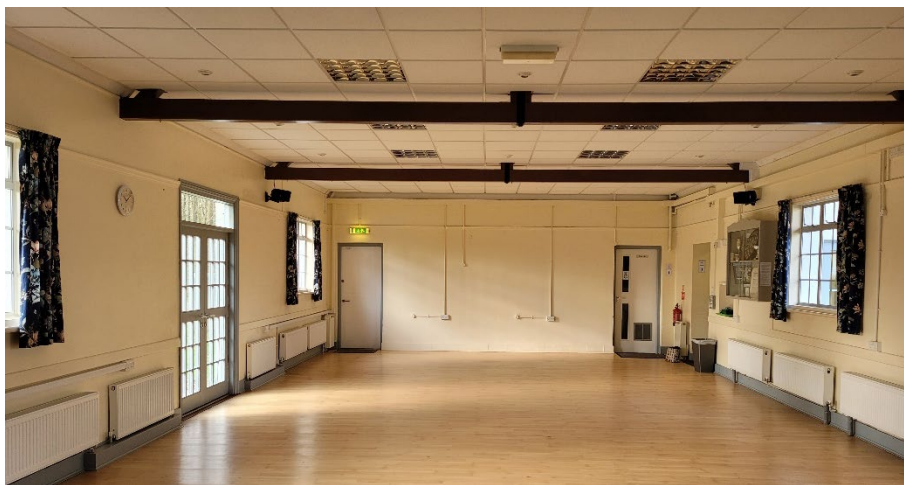
### **Madingley Village Hall**

- 3.54 Madingley Village Hall offers a main hall of just under 100 square metres and serves a village of around 200 people. It is a unique space with a thatched roof but the building is well maintained by its trustees





- 3.55 Over a period of 20 years, considerable improvements have been made to the building including complete rewiring in 2005 at a cost of £8,000 and external decoration (by volunteers). Over a two years period between 2007-9 new French windows and external patio were fitted, along with a new kitchen, store and accessible toilet building, ramp to side entrance, new boiler & oil tank, kitchen fit-out and improvement to existing toilets (total cost £80,000). In 2014-15, a new suspended, acoustic/insulated ceiling, heating improvement, ground works and replacement of hall windows and doors was completed at a cost of £36,000 and in 2021-22, they had the porch and north elevation re-thatched and external re-decoration completed at a cost of £40,000. Later on this year, the Committee plan to replace the existing furniture.



- 3.56 Although a very unique building, this significant programme of improvements illustrates the work and fundraising activity that must be completed by every hall management committee across the district in order to maintain a building that's fit for the needs of its community.

## Section 4: Accessibility (catchment)

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### Defining accessibility

- 4.1 Accessibility refers to two key areas; firstly, the physical location of facilities in relation to the population (travel distance); and secondly, the actual level of access which is provided to the population at large. (Note - this does not refer to site access or disability compliance, which has already been considered in the Quality assessment.)

### Review of Accessibility Statement

- 4.2 The 2009 study recommended an Accessibility Statement as follows:

#### **2009 Accessibility Statement**

Villages and parishes should provide, or have significant and immediate access to, indoor community facilities commensurate with the size and scope of the settlement (as set out in the Core Strategy) and in line with the quality standard.

In villages with a population of more than 500, it is expected that facilities be provided within the settlement, ideally within walking distance of most of the population. In smaller communities, some 'sharing' of resources may be allowed, particularly where there are pre-existing or traditional arrangements.

Facilities should be managed so as to provide access to all, at appropriate hours, at suitable rates, with no significant restrictions on appropriate activities, such as social gatherings/parties, meetings, sport and physical activity and other classes. It is recognised that in smaller communities, some compromise on accessibility may be necessary.

- 4.3 With the revised settlement hierarchy proposed in the Greater Cambridge Local Plan First Proposals, classifying some settlements in South Cambridgeshire as towns, this statement needs updating. The following is proposed:

#### **Revised Accessibility Statement**

Towns, centres and villages should provide, or have significant and immediate access to, indoor community facilities commensurate with the size and scope of the settlement (as set out in the Greater Cambridge Local Plan First Proposals) and in line with the quality standard.

The expectation for towns/villages with a population of more than 500, is that facilities are provided within the settlement, ensuring good accessibility by walking and cycling, taking into account any relevant guidelines on walking distances in adopted Local Plans.

The picture in the larger communities is more complex and there is likely to be a need for multiple facilities in order to archive good accessibility. In smaller communities, some 'sharing' of resources may be allowed, particularly where there are pre-existing or traditional arrangements.

Facilities should be managed so as to provide access to all, at appropriate hours, at suitable rates, with no significant restrictions on appropriate activities, such as social gatherings/parties, meetings, sport and physical activity and other classes. It is recognised that in smaller communities, some compromise on accessibility may be necessary.

- 4.4 This revised 'standard' should be taken as a guideline and not be considered comprehensive, prescriptive or absolute. Consideration of accessibility will depend upon specific local circumstances. There may be exemptions or the Local Planning Authority may decide to re-categorise or clarify the classification of towns/villages as Towns, Rural Centres, Minor Rural Centres, Group Villages and Infill Villages. All decisions on this area should be at the discretion of the Local Planning Authority.

### **Applying the accessibility statement**

- 4.5 Although a mapping-based or distance threshold exercise has not been undertaken, it is still possible to apply the principles set out in the revised accessibility statement to identify areas where access might be poor.
- 4.6 As the approach taken is based on a principle of settlement hierarchy, the accessibility of facilities will be closely related to the quantity of facilities in any given area.
- 4.7 As discussed in Section 2, larger settlements are more likely to fail to meet the quantity standard and their geographical spread will mean that, at least for some residents, the accessibility standard is also not met. According to the record of audited facilities, this is particularly true for the parishes of Histon & Impington and Sawston.
- 4.8 There are some examples for smaller settlements where it would seem that the criteria set out above have not been met, for example:
- Teversham, a Group Village with 2,865 residents (at the time of the last Census) has no community building at all. However, please see

paragraph 2.33 which reflects on the village's adjacency to Cambridge City and residents' likely use of Cherry Hinton Village Centre.

- Hardwick, another Group Village with 2,658 residents, relies on a community hall run by St Mary's Church, which may set its own terms, conditions and booking priorities. Plans to build a new community centre in the parish are being taken forward by the Parish Council, but spiralling costs are causing slow progress.



## Section 5: Developer contributions

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### Introduction

- 5.1 One of the key objectives of this study is to inform the process of calculating appropriate obligations from developments towards meeting the community facilities needs that they generate.
- 5.2 Planning obligations, commonly referred to as Section 106 (s106) agreements, assist in mitigating the impacts of new development on local services and amenities. With regard to the use of planning obligations, paragraph 55 of the NPPF states: “Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.” Paragraph 57 of the NPPF clarifies that planning obligations can only be sought where they meet all of the following tests:
- necessary to make the development acceptable in planning terms;
  - directly related to the development; and
  - fairly and reasonably related in scale and kind to the development.
- 5.3 Recent examples within Greater Cambridge which have utilised s106 contributions for improvements to an existing facility are shown in [Appendix J](#) in order to show how s106 has contributed to extending the facility, improvement of services or capacity.
- 5.4 Below is a summary table (Figure 8) of the quantitative and qualitative findings by town/village and how the standards set could be applied to help inform planning obligations.

### The process

#### Assumptions

- 5.5 The process can be split into a number of stages. However, there are some key considerations and assumptions which have to be made regarding the likely scenarios in South Cambridgeshire as a planning authority.
- 5.6 It should be noted that in the vast majority of cases, any residential development (unless it consists of many units) is unlikely to create the demand for a new facility, or require ‘on site’ provision. It is therefore assumed that in nearly all cases, any s106 contribution to indoor community facilities will therefore be ‘off site’ – in the form of a financial contribution to an existing facility, to extend, improve services or capacity.

- 5.7 The main exceptions to this are likely to be examples of new large settlements or urban sites consisting of significant numbers of new dwellings (such as Northstowe, Waterbeach, Cambourne or urban extensions to Cambridge). In such cases a requirement for new facilities will need to be guided by assessments and strategies to address how provision should be made, to be agreed through the planning process. Policy SC/4 in the South Cambridgeshire Local Plan 2018 requires this sort of strategy to be prepared for proposals over 200 dwellings. This should include exploring innovative means, including opportunities for joint provision and co-location to provide services which best meet people's needs, are accessible to all and which are cost efficient to service and facility providers. Engagement with stakeholders will also need to be a key part of this process. The Section 106 process would be used to secure the delivery or funding of the facilities and the measures identified.
- 5.8 In maintenance terms, it is common practice to seek commuted maintenance sums, either on an annual basis, or as a lump sum, to assist with the upkeep of facilities delivered using the planning obligation. Maintenance sums are an important element of community facility provision, but it is not considered reasonable to expect maintenance in perpetuity.
- 5.9 The timeframes over which these maintenance sums are sought varies significantly – typically from 5 years, but sometimes up to 20 years, and some authorities also make allowance for inflationary increases over this period.

### **Key steps**

- 5.10 In broad terms, when an application is received, it will be necessary to determine whether after the proposed development, there will be sufficient quantity of facilities within the catchment of the development, including any on-site provision, to meet the needs of new and existing residents, according to the local indoor facilities space standards. It will also be necessary to consider whether the quality of existing facilities also meets the standard.
- 5.11 The summary table (Figure 8) shows the broad quantitative demand created by the population of each village/parish (through the application of the new quantity standard), alongside a colour coded representation of the quality of the current facilities as shown by our auditing process at the time of the study. The table can assist planning officers undertaking the proposal assessment process by providing an 'at a glance' evaluation of prospective development applications against the quantity and quality standards at the time of this study. We would anticipate consultation with Town/Parish Councils at this stage, particularly as there may be more up to date information regarding needs or planned projects.
- 5.12 Notwithstanding that a facility may contain a sufficient amount of indoor space, and have received a good quality rating, it is still expected that the Council will

require developer contributions to enhance and maintain the quality of existing indoor spaces within that community.

- 5.13 The scale of contribution required will depend on the anticipated population generated by the development, and the cost of provision associated with applying the standards. The Greater Cambridge Planning Obligations Supplementary Planning Document includes population multipliers for calculating the population associated with a development. From that the space requirement from applying the standard are applied, and associated costs can be calculated. Costs were benchmarked against actual facility delivery to ensure they are reasonable and reflect real world costs.
- 5.14 If the standards recommended in this report are reflected in the new Greater Cambridge Local Plan the SPD will need to be updated to reflect the updated policy.

**Figure 8: Summary of quantitative provision and demand and, quality of existing facilities**

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Abington Pigotts	147	144.9	19	126	Average	-
Arrington	402	Not audited	52		Not audited	-
Babraham	350	0.0	45	-45	-	-
Balsham	1,625	172.3	210	-37	Good	-
Bar Hill	3,900	339.0	503	-164	Good	-
Barrington	1,185	268.6	153	116	Average	-
Bartlow	101	0.0	13	-13	-	-
Barton	819	173.6	106	68	Average	-

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Bassingbourn-cum-Kneesworth	3,266	156.4	421	-265	Average	-
Bourn	982	182.5	127	56	Good	-
Boxworth	216	90.3	28	62	Average	-
Caldecote	2,020	186.2	261	-74	Good	-
Cambourne	12,081	643.6	1,558	-915	Good	Good
Carlton-cum-Willingham	180	0.0	23	-23	-	-
Castle Camps	645	227.7	83	144	Average	-
Caxton	593	135.4	76	59	Good	-
Childerley	29	0.0	4	-4	-	-
Comberton	2,254	179.8	291	-111	Good	-
Conington	139	0.0	18	-18	-	-
Coton	952	187.6	123	65	Good	-
Cottenham	6,329	758.1	816	-58	Good	Excellent
Croxton	159	88.2	21	68	Poor	-
Croydon	206	79.6	27	53	Good	-

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Dry Drayton	698	182.7	90	93	Good	-
Duxford	1,946	238.3	251	-13	Excellent	-
Elsworth	692	0.0	89	-89	-	-
Eltisley	395	119.7	51	69	Good	-
Eversdens	797	198.7	103	96	Average	-
Fen Ditton	812	382.3	105	278	Poor	Good
Fen Drayton	881	265.0	114	151	Good	-
Fowlmere	1,295	456.0	167	289	Good	-
Foxton	1,275	517.9	164	353	Excellent	-
Fulbourn	5,049	910.9	651	260	Good	Good
Gamlingay	3,751	599.7	484	116	Good	-
Girton <sup>8</sup>	4,398	755.0	567	188	Good	Average
Grantchester	536	184.1	69	115	Average	-
Graveley	224	78.6	29	50	Average	-

<sup>8</sup> Please note that Girton has 3 facilities. These are referenced on page 20 as ID number 32 - Cotton Hall, Girton (rated Good), 33 - Girton Pavilion (rated Average) and 34 - William Collyn Community Centre, Girton (rated Excellent)

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Great & Little Chishill	650	233.2	84	149	Good	-
Great Abington	1,029	283.9	133	151	Excellent	-
Great Shelford	4,534	238.5	585	-346	Average	-
Great Wilbraham	606	278.1	78	200	Good	-
Guilden Morden	933	196.0	120	76	Average	-
Hardwick	2,658	111.6	343	-231	Good	-
Harlton	316	113.8	41	73	Good	-
Harston	1,825	409.4	235	174	Average	Good
Haslingfield	1,556	266.7	201	66	Good	-
Hatley	185	150.5	24	127	Good	-
Hauxton	1,322	318.8	171	148	Excellent	-
Heydon	213	0.0	27	-27	-	-
Hildersham	197	102.3	25	77	Average	-
Hinxton	330	144.8	43	102	Average	-
Histon & Impington	8,778	157.0	1,132	-975	Good	-

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Horningsea	328	102.3	42	60	Good	-
Horseheath	461	151.4	59	92	Average	-
Ickleton	747	342.1	96	246	Good	-
Kingston	244	116.6	31	85	Good	-
Knapwell	98	0.0	13	-13	-	-
Landbeach	930	369.2	120	249	Good	-
Linton	4,468	318.9	576	-257	Good	Good
Litlington	848	257.9	109	149	Average	-
Little Abington	490	0.0	63	-63	-	-
Little Gransden	287	327.4	37	290	Good	-
Little Shelford	774	243.3	100	143	Good	-
Little Wilbraham & Six Mile Bottom	431	0.0	56	-56	-	-
Lolworth	161	118.9	21	98	Good	-
Longstanton	3,286	166.6	424	-257	Good	-
Longstowe	207	190.8	27	164	Average	-

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Madingley	208	140.7	27	114	Good	-
Melbourn	4,900	146.0	632	-486	Excellent	-
Meldreth	2,027	251.6	261	-10	Good	-
Milton	4,403	511.2	568	-57	Good	-
Newton	365	121.7	47	75	Poor	-
Northstowe	2,356	188.8	304	-115	Good	-
Oakington & Westwick	1,495	181.2	193	-12	Good	-
Orchard Park	2,653	235.0	342	-107	Good	-
Orwell	1,145	296.8	148	149	Average	-
Over	2,876	Not audited	371		Not audited	-
Pampisford	361	127.7	47	81	Average	-
Papworth Everard	3,820	479.6	493	-13	Excellent	-
Papworth St Agnes	57	0.0	7	-7	-	-
Rampton	447	267.3	58	210	Good	-
Sawston	7,271	176.6	938	-761	Good	-



Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Shepreth	789	200.1	102	98	Good	-
Shingay-cum-Wendy	103	105.2	13	92	Good	-
Shudy Camps	299	0.0	39	-39	-	-
South Trimpington	1,004	0.0	130	-130	-	-
Stapleford	2,001	182.2	258	-76	Average	-
Steeple Morden	1,188	192.2	153	39	Good	-
Stow-cum-Quy	547	229.9	71	159	Good	-
Swavesey	2,740	245.1	353	-108	Good	-
Tadlow	189	0.0	24	-24	-	-
Teversham	2,865	0.0	370	-370	-	-
Thriplow & Heathfield	1,130	Not audited	146		Not audited	-
Toft	572	154.3	74	81	Average	-
Waterbeach	5,596	229.8	722	-492	Good	-
West Wickham	405	230.7	52	178	Good	-
West Wrating	489	143.5	63	80	Good	-

Town/Parish	Population (Source: ONS 2021)	Current provision – Square metres	Application of 129 square metres / 1,000) – Square metres	Variance against standard	Quality of existing audited space – Facility 1	Quality of existing audited space - Facility 2
Weston Colville	435	131.7	56	76	Average	-
Whaddon	565	160.4	73	88	Average	-
Whittlesford	1,880	364.0	243	121	Good	-
Willingham	4,423	403.0	571	-168	Good	Poor
Wimpole	291	151.1	38	114	Average	-

5.15 It must be noted that the operators of the main community facility in three parishes (Arrington, Over and Thriplow & Heathfield) declined to have their facilities audited. It is therefore impossible to determine whether their current provision is below the quantitative standard. In these cases, any application would have to be considered on a case-by-case basis to determine any developer contributions due.

## **Section 6: Summary and conclusion**

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### **Summary: The Audit and process of evaluation**

- 6.1 The audit process undertaken in this study has entailed an evaluation of the quantity, quality and accessibility of indoor community facilities across South Cambridgeshire.
- 6.2 Additional consultation has been undertaken with representatives from Town/Parish Councils, charitable trusts and community groups who are responsible for the management of these facilities.
- 6.3 The key issues and standards for the quantity, quality and accessibility of indoor community space within South Cambridgeshire are set out below.

### **Conclusions: Key issues and standards**

#### **Quantity**

- 6.4 The Town/Parish Councils and Facility Managers were asked to discuss the quantity of community facilities provision, including the size and scale of facilities on offer, and whether there was any additional demand for more facilities. Whilst the majority felt that the quantity of facility provision was adequate in their town/parish, a fifth of respondent town/parish councils believed their community needed an additional indoor facility.
- 6.5 The audit of facilities (93 facilities) has shown there to be approximately 129 square metres of indoor community space for every 1,000 people in South Cambridgeshire.
- 6.6 We are therefore recommending that the current District standard of 111 square metres per 1,000 population should be raised to 129 square metres per 1,000 population.
- 6.7 Across the District as a whole, based on this standard, there is a current shortfall in provision; with 20,860 square metres of existing space against recommended provision of 20,913 square metres, a shortfall of 53 square metres.
- 6.8 The Greater Cambridge Local Plan the Development Strategy Update identified development needs of 51,723 homes for the period 2020 to 2041. This will require considerable investment in new and improved facilities to respond to the needs generated

## Quality

- 6.9 Our assessment of the quality of facilities in South Cambridgeshire has been primarily informed by non-technical visual site assessment visits undertaken to sites between February and March 2024.
- 6.10 The consideration of 'quality' has been based on two areas. Firstly, the inherent standard of facilities – their design, layout, specification etc. Secondly, we have considered the physical condition of each individual element. The key criteria we have assessed include:
- Condition of all main spaces, including halls, meeting rooms, kitchen, toilets, storage etc
  - Flooring
  - Plumbing
  - Heating
  - Electrical
  - Doors
  - Other interior features
  - Accessibility including measures to assist those with sight issues, use of a hearing loop, baby changing facilities and wheelchair accessibility.
  - Exterior features including car parks, roof, guttering etc.
- 6.11 Overall, the quality of facilities across the District is good. Of the 93 facilities audited, 64 can be classified overall as Good or Excellent. 25 were Average, with 4 Poor and none Very Poor.
- 6.12 The consultation with managers of the District's community facilities has revealed the sheer effort that their (mostly volunteer) management committees put into maintaining their buildings. 70% have undertaken refurbishments in the last 10 years and over a quarter (26%) have a major renovation (by which we mean a new roof, floor, kitchen toilets or heating system) planned for the next 5 years. There is a growing number of management committees (circa 40%) looking to improve the energy efficiency of their buildings by installing renewable energy sources or energy saving measures. Three complete building replacements are planned (at Barrington, Longstanton and Whaddon) and six extensions to accommodate growing use (at Caldecote, Fen Ditton, Fulbourn, Girton, Harston and Hinxton).
- 6.13 The quality standards proposed in the 2009 study are still considered valid for the most part. The introduction of 'Towns' into the Settlement Hierarchy means that a new standard for these settlements has been introduced and a more bespoke approach will be needed in new Towns where the scale of growth is likely to be more significant. Otherwise, minor alterations to wording have been applied.

## **Accessibility**

- 6.14 Our assessment has entailed the consideration of accessibility as a vital element of the overall balance of supply and demand of facilities. The term refers to two key areas; firstly, the physical location of facilities in relation to the population; and secondly, the actual level of access which is provided to the population at large.
- 6.15 The broad approach to the assessment of provision has been through the use of a 'Settlement Hierarchy' – a pyramid approach which marries together larger settlements with larger and more comprehensive facilities.
- 6.16 In terms of physical accessibility, the vast majority of villages in South Cambridgeshire have facilities. Since the 2009 study, a number of the larger villages which had no provision have acquired facilities; Waterbeach (village) now has the Tillage Hall (opened 2012); Bassingbourn has taken on the Old School Community Centre (opened 2022); Hardwick uses The Cabin at St Mary's Church and Duxford opened a purpose-built community centre in 2020.
- 6.17 This leaves just Teversham, as the only village (with a population in excess of 2,000 people) with no dedicated indoor community facility. There are a number of smaller communities which don't have indoor community facilities of their own and which might have difficulty sustaining such facilities, although it is noted that a large number of small settlements in South Cambridgeshire (with populations of just 200 – 400 people) do run highly successful community facilities.
- 6.18 We have also highlighted specific examples where there are specific management issues which might be considered to impinge upon general accessibility to the public.
- 6.19 The accessibility standard put forward in the 2009 study is still considered to be adequate although minor wording changes will be needed to reflect the new settlement hierarchy proposed in the Greater Cambridge Local Plan First Proposals.

## **Developer contributions - conclusion**

- 6.20 The scale of contribution required will depend on the anticipated population generated by the development, and the cost of provision associated with applying the standards. The Greater Cambridge Planning Obligations Supplementary Planning Document includes population multipliers for calculating the population associated with a development. From that the space requirement from applying the standard are applied, and associated costs can be calculated. For new settlements consisting of significant numbers of new dwellings, a requirement for on-site new build provision of a community facility will be dealt with as an 'exception' to be negotiated with the developer.

## Monitoring and review

- 6.21 Cambridgeshire ACRE plays a vital role in supporting the ongoing management of community facilities, particularly where these are run by volunteers from the local community. The funding to allow Cambridgeshire ACRE to provide this support comes from Defra but the amount has decreased in recent years and our previously full-time village halls advisor can now only be afforded for two days each week. The support provided now tends to be more reactive than proactive. With the complex issues surrounding providing community meeting space, the organisation is well aware that this support is needed more than ever and is looking for new potential funding streams to support its work with community facilities.
- 6.22 In undertaking this study, Cambridgeshire ACRE hopes that more financial assistance can be brought forward to support the continued development of community facilities across South Cambridgeshire, for both the maintenance & refurbishment of existing facilities and the build of new facilities to support the District's growing population.
- 6.23 For example, when making grant funding streams available to community facilities, Cambridgeshire ACRE would urge South Cambridgeshire District Council to be cognisant of community facilities' ability to meet match funding requirements. For example, the national Platinum Jubilee Village Halls Fund required facilities to contribute 80% of their project's cost from other sources, meaning that it was a non-starter for many looking for funds, unless they had already had success elsewhere.
- 6.24 A further recommendation would be to improve information for those running community facilities on how to access Section 106 funding. Whilst town/parish councils will have good awareness of s106 through their involvement in the local planning process, volunteer-led, charitable community facilities will not have the same insight and may not even be consultees on local planning applications.
- 6.25 Cambridgeshire ACRE recommends that South Cambridgeshire District Council should undertake a further community facilities study in another 10 years, using the same methodology and evaluation criteria to allow tracking of change over time.
- 6.26 South Cambridgeshire District Council tracks collection and spending of s106 funds through their Infrastructure Funding Statement, there is no breakdown of funding allocated to 'Community Facility' expenditure and it is not easy to see how funds have been allocated and for what purpose.
- 6.27 However, South Cambridgeshire District Council maintains records for each section 106 agreement. These records include information on what each

facility has received in funding and is publicly available through a public facing module which is available<sup>9</sup>. It is recommended that this funding allocation is made more transparent on SCDC's website.

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<sup>9</sup> Available at: <https://pfm.exacom.co.uk/greatercambridge/index.php>

## Appendix A – Town/Parish Council Questionnaire

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### Community facility buildings in South Cambridgeshire Questionnaire for Town/Parish Council completion

The South Cambridgeshire District Council Community Facilities Study 2023 is comprised of a quantitative audit of existing community facilities, including an assessment of their condition, age, size and use. In addition, there is a Managers' survey, which we are seeking to complete with the person or persons who manage the primary community facility in each town/parish.

The purpose of this Town / Parish Council Survey is to establish the community facilities that exists within the District's towns and parishes. It seeks information on general local needs and demands for community facilities. It will identify how the facilities have met local needs and what aspirations are there for new buildings or improvement. If no community facility exists in town or parish, the survey is required to find out where people go to participate in community activities.

Q1a. Town/Parish Council name	
Q1b. Town/Parish Council address incl. postcode	
Q1c. Contact person (normally the clerk)	
Q1d. Contact person's email	
Q1e. Contact person's phone number	

### Section 1: The main community building

Q2. Is there a community facilities building in your town/parish? By this we mean a building available for community use.	Yes / No
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Q3. If yes, what is the name of the main community facilities building?

Q4. What type of building would you class this community facilities building as?	
<input type="checkbox"/>	Village Hall
<input type="checkbox"/>	Church Hall
<input type="checkbox"/>	Community Centre



<input type="checkbox"/>	Pavilion
<input type="checkbox"/>	Other (please specify)

**Q5. Who owns the main community facility?**

<input type="checkbox"/>	The Town/Parish Council
<input type="checkbox"/>	A separate charity
<input type="checkbox"/>	Other (please specify):

**Q6. Who runs the main community facility?**

<input type="checkbox"/>	The Town/Parish Council
<input type="checkbox"/>	A separate charity
<input type="checkbox"/>	Other (please specify)

**Q7. Are there any other community buildings in the town/parish available for community use? Tick all that apply.**

<input type="checkbox"/>	Village Hall
<input type="checkbox"/>	Church Hall
<input type="checkbox"/>	Community Centre
<input type="checkbox"/>	Pavilion
<input type="checkbox"/>	Scout hut
<input type="checkbox"/>	Primary school
<input type="checkbox"/>	Other (please specify)

**Q8. If there is no building or facility used for community activities in the town/parish where do people go to participate in community activities?**

*Please provide a brief description of where people go and for what activities (if known)*

## Section 2: Provision of community facilities in your town/parish

Q9. Are you aware of any particular unmet demand for facilities or activities in your community?	Yes / No
If yes, please specify and state why this unmet demand can't be met by existing facilities (where they exist):	

## Section 3: Town/Parish Council involvement in community facility provision

Q10. Do the Town/Parish Council have any planned projects for community facilities?	Yes / No
If yes, please describe any planned project, including, for example, the indicative costs, the progress, the timeline and funding etc.	

Q11. If the primary community facility identified in Question 2 is not owned and run by the Town/Parish Council, has the Town/Parish Council provided any funding to support the facility's running costs in the last three years?	Yes / No
If yes, please describe the funding provided and indicate if this was a one-off contribution or a regular amount.	

## Section 4: General need

Q12. Do you consider that an additional community facility (by this we mean a community building) is needed in your town/parish?	Yes / No
--	----------

Q13. What evidence is there that an additional community building is needed?	
<input type="checkbox"/>	Local Plan Policy
<input type="checkbox"/>	Neighbourhood Plan Policy
<input type="checkbox"/>	Village Survey / Study or Community Consultation
<input type="checkbox"/>	Growing population
<input type="checkbox"/>	Other (please specify)

## Section 5: Further comments

Q14. Do you have any other comments regarding community facility buildings in your town/parish, community needs, funding, or any wider issues? Please make them known below.

## Appendix B – Town/Parish Council Data: a summary

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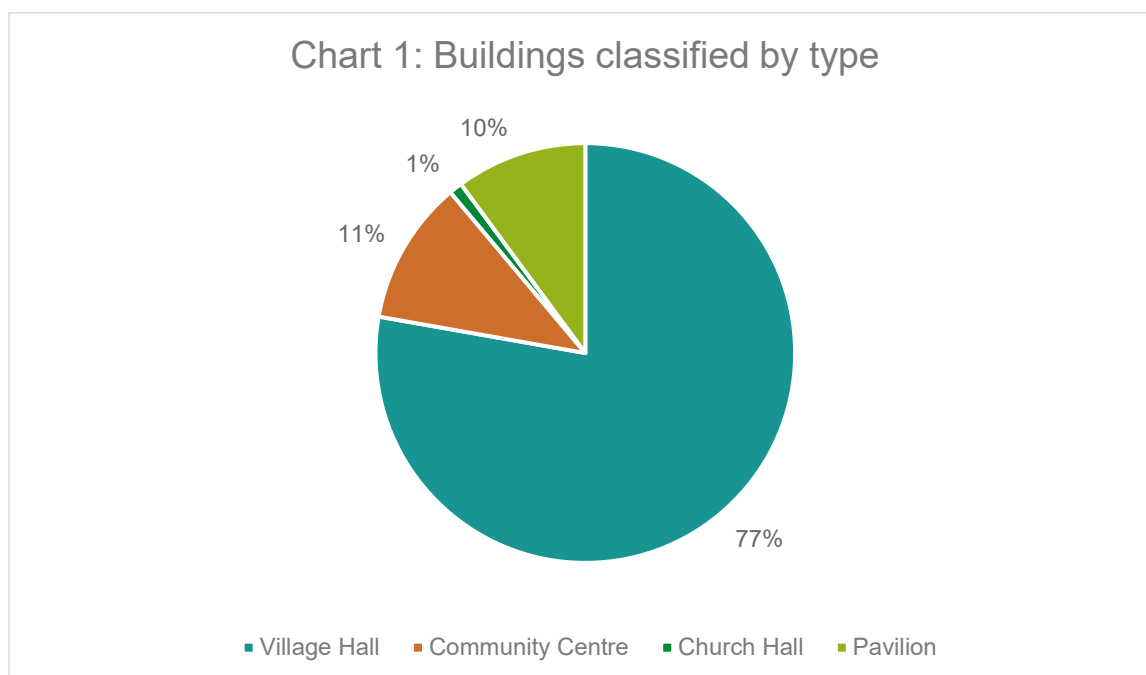
A summary of the information collected through the questionnaires sent to town/parish councils is presented below.

All 102 town/parish councils in the district were invited to participate in the research exercise and, at the closing date, 92 had chosen to do so, giving a response rate of 90%.

79 of the town/parish councils responding indicated that they have one or more community facility buildings in their town/parish.

### Building types

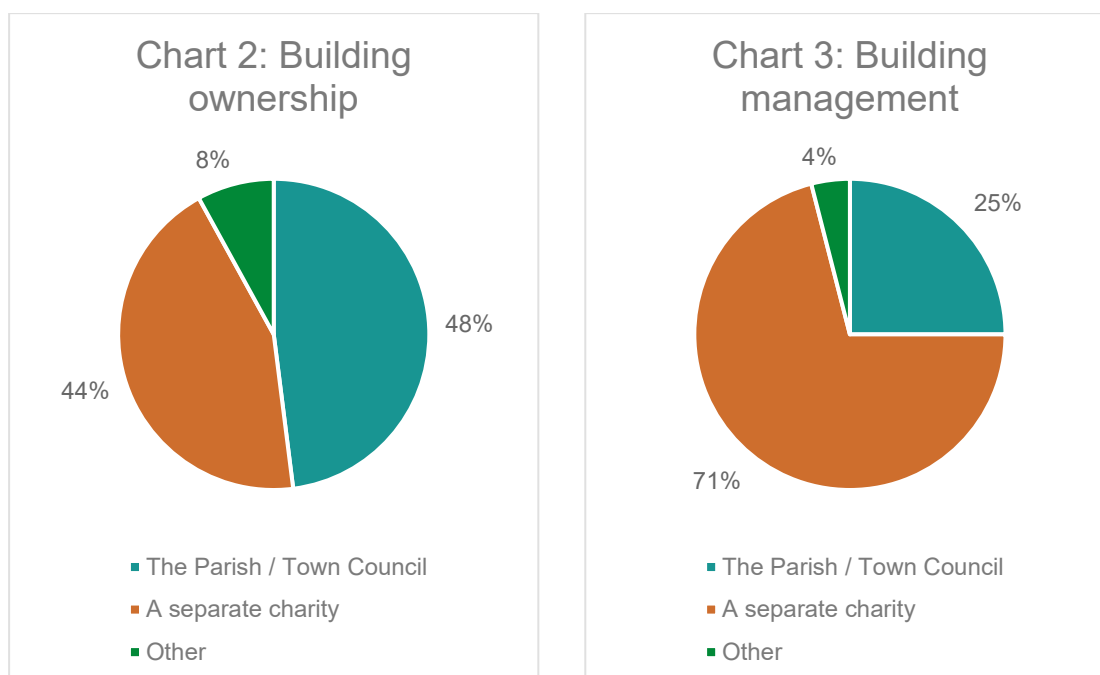
Chart 1 shows how the town/parish councils responding classified the primary community building in their village. By far the biggest proportion of the buildings (77%) are classified as 'traditional' village halls, reflecting the rural nature of the district.



### Building ownership and management

Charts 2 and 3 represent the ways that community facilities are owned and managed. Chart 2 shows that roughly half (48%) of community buildings are owned by town/parish councils but only half of these (Chart 3) are run and managed by town/parish councils themselves.

Three quarters of the district's community facilities are run by separate charities (71%) or other bodies (4% - typically the Diocese).



### Unmet need

79% of town/parish councils responding indicated that they don't believe there is any unmet need for community facilities in their villages. 21% of town/parish councils (n.19) indicated that they felt there was some unmet need for community facilities in their villages.

This included several communities that have no community facility at all:

- **Babraham** which has no community facility and therefore nowhere for community functions or meetings to be held.
- **Carlton-cum-Willingham** whose parish council noted that they have nowhere for residents to meet for social events, coffee mornings etc. There is a church in the village but it lacks a water supply and therefore has no toilets.
- **Elsworth** whose parish council noted that their lack of a community building means there are no uniformed youth groups for children in the village.
- **Heydon** which has no community facility. There is a church in the village but it has poor heating and insulation and no services (sewage, waste, water supply).

There were also some communities with existing facilities where there is still unmet need, such as:

- **Hardwick**, whose current community facility is a small church hall.
- **Harston**, whose pavilion (one of two facilities in the village) has insufficient space for hosting large community events.
- **Longstanton**, whose single-roomed facility means that only one activity can take place at any given time; and
- **Sawston**, whose own community consultation has revealed a need for further facilities.

### Planned projects to provide new community facilities

75% of town/parish councils responding have no plans to build new community facilities. 25% (23 parish councils) noted that they have plans to provide new community facilities. These plans are summarised in the table below:

Parish	Plans	Cost	Timescale
Babraham	Extension to school to provide meeting rooms and communal areas	Not identified.	Not identified.
Barrington	Section 106 funding awarded for refurbishment/rebuild of the Village Hall and Pavilion.	Not identified.	Not identified.
Bassingbourn	Remodelling of the Old School to enhance use.	Not identified.	Not identified.
Bourn	We are in the process of applying for funding to refurbish our sports pavilion. We have had plans designed to make the pavilion more attractive and useful for space.	Not identified.	Not identified.
Caldecote	The Parish Council are currently refurbishing the Pavilion, including new meeting room. We are also installing a new Portakabin with new showers and toilet facilities for sports use.	Pavilion £100,000. Pavilion works £200,000.	Works ongoing
Cambourne	Additional Community Centre and Sports Pavilion as part of s106 provisions.	Not identified.	Not identified.
Castle Camps	The United Reformed Church is coming up for sale and the Parish Council are in the process of facilitating a Working Group to prepare a bid for community purchase. Application for Asset of Community interest about to be submitted.	Not identified.	Not identified.
Fen Ditton	To refurbish and increase the area of the pavilion.	Estimated costs are in the region of £300,000; existing available funding £100,000 - this does not include any grant funding as	Estimated commencement autumn 2024;

Parish	Plans	Cost	Timescale
		yet to be applied for.	
Fen Drayton	<p>Pavilion replacement. The existing building is dilapidated and only used by the football club. A new pavilion is planned and the replacement will be a modular building.</p> <p>The building will be free for village community groups to use and will not be available for hire.</p>	Will cost around £75k. The parish council is applying for a grant of £41k and the PC and football club is raising donations from local businesses, residents and fundraising events. It is hoped that the grant will be approved by the end of February.	The building should be erected by autumn 2024.
Fulbourn	Either refurbish/new build for the sports pavilion.	Up to £1m.	Within the next 4 years.
Girton	Redevelopment of Girton Recreation Ground Pavilion.	Funding available currently approximately £275k.	Hope to start with quick wins this year. Discussion and possible approval for quotes goes to Girton Full Council on 14 February.
Graveley	Upgrading Graveley Village Hall.	Not identified.	Not identified.
Great Shelford	Potential plans to upgrade the memorial hall to make it more modern and provide two meeting areas that can be used at the same time, rather than just one.	Costs unknown at present.	Not identified.
Hardwick	Proposed new community centre.	Predicted cost £2.75 million; Funds available £1.45 million + possible £500,000 borrowing from PWLB.	Not identified.

Parish	Plans	Cost	Timescale
Harston	Redevelopment of the existing Pavilion situated on the recreation ground. Currently, the Pavilion, is mainly utilized by Harston FC and the Scouts Club, and cannot host large community events.	Some small amount of funding from EMR for the redevelopment of the Pavilion but the council is looking into a loan from the Public Works Loan Board. However, the viability of this option is under careful evaluation, as it would necessitate an increase in the precept to cover monthly repayments.	No fixed timeframe for the project. Currently holding monthly meetings to discuss the possibility of redevelopment.
Hinxton	Extending Village Hall with s106 money from the Wellcome Trust development. Size to be decided on.	s106 money is approximately £500k.	Not identified.
Litlington	Currently undertaking a questionnaire as part of the CLP asking residents whether they would like one combined hub instead of the Village Hall and Recreation Centre.	Not identified.	Not identified.
Longstanton	Subject to funding, land availability and planning permissions, LPC would like to build a new community facility in conjunction with the Longstanton Village Hall and Recreation Ground Charity, with the aim of replacing the village hall and pavilion which are both very old buildings.	Not identified.	Not identified.
Orwell	The Parish Council are looking at upgrading the pavilion so it can be better used by residents.	Not identified.	Not identified.
Sawston	Re build pavilion, include community centre and new skate park.	Not identified.	Not identified.



Parish	Plans	Cost	Timescale
Stapleford	Reviewing the Slaughterhouse given that it is very small and only has electricity supply. It needs water and sewage connection, central heating, kitchen and bathroom facilities as a minimum, plus insulation.	Not identified.	Not identified.
Steeple Morden	Would like to provide a new Pavilion but this would need support from the village sports clubs who at the present time are satisfied with the current buildings.	Not identified.	Not identified.
Swavesey	As part of new housing developments in the village, a 6 acre field has been left to the Parish Council to provide new sports facilities for the community. As well as grassfield sports facilities, the project will include a sports pavilion to serve the facility.	We also have s106 Agreements passing over funding towards the provision of this facility. We have received the s106 money and the land. We have approximately £250k of funding and a grass field at the moment. We have started to talk to Cambs FA and the Football Foundation re additional funding but need to start work on the planning for the project in the coming year.	We have not started this project yet but it is imminent.

### **Town/Parish Council financial support for the running costs of charity-run buildings**

Where town/parish council respondents indicated that the main community facility in their village was run by a separate charity, they were asked to indicate if they had provided any funding to support that facility's running costs in the last three years and if they had whether this was a one-off contribution or a regular amount.

Of the 56 community facilities run by separate charities, 50% have received some financial support from their local parish council in the last three years. However, only 46% of this financial support has been by way of regular contributions; 54% has been one-off grants towards larger maintenance bills / refurbishment costs.

### **Town/Parish Council views on whether additional community facility buildings are needed in their parish**

Of the 92 town/parish councils who responded, 80% (74 town/parish councils) stated that their town/parish did not require any additional community facility buildings.

20% (18 town/parish councils) felt that their community needed new facilities and felt there was evidence to support this view. Those town/parish councils are listed below:

Parish	Evidence that another community facility building is needed				
	Local Plan Policy	Neighbourhood Plan Policy	Community Consultation	Growing population	Other
Babraham		ü	ü		
Cambourne	ü		ü	ü	
Carlton			ü		
Elsworth					Lack of existing facility
Fen Ditton			ü		Sale of existing community building
Foxton					Pre-school that uses existing building needs its own permanent home
Gamlingay		ü			
Girton		ü	ü		
Hardwick			ü	ü	
Harston		ü	ü		
Heydon			ü	ü	
Histon & Impington		ü	ü	ü	
Longstanton			ü	ü	
Northstowe				ü	
Sawston	ü			ü	
Teversham				ü	Planning permission for village hall previously awarded. Project aborted due to lack of volunteers to steer forward.

### **Other comments regarding community facility buildings in your town/parish, community needs, funding, or any wider issues**

Finally, respondent town/parish councils were given the opportunity to offer up any other comments relating to community facility buildings, community needs, funding or any wider issues. The comments given are listed verbatim below.

- [Abington Pigotts] The reality is that Abington Pigotts Village Hall was built in 1926-27 and is probably coming to the end of its days. We are a small hamlet and funds are really only generated from the Village Fete and a rentals - for example, there is an active toddler group that uses it. At some point, rebuilding may be required. I don't see any prospect of raising sufficient funds to do that and I'd be interested to know if the Council has a means to support such a project. It's not needed now but I'd like to plan to the mid-long term.
- [Balsham] Funding is always required to keep the facilities up to date and standard. The Church Institute is well used but an old building requiring maintenance.
- [Bartlow] Bartlow is a very small hamlet. A village hall for example would probably be under-used. Currently we manage with the Church and the pub.
- [Bassingbourn-cum-Kneesworth] Community-led buildings need financial support to keep providing a community centre for villagers. We need to be able to provide a fully fitted, remodelled building in the centre of the village which limits travel.
- [Boxworth] Both the village hall and the church need ongoing maintenance. As a result regular fundraising events are held and, in the case of the church, multiple grants are required.
- [Carlton-cum-Willingham] This could lead to lack of community feeling as no regular hub without getting in a car to access it. The cost of installing community utilities in the village is prohibitive for parish council finances.
- [Castle Camps] I would like to know about funding available for the Village Hall.
- [Fen Ditton] There is a great need for a community facility in the old part of Fen Ditton (RA1) for the mental wellbeing and community engagement of the population which is fundamentally different for the residents moving into the development within the Fen Ditton parish (RA2) known as Marleigh.
- [Fowlmere] Fowlmere village does not necessarily need another community building but needs to utilise the buildings that they have better.
- [Gamlingay] Would need the building associated with the new football pitch to provide toilets/changing facility and storage if the location of playing pitch is not located near to an existing premises suitable to provide for those needs. Additional s.106 contributions will need to be sought for this facility.
- [Girton] The development of community facilities appears to be a key requirement of Girton residents and the ability to link with other villages/rural centres such as Histon, Impington, Bar Hill.
- [Graveley] Funding required for the upgrade of the building.
- [Hardwick] Hardwick is a growing village with only a small church hall (not conveniently located) providing community facilities. The village has received s106 funding towards a planned community centre and a village group has been working on plans now for about 6 years. Plans have been impacted by increased construction costs and increased interest rates.
- [Harston] We are currently in the initial stages of considering the redevelopment of the Pavilion on the recreation ground. However, our available funds are limited. Any guidance or assistance in securing potential funding would be greatly appreciated.
- [Heydon] As far as we are aware there is no available land even if we did [have plans]. It would be useful to the Parish Council itself if legislation was changed to allow meeting in our Public House. This is currently not allowed and curtails good/any attendance in cold months.

- [Northstowe] All spaces are very well used in Northstowe and there is a high demand for facilities from a range of community groups and residents.
- [Oakington & Westwick] Rather than a new building, we need to support to keep the existing facility going. It is a large building that is now very expensive to heat/light and we are suffering from competition from parishes which are much larger than ours, such as the nearby town of Northstowe, Girton and Histon. We lost business during the pandemic and this hasn't returned to pre-pandemic levels. Any advice or details of funding sources would be much appreciated.
- [Sawston] We have S106 money for the new pavilion but will need to apply for funding too.
- [Shingay-cum-Wendy] Tidying up the signage at the two main entrances to the village. The Village signage is in a very poor state of repair. I have complained to Highways and nothing is being done!
- [Stapleford] The Jubilee Pavilion needs significantly increased insulation, new heating system, new kitchen, and reconfiguration to provide another meeting room. This is very expensive and grants to enable this to take place would be most welcomed.
- [Swavesey] Our community buildings (Memorial Hall, Sports Pavilion and the community rooms at the Bethel Church) are very well used. I am a Trustee of the Memorial Hall and although it is well used, it struggles to balance annual running costs, particularly now with rising electricity costs. We are currently applying to the CCC fund for solar panels/battery storage for the Hall, to generate our own electricity, which will really help if we can get these. Funding to help with running costs is vital, particularly as we wish to try to keep hire rates down for community groups and residents, so that the buildings are used and not standing there empty. The only additional community facility building needed in Swavesey is for the sports facility. We do not need another village hall or community centre type building. In providing a new sports field, this will need a pavilion building to serve those sports, that is changing rooms, kitchen, fundraising/events room, etc.

## Appendix C – Secondary-use facilities

Parish Name	Name of Facility	Address
Abington Pigotts		
Arrington		
Babraham		
Balsham	Balsham Sports Pavilion	Recreation Ground, Church Lane, Balsham, Cambridge, CB21 4DS
Bar Hill		
Barrington	Barrington Sports Pavilion	High Street, Barrington, Cambridge, CB22 7QX
Bartlow		
Barton	Barton Sports & Social Pavilion	High Street, Barton, Cambridge, CB23 7BG
Bassingbourn-cum-Kneesworth	Bassingbourn Pavilion	Willmott Recreation Ground, South End, Bassingbourn, Royston, SG8 5NH
Bourn	Bourn Sports Club	Jubilee Recreation Ground, Bourn, Cambridge, CB23 2SH
Boxworth		
Caldecote	Caldecote Sports Pavilion	1 Thorny Way, Highfields Caldecote, Cambridge, CB23 7AA
Cambourne	Cambourne Sports Pavilion	Back Lane, Great Cambourne, Cambourne, Cambridge, CB23 6FY
Carlton-cum-Willingham		
Castle Camps		
Caxton		
Childerley		
Comberton	Comberton Sports Pavilion	Hines Lane, Comberton, Cambridge, CB23 7BZ
Conington		
Coton		
Cottenham	Cottenham Pavilion	
Croxton		
Croydon		
Dry Drayton		
Duxford		
Elsworth	Elsworth Sports Club (privately owned)	The Pavilion, Broad End, Elsworth, Cambridge, CB23 4JD
Eltisley		
Eversdens		
Fen Ditton		

Parish Name	Name of Facility	Address
Fen Drayton	Fen Drayton Sports Pavilion	Fen Drayton Recreation Ground, Holywell Ferry Road, Fen Drayton, Cambridge, CB24 4TE
Fowlmere		
Foxton		
Fulbourn		
Gamlingay		
Girton		
Grantchester		
Graveley		
Great & Little Chishill	Great Chishill Sports Pavilion	Great Chishill Recreation Ground, Hall Lane, Great Chishill, Royston, SG8 8SH
Great Abington		
Great Shelford	Great Shelford Sports Pavilion	Woollards Lane, Great Shelford, Cambridge, CB22 5LZ
Great Wilbraham		
Guilden Morden		
Hardwick		
Harlton		
Harston		
Haslingfield		
Hatley		
Hauxton		
Heydon		
Hildersham		
Hinxton		
Histon & Impington		
Horningsea		
Horseheath		
Ickleton		
Kingston		
Knapwell		
Landbeach		
Linton	Linton Community Sports Centre	Cambridge Road, Linton, Cambridge, CB21 4JB
Litlington		
Little Abington		
Little Gransden		

Parish Name	Name of Facility	Address
Little Shelford	Little Shelford Sports & Recreation Pavilion	Wale Recreation Ground, Whittlesford Road, Little Shelford, Cambridge, CB22 5EW
Little Wilbraham & Six Mile Bottom		
Lolworth		
Longstanton	Longstanton Pavilion	Over Road, Longstanton, Cambridge, CB24 3DW
Longstowe		
Madingley		
Melbourn	Melbourn Sports Pavilion	Off Thatcher Stanfords Close, Melbourn, Royston, SG8 6DT
Meldreth	Meldreth Pavilion	30 Bell Close, Meldreth, Royston, SG8 6LE
Milton	Milton North Lodge Pavilion	51 North Lodge Park, Milton, Cambridge, CB24 6UD
Newton		
Northstowe	Northstowe Sports Pavilion (known as Western Park Sports Pavilion)	Peppercorn Drive, Northstowe, Cambridge, CB24 1BF
Oakington & Westwick		
Orchard Park		
Orwell	Orwell Pavilion	Town Green Road, Orwell, Royston, SG8 5QL
Over		
Pampisford		
Papworth Everard		
Papworth St Agnes		
Rampton		
Sawston		
Shepreth		
Shingay-cum-Wendy		
Shudy Camps		
South Trumpington		
Stapleford		
Steeple Morden	Steeple Morden Pavilion	Steeple Morden Recreation Ground, Hay Street, Steeple Morden, Royston, SG8 0PD

Parish Name	Name of Facility	Address
Stow-cum-Quy	Quy Sports Pavilion	Quy Recreation Ground, Stow cum Quy, Cambridge, CB25 9AW
Swavesey	Swavesey Community Pavilion	Swavesey Village Green, High Street, Swavesey, Cambridge, CB24 4RN
Tadlow		
Teversham	Teversham Pavilion	High Street, Teversham, Cambridge CB1 9BJ
Thriplow & Heathfield		
Toft		
Waterbeach		
West Wickham		
West Wratting		
Weston Colville		
Whaddon		
Whittlesford		
Willingham	Willingham Sports Pavilion	West Fen Road, Willingham, Cambridge, CB24 5LP
Wimpole		



## Appendix D – Facilities Audit Form

### South Cambridgeshire Community Facilities Study Facilities Audit

Community facility name	
Community facility address incl. postcode	
Audit completed by	
Audit date	

Which of the following rooms are present in the community facility?				
Room	Yes / No	Length (metres)	Width (metres)	General condition
Lobby / entrance hall				
Main hall				
Small hall				
Meeting room				
Bar				
Kitchen				
Toilets – Unisex				
Toilets – Male				
Toilets – Female				
Toilets - Accessible				
Changing facilities				
Storage room				
Other (please specify)				

Comments on condition of rooms and investment needs

--

Does the community facility have broadband and offer wi-fi access to hirers?	Yes / No
--	-------------

Comments on condition of broadband and investment needs

What is the condition of the building's internal features, including those aimed at improving accessibility?	
Feature	Condition
Flooring	
Plumbing	
Heating	
Electrical	
Doors	
Window coverings	
Furniture (for example tables/chairs)	
Emergency lighting	
Measures to assist those with sight issues, for example Braille signage, colour contrasts	
Hearing loop (fixed or portable)	
Baby changing facilities	

Comments on condition of internal features / accessibility and investment needs

How wheelchair accessible is the community facility?

Fully wheelchair accessible throughout / Some wheelchair accessibility / Not at all wheelchair accessible

What is the community facility's suitability for active recreation / sports?

Badminton (13.4 metres x 6.1 metres)

Table tennis (14 metres x 7 metres)

Indoor mat bowls (13.7 metres x 1.8 metres)

Fitness classes (for example yoga, pilates, aerobics, keep fit, martial arts)

Dancing

Other (please specify)

Comments on active recreation / sports suitability and investment needs

What is the suitability of the community facility for performances

Facility	Yes / No	General condition
----------	----------	-------------------

Staging

Audio / sound system

Lighting system

Film / projection equipment

Other (please specify)

Comments on condition and investment needs

What parking is available at the facility?

Number of standard parking spaces

Number of disability parking spaces	
Number of parent and child parking spaces	
Number of electric vehicle parking spaces	
Number of cycle parking spaces	

Comments on condition of parking area / spaces and investment needs

#### External features

Feature	Condition
Roof	
Gutters	
Building structure	
Boundary fencing or walls	
Windows and doors	
Emergency external lighting	
General landscaping	

Comments on condition of external features and investment needs

Is this ancillary space present and who owns and manages it?

Space	Present - owned/managed by the community facility / Present – owned/managed by another party / Not present
Sports pitch(es)	
MUGA	
Play area	

Skate park	
Outdoor gym	
Recycling centre	
Landscaping / curtilage	

Comments on condition of ancillary spaces and investment needs

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## Appendix E – Facilities Audit Data: a summary

A summary of the information collected through the physical audits of the community buildings in the district is presented below.

Of the 96 community building identified, audits were completed at 93, with 3 buildings declining to allow the audit team access.

A separate database comprising all the data collected during the audits, including detailed condition assessments and measurements has been passed to South Cambridgeshire District Council.

### Condition of spaces within the community buildings audited

Overall, the majority of the spaces provided inside community facilities are considered to be in either a Good or Excellent condition, very few spaces were rated as Poor or Very poor, as shown in Figure 1.

Figure 1 – Space condition

Space	Number with space	Excellent	Good	Average	Poor	Very poor
Lobby / entrance hall	84	20	48	12	4	0
Main hall	93	21	56	9	7	0
Small hall	32	10	17	4	1	0
Meeting room	54	19	28	4	2	1
Bar	19	3	10	4	1	1
Kitchen	92	20	51	13	8	0
Toilets – Unisex	18	10	6	2	0	0
Toilets – Male	82	16	51	11	4	0
Toilets – Female	80	18	50	8	4	0
Toilets - Accessible	84	23	51	9	1	0
Changing facilities	31	4	21	5	1	0
Storage room	83	15	52	12	4	0

### Installation of broadband and offer of wi-fi to users

Over three-quarters (76%) of the district's community building now have wi-fi available for hirers' use. Of those who don't offer wi-fi, several would like to install it depending on cost but there are two, Madingley Village Hall and Great & Little Chishill Village Hall, who have taken a deliberate decision not to install it.

### Condition of internal features of the buildings audited

Overall, the majority of the internal features of the community facilities audited are considered to be in either a Good or Excellent condition, as shown in Figure 2. A small number of buildings (5) had floors in a poor condition; 3 buildings need their

heating systems replaced and 2 need rewiring. 5 buildings need to improve their doors and 1 needs to upgrade its emergency lighting which is in a very poor state.

It should be noted that very few of the building audited had measures in place to assist those with sight issues (just 5 out of the 93 buildings audited) and only a third (34 out of 93) offered a hearing loop.

Figure 2 – Internal feature condition

Feature	Number with feature	Excellent	Good	Average	Poor	Very poor
Flooring	93	21	54	13	5	0
Plumbing	93	11	66	16	0	0
Heating	93	19	48	23	3	0
Electrical	93	18	64	9	2	0
Doors	93	20	50	18	4	1
Window coverings	84	11	51	21	1	0
Furniture (for example tables/chairs)	93	21	49	19	4	0
Emergency lighting	93	22	59	11	0	1
Measures to assist those with sight issues	5	0	4	1	0	0
Hearing loop (fixed or portable)	34	6	25	3	0	0
Baby changing facilities	61	13	43	5	0	0

### Wheelchair accessibility

54% of the community buildings audited are now completely wheelchair accessible, with a further 44% being at least partly wheelchair accessible. Just 2% (2 buildings – Fen Ditton Pavilion and Girton Pavilion) are not at all accessible; this is probably because their original design was as a sports facility at a time when disability inclusion sport was not so high profile. The managers of both these facilities have plans to upgrade them that will include making them more accessible to those with disabilities.

### Suitability for active recreation/sports

The buildings audited were assessed for their suitability for active recreation and sports. Where applicable (for example for badminton, table tennis and indoor mat bowls) the spaces were measured against the space recommended by the sport's governing body.

Less than half the community buildings audited are suitable for badminton, table tennis and indoor mat bowls with just 44%, 41% and 49% respectively being suitable for these sports.

95% of buildings are deemed suitable for fitness classes and 89% suitable for dancing.

### **Suitability for hosting performances**

The audit checked each building's suitability for hosting performances and the results are shown in Figure 3. It can be seen that only around a third of the buildings audited have the features required for hosting performances or other arts activities, namely a stage, sound and lighting systems or film projection equipment. Where these features do exist, they are, for the most part, in good condition.

Where these features are not currently present, feedback was collected from many managers that they would like to invest into these areas to extend the range of uses for which their facility would be suitable.

Figure 3 – Performance feature condition

Feature	Number with feature	Excellent	Good	Average	Poor	Very poor
Staging	33	5	19	8	1	0
Audio / sound system	38	0	30	6	2	0
Lighting system	30	0	24	5	1	0
Film / projection equipment	43	0	30	13	0	0

### **Parking**

Looking at all the community buildings audited, the average facility has 17 standard car parking spaces available with 1 disability parking space. However a significant number of community buildings (21 out of 93) have no on-site parking at all and their users must rely on parking on adjacent streets, which can cause problems with nearby residential neighbours.

The number of facilities with electric vehicle charging points is still low with just two buildings offering this feature – Cottenham Village Hall and Steeple Morden Village Hall (with 2 charging points each). Over half of all buildings have no provision for cycle parking (56 out of 93 buildings).

A number of facilities highlighted a real need for investment into their car parks, with poor surfaces, poor drainage and unmarked bays being prevalent.

### **Condition of external features of the buildings audited**

Overall, the majority of the external features of the community facilities audited are considered to be in either a Good or Excellent condition, as shown in Figure 4.

The roof of the Public Hall in Willingham is in a poor condition. Gutters on the buildings at Fen Ditton (Pavilion) Longstanton, Newton, Whaddon and Willingham (Public Hall) are in a poor condition, which is a reflection of the relatively overall poor condition of these buildings.



The building structure is classed as poor at the buildings at Abington Pigotts, Fen Ditton (Pavilion) and Whaddon.

Several buildings have poor condition windows and doors, including Fen Ditton (Pavilion), Horseheath, Litlington, Newton, Shepreth, and Willingham (Public Hall). Longstanton Village Institute has poor condition emergency external lighting.

For the most part, any landscaping surrounding community buildings is relatively well tended, with all those facilities where it is present being classed as average or better.

Figure 4 – External feature condition

Feature	Number with feature	Excellent	Good	Average	Poor	Very poor
Roof	93	12	74	6	1	0
Gutters	88	11	65	7	5	0
Building structure	93	12	64	14	3	0
Boundary fencing or walls	77	9	55	13	0	0
Windows and doors	93	19	58	10	4	2
Emergency external lighting	86	16	55	14	1	0
General landscaping	81	7	56	18	0	0

### Ancillary spaces

Community buildings are sometimes located adjacent to other community facilities and sometimes the community building managers take on responsibility for the management of these assets too.

For example, 17% of the buildings audited (16 out of 93) have an adjacent children's play area that they manage and 10% (9 out of 93 buildings) have adjacent sports pitch(es) for which they are responsible.

Some community buildings manage recycling centres (4% or 4 buildings); outdoor gyms (4% or 4 buildings); and MUGAs (3% or 3 buildings).

In most cases, the co-location of the community building and other facilities is just happenstance and a third party, mostly likely the parish council, is responsible for these other facilities.

## Appendix F – Community Facility Manager Questionnaire

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### South Cambridgeshire Community Facilities Study Questionnaire for completion by community facility managers

#### Section 1: Contact Details

Community facility name	
Community facility address incl. postcode	
Community facility website address	
Community facility phone number for bookings	
Community facility email address for bookings	

Survey contact's name	
Survey contact's phone number	
Survey contact's email address	

#### Section 1: Construction

When was the facility built? (ignoring any later extensions)	
<input type="checkbox"/>	Before 1850
<input type="checkbox"/>	1850 – 1914
<input type="checkbox"/>	1914 – 1945
<input type="checkbox"/>	1945 – 1975
<input type="checkbox"/>	1975 – 2000
<input type="checkbox"/>	Since 2000 (if so, what year?)

What is the main construction of the walls?	
<input type="checkbox"/>	Brick and / or stone
<input type="checkbox"/>	Wood
<input type="checkbox"/>	Cement block
<input type="checkbox"/>	Pre-cast concrete panels
<input type="checkbox"/>	Corrugated iron

<input type="checkbox"/>	Don't know
<input type="checkbox"/>	Other (please specify if known)

What is the seating capacity of the following spaces, assuming seats are laid out theatre style?

Room	Capacity
Main hall	
Small hall (if present)	

## Section 2: Governance

Is the facility a registered charity?

Yes / No

If the facility is a registered charity, what legal form does it take? (choose one)

<input type="checkbox"/>	A trust, an unincorporated charity
<input type="checkbox"/>	Incorporated as a charitable company limited by guarantee
<input type="checkbox"/>	Incorporated as a CIO (Charitable Incorporated Organisation)

If the facility charity is unincorporated who is the holding or custodian trustee: (choose one)

<input type="checkbox"/>	Individual trustees
<input type="checkbox"/>	A church authority
<input type="checkbox"/>	Official Custodian for Charities at the Charity Commission
<input type="checkbox"/>	The Parish or Town Council
<input type="checkbox"/>	Don't know
<input type="checkbox"/>	N/A as the facility is incorporated

Who is the facility run by? (choose one)

<input type="checkbox"/>	A committee composed of user group appointees, elected and co-opted members
<input type="checkbox"/>	A committee of elected members/trustees (with no power for user groups to appoint trustees)
<input type="checkbox"/>	The parochial church council
<input type="checkbox"/>	The parish council, in the capacity of sole managing trustee / sub-committee of the council

If the facility is not a registered charity, who manages it? (choose one)

☐ The Parish Council (or a Parish Council committee)

☐ Other (please specify)

What is the nature of the community facility building's ownership?

☐ Freehold

☐ Leasehold (if so, how long is the lease and when did it start)

### Section 3: Licences

Does the facility have a premises licence?

Yes / No

If the facility has a premises licence, what does it permit? (tick all that apply)

☐ Regulated entertainment

☐ Sale of alcohol

☐ Sale of late-night refreshments

If the premises licence includes the sale of alcohol, who is the designated premises supervisor (DPS)? (choose one)

☐ A local publican or caterer

☐ An individual volunteer

☐ An employee (eg Hall or Bar Manager, Parish Clerk)

☐ The Management Committee

Approximately how many temporary events notices (TENs) were approved for the hall last year?

Does the facility have a PRS for Music licence?

Yes / No

Does the facility have a PPL licence for playing recorded music?

Yes / No

## Section 4: Insurance

How much is the facility insured for if it needs to be totally rebuilt?	
<input type="checkbox"/>	Up to £100,000
<input type="checkbox"/>	£100,000 - £250,000
<input type="checkbox"/>	£250,000- £500,000
<input type="checkbox"/>	£500,000- £750,000
<input type="checkbox"/>	£750,000- £1,000,000
<input type="checkbox"/>	£1,000,000 +

What is your annual insurance premium?
£

## Section 5: Staffing

Does the facility have any paid staff?
Yes / No

Please specify number of staff using full-time equivalents (i.e. employee's scheduled hours divided by the employer's hours for a full-time working week)	
Full-time staff	
Part-time staff	

If the facility uses volunteers to support its running, please specify the number of volunteers involved in its day to day running, including volunteer trustees:

## Section 6: Running Costs

What is the approximate annual running cost of the facility, including maintenance but excluding major repairs?	
<input type="checkbox"/>	Up to £2,000
<input type="checkbox"/>	£2,000 - £5,000
<input type="checkbox"/>	£5,000 - £10,000
<input type="checkbox"/>	£10,000 - £15,000
<input type="checkbox"/>	£15,000 - £20,000

<input type="checkbox"/>	£20,000 +
--------------------------	-----------

What hourly rate do you charge hirers for using the main hall in your facility?

--

If you offer any discounts to particular groups, please detail them here:

--

Roughly what proportion of running costs are covered by income from hiring? (Tick one)

<input type="checkbox"/>	Up to 20%
<input type="checkbox"/>	21% - 50%
<input type="checkbox"/>	51% - 75%
<input type="checkbox"/>	76% - 99%
<input type="checkbox"/>	100%

In a typical year, does your total income cover your running costs? (tick one)

<input type="checkbox"/>	Yes, a healthy surplus is usually made (over £2,000)
<input type="checkbox"/>	Yes, a small surplus is usually made (under £2,000)
<input type="checkbox"/>	Yes, generally breakeven
<input type="checkbox"/>	No, a small deficit is usually made (under £2,000)
<input type="checkbox"/>	No, a significant deficit is usually made (over £2,000)

## Section 7: Heating and energy efficiency

What is the main source of heating used in the community facility. Please tick one:

Oil	
Mains gas	
Ground source heat pump	
Air source heat pump	
Overhead radiant heaters	
Night storage heaters	
Electric convector / fan heaters	

Other (please specify)	
------------------------	--

Have any other sources of renewable energy (not mentioned above) been installed?	
Solar thermal panels	
Solar photovoltaic panels	
Solar panel battery storage	
Wind turbine	
Other (please specify)	

Have any of the following environmental efficiency / sustainability features been installed?	
Draught proofing	
Double or triple glazing	
Roof insulation	
Wall insulation	
Energy saving light bulbs	
Light sensors (internal)	
More efficient or timed controls for heating system	
Smart meter	
Self-closing doors	
Cisterniser / low flush toilets	
Push taps	
Point of use water heaters	
Rainwater harvesting	
Green roof	
Other (please specify)	

## Section 8: Policies, risk assessments and day-to-day challenges

Which of the following policies / risk assessments are in place at your facility?	
	Yes / No
Equalities policy	Yes / No
Safeguarding Children policy	Yes / No
Safeguarding Vulnerable Adults policy	Yes / No
Reserves policy	Yes / No
Data Protection policy	Yes / No
Health and Safety policy	Yes / No
Environmental policy	Yes / No
Hiring policy	Yes / No
General Risk Assessment	Yes / No
Fire Risk Assessment	Yes / No

How often do you review your policies / risk assessments?

Does your hall suffer problems with?				
	Regularly	Occasionally	Rarely	Never
Difficulty recruiting new committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of support from the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of financial support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of support from the parish council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Section 9: Capacity and usage

What is the weekly booking capacity of your main hall? (i.e. the maximum hours per week it is available to hire)

--

On average how many hours per week is the main hall actually used?

--

In an average week, how many hours is each room in your building/facility used?

	Up to 10 hours	10 – 20 hours	20 – 30 hours	30 hours +
Main Hall				
Small Hall				
Meeting Room				
Other room(s)				

Which of the following use a space in the facility on a permanent or semi-permanent basis (tick all that apply)

<input type="checkbox"/>	Shop
<input type="checkbox"/>	Market stall (for example a pop-up market)
<input type="checkbox"/>	Post Office
<input type="checkbox"/>	Nursery (commercial business)
<input type="checkbox"/>	Pre-school or Playgroup (charitable)
<input type="checkbox"/>	Parish Council
<input type="checkbox"/>	Social Club
<input type="checkbox"/>	Café
<input type="checkbox"/>	Health services
<input type="checkbox"/>	Other (please specify)

How often is the facility used by people from different age groups?

Under 5 years	Weekly / Regularly (Less frequently than weekly but more than once a month) / Occasionally (Less than monthly) / Never
---------------	--

5 – 18 years	Weekly / Regularly (Less frequently than weekly but more than once a month) / Occasionally (Less than monthly) / Never
18 – 65 years	Weekly / Regularly (Less frequently than weekly but more than once a month) / Occasionally (Less than monthly) / Never
Over 65 years	Weekly / Regularly (Less frequently than weekly but more than once a month) / Occasionally (Less than monthly) / Never

Which of the following activities take place at your facility and would you say that each activity frequency has increased, decreased or stayed the same in the past 2 years?

Occasional events and other activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Educational activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Art and craft activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Sports activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Social and recreational activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Service, social enterprise and wellbeing activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has
Commercial activities	Takes place and frequency has increased / Takes place and frequency has decreased / Takes place and frequency has stayed the same / Does not take place, but used to / Does not take place, and never has

Are you aware of any particular unmet demand for facilities or activities in your community? If so, please specify.

--

If these activities cannot be accommodated in your current facilities, please give reasons:

--

## Section 10: Past and future refurbishment plans

Has the community facility been refurbished in the past 10 years?

Yes / No

If yes, what improvements / refurbishment works have been undertaken (please specify details including when and what was provided, the costs of the works and the amount of additional floorspace created in square metres.

Additional floorspace in square metres:

How were these improvements / refurbishment works paid for? (for example grant funding from local council, district council, county council, other grant funder; community fundraising, reserves, etc)

Do you have any of the following major improvements planned in the next five years? Please tick all that apply.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Major renovation (for example roof, floor, kitchen, toilets, heating)   |
| <input type="checkbox"/> | Smaller scale improvements to one or two aspects for example kitchen, toilets, windows, heating                         |
| <input type="checkbox"/> | Equipment / fixtures / fittings   |
| <input type="checkbox"/> | Facilities for people with disabilities   |
| <input type="checkbox"/> | Energy efficiency / renewable energy sources  |
| <input type="checkbox"/> | Car park extension / improvements   |
| <input type="checkbox"/> | Building replacement  |
| <input type="checkbox"/> | Extension to accommodate growing use (if ticked, please specify the additional floorspace anticipated in square metres) |
| <input type="checkbox"/> | Other (please specify)  |

How much are the improvements indicated above estimated to cost? Is this a broad estimate or have the costs been calculated through detailed plans?

What are the source(s) of funding for these improvements?

What is the expected timeframe for completion of these improvements?

#### **Section 11: Further comments**

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

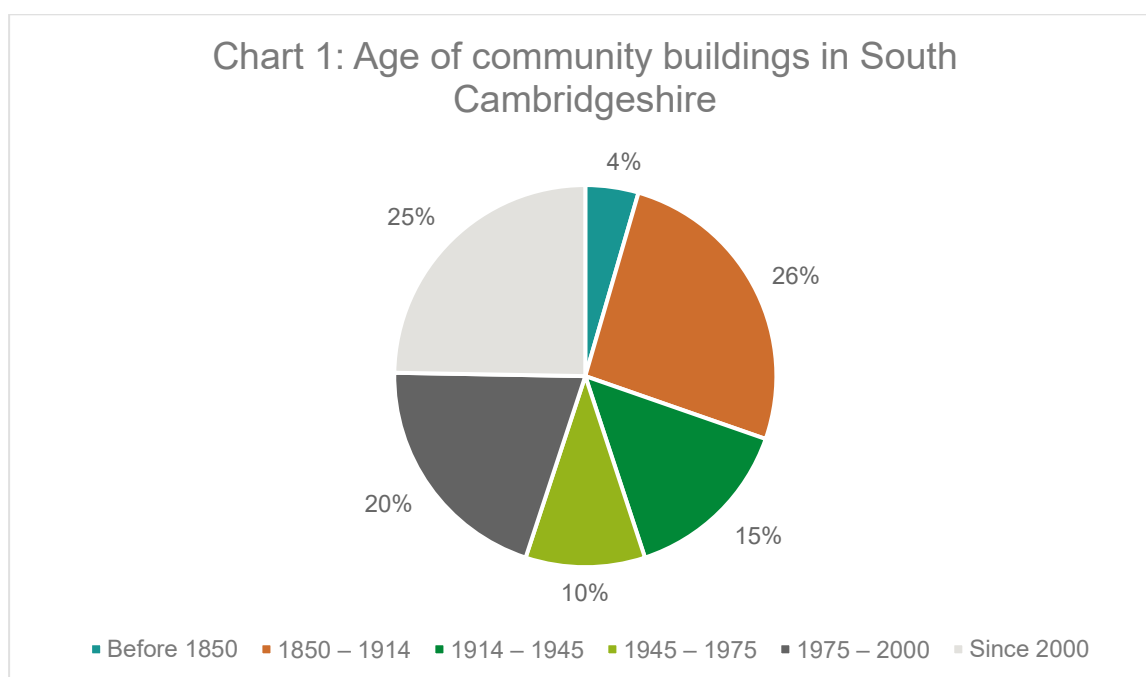
## Appendix G – Community Facility Manager Data: a summary

A summary of the information collected through the questionnaires sent to community facility managers is presented below. The full dataset has been supplied to South Cambridgeshire District Council.

All 96 community buildings identified in the district were invited to participate in the research exercise and, at the closing date, 89 had returned their questionnaire, giving a response rate of 93%.

### Age of facilities

Chart 1 shows the range of ages of community buildings across South Cambridgeshire according to their managers. The district's stock of community buildings is fairly modern with 45% having been built in the last 50 years. However, some 30% pre-date the First World War.



### Governance

Over three quarters (76%) of the community buildings for whom responses were received are registered charities, with the vast majority of those still being unincorporated, meaning their charity trustees bear personal liability. New facilities are now recommended to set up as Charitable Incorporate Organisations and this is reflected in the governance arrangements of the district's newer facilities.

### Insurance

The average insurance premium paid by a community building in South Cambridgeshire this last year has been £2,312. Over half of the district's community

buildings (53%) are insured for over £750,000 in the case of a total re-build becoming necessary.

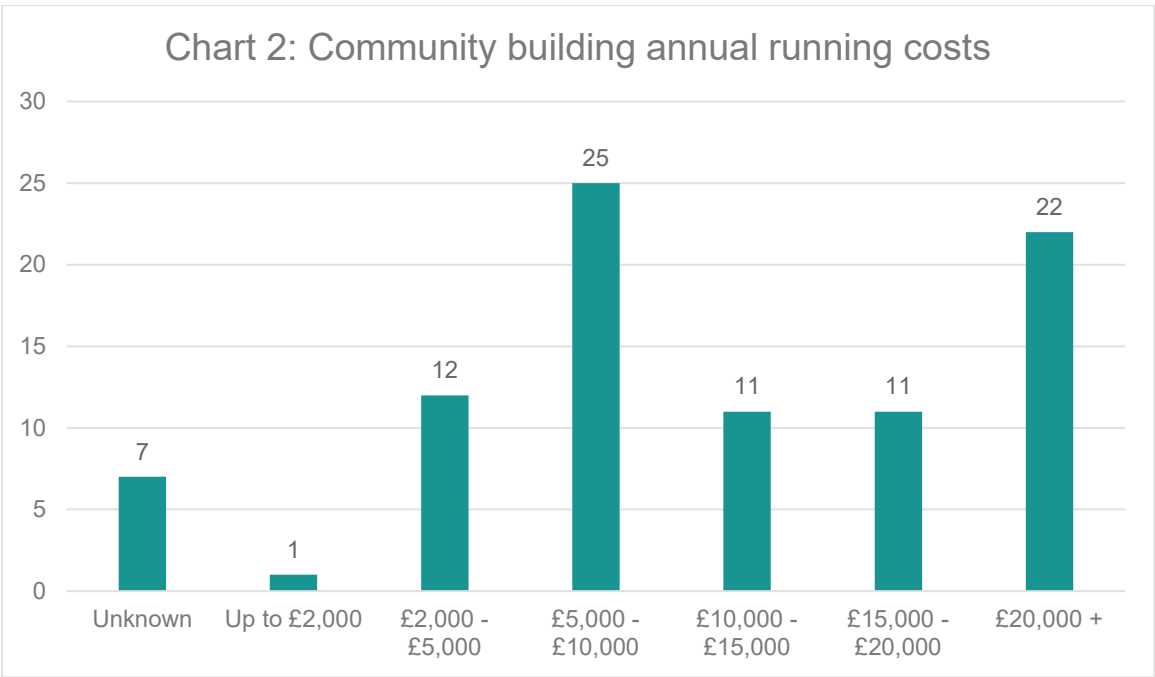
**Staffing**

58% of community buildings have no paid staff at all. Very few community buildings have the luxury of full-time staff member to oversee the running of the facility.

Instead, the district’s community buildings are run by an army of community volunteers, numbering over 730 in total. The average number per facility is 8.

**Running costs**

Respondents were asked their facility’s approximate annual running costs, including maintenance but excluding major repairs and the results are shown in Chart 2. A clearly majority (69 out of 89 buildings) have running costs in excess of £5,000 per year. A quarter (22 out of 89) have running costs that exceed £20,000 per year. If we were to repeat this study, we would add £5k bands for running costs in excess of £20,000+ to better understand the running costs profile across the District.



However, only 26% of community buildings report that all their running costs are met through income generated by hiring. Nearly a quarter (22%) report that income from hiring only covers up to 50% of their running costs. This means that other fundraising activity must be undertaken in order to cover costs.

On average, community buildings charge hirers £20 per hour to rent their main hall and some 81% offer discounts to certain type of booking. Discounts are typically made available to local residents or groups serving local residents or for hirers with charity status.

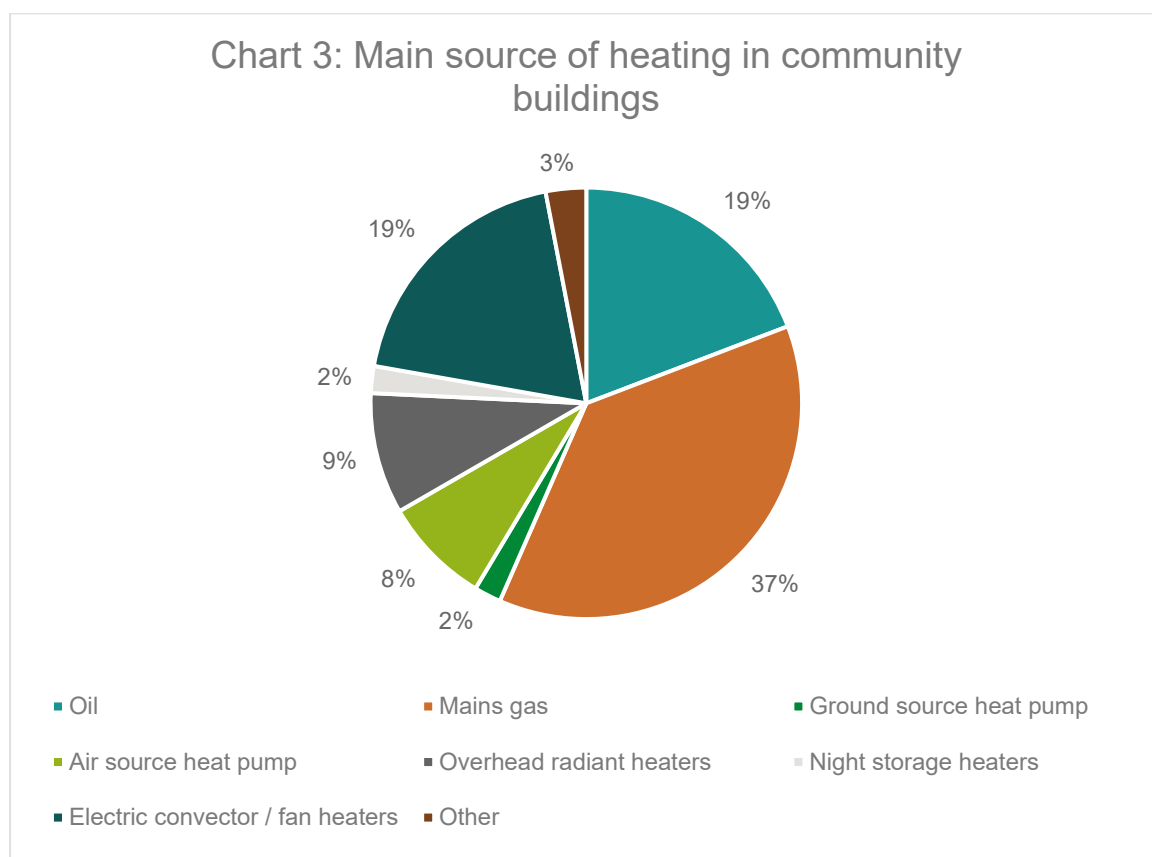
Community buildings were asked whether, in a typical year, their total income covered their running costs and nearly three quarters (71%) said they normally either broke even or made a surplus.

### Heating and energy efficiency

Community building managers were asked to identify the main source of heating used in their facility and Chart 3 shows the results.

Over a third of buildings (37%) rely on mains gas for their heating, with just under a fifth (19%) being reliant on heating oil and a further fifth (19%) using electric convector or fan heaters. Some 10% have installed more modern technologies such as ground or air source heat pumps.

A further question asked about used of renewal energy sources and a fifth (21%) have installed solar photovoltaic panels, with 8% also installing accompanying battery storage.



### Policies, risk assessments and day-to-day challenges

A question on the key policies and risk assessments that community buildings should have in place shows there is still some further work to do here to raise management standards.

For some of the key policies/risk assessments, levels of having an appropriate policy are high for example Fire Risk Assessment (84% have), General Risk Assessment (78% have), Health & Safety Policy (80% have) and Safeguarding Children Policy (79%), there are still some facilities that have stated they do not have these in place and this needs to be rectified as a matter of urgency. Cambridgeshire ACRE will provide support to these facilities to get these policies and risk assessments in place.

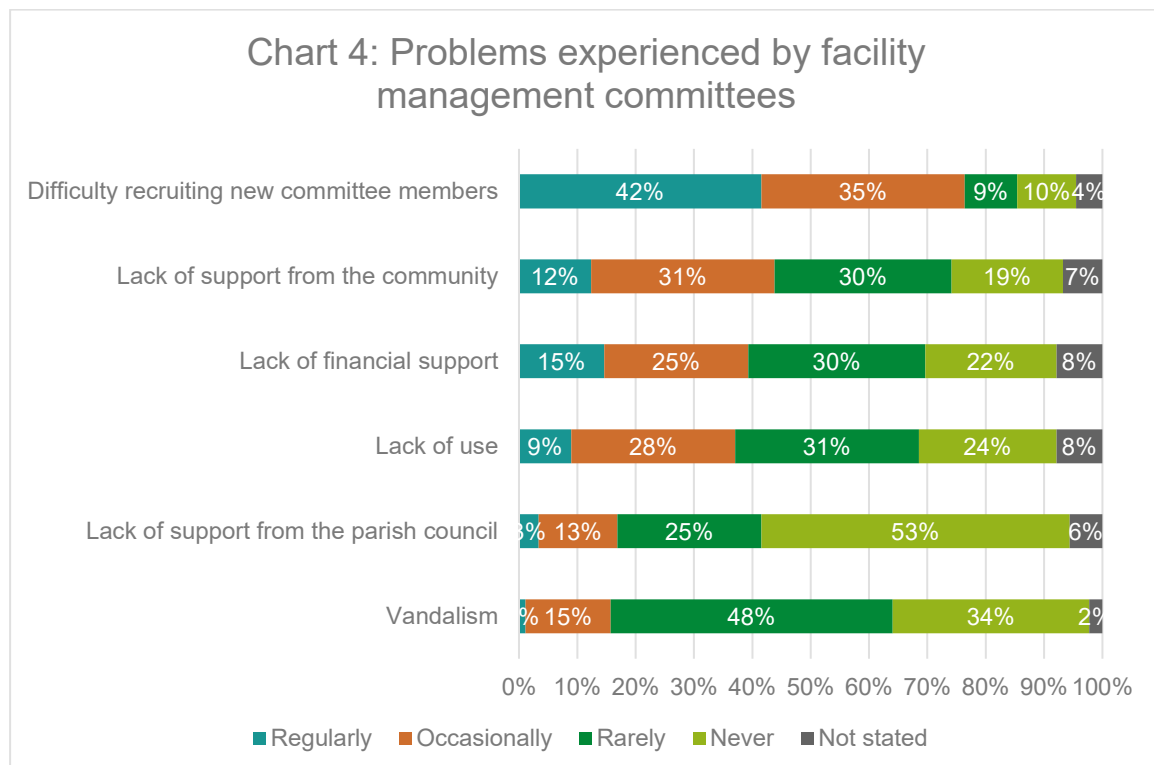
For some of the less critical policies, levels of achievement are much lower and facilities will need support in understanding the importance of these policies and be given support to put them in place. For example, our 54% have an equalities policy; just 29% have a reserves policy and just 26% an environmental policy.

For those with policies in place, 72% say they review them either annually or every two years.

Facilities were asked about the problems they experience and Chart 4 shows the results.

The most pressing problems reported are around the difficulty in recruiting new committee members, experienced regularly by 42% of those questioned. A lack of financial support and a lack of support from the community were experienced regularly by 15% and 12% respectively.

It appears that levels of vandalism are low with just 1% saying they experience it regularly.





## Capacity and usage

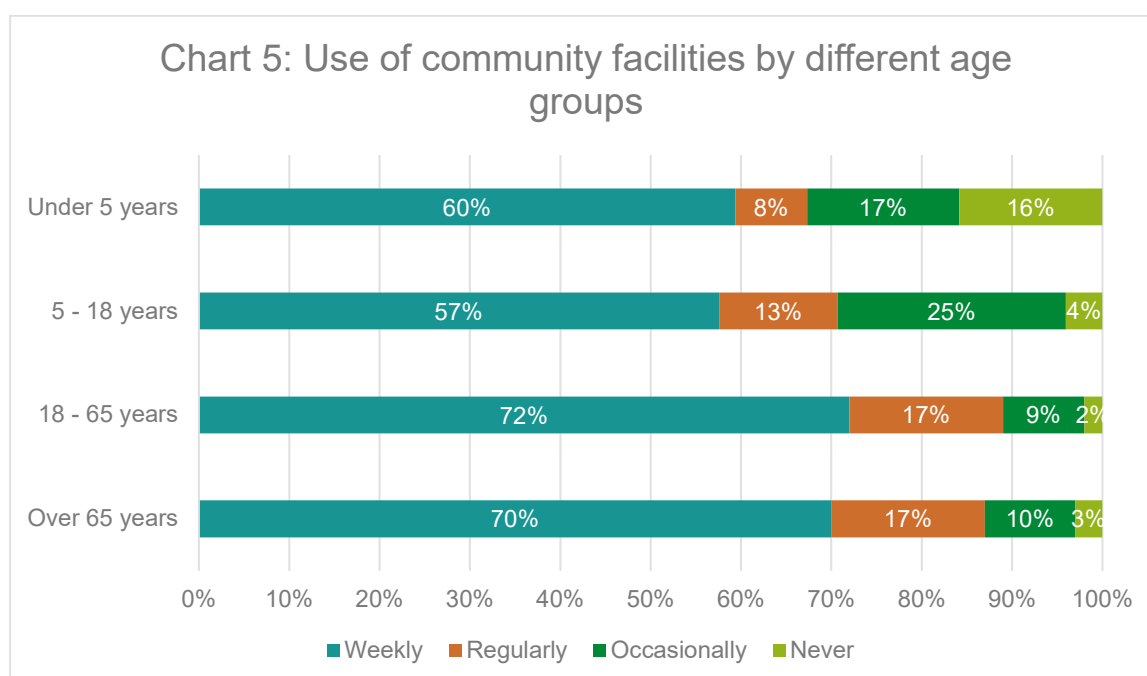
Across the district, only 30% of the total available capacity in community buildings is being used. This is because whilst total capacity is calculated based on the facility opening from 8am – 10pm, 7 days a week, in reality most users will be looking to hire the facility during one of its 'peak' slots, so some potential capacity will rarely be used. Peak slots will differ from facility to facility but as an example, the 7pm – 9pm slots on Tuesday – Thursday tend to be most popular with regular hirers and Saturday daytime and evenings will be more popular with ad hoc hirers.

In terms of their main hall, just 31% say their main hall is in use for 30 or more hours per week and 39% say their main hall is in use for less than 20 hours per week.

In terms of others who have a permanent presence in the community building:

- 54% provide the office for their local parish council
- 24% provide a home for a local pre-school or playgroup
- 18% house a social club
- 18% house a café
- 9% offer pop-up markets

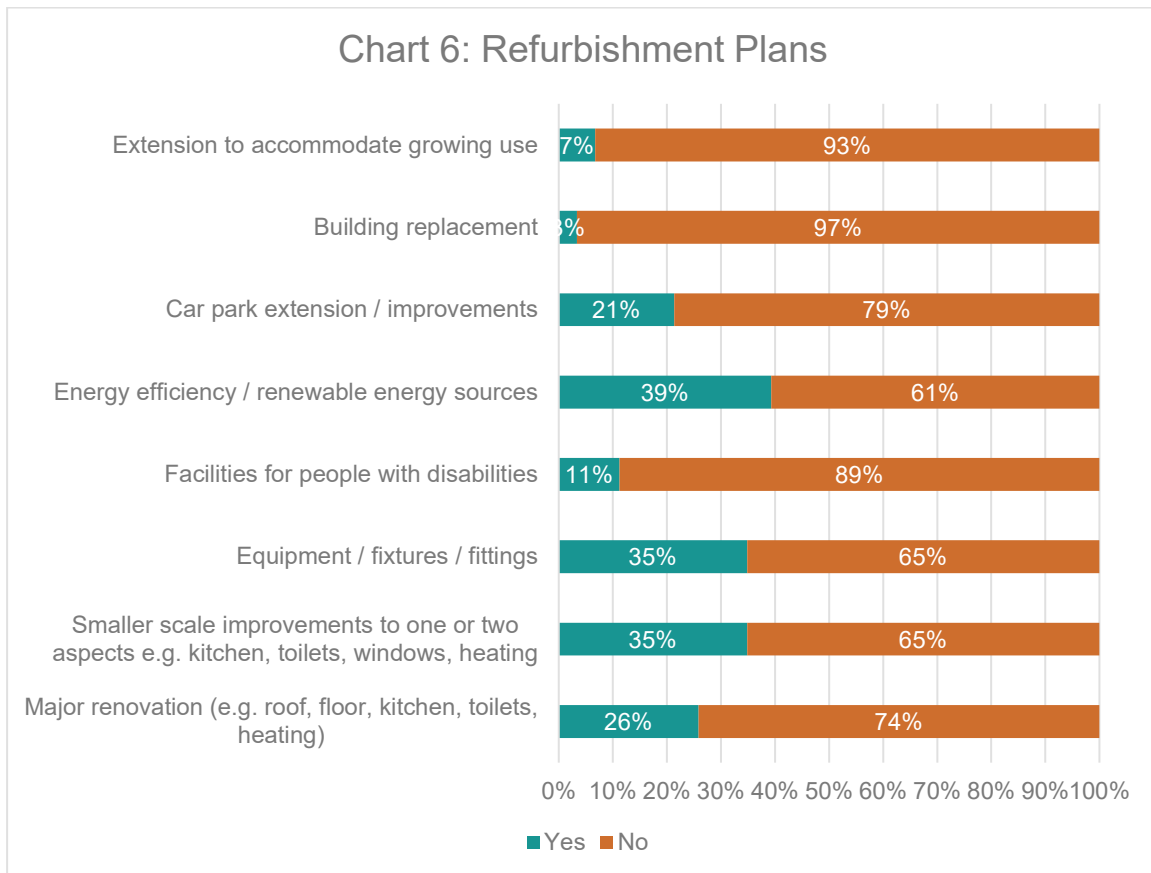
Respondents were asked how often their facility is used by people from different age groups and the results are shown in Chart 5. It is clear that community facilities provide an important space for community members of all ages.



## Past and future refurbishment plans

70% of respondents state that their facility has been refurbished in the past 10 years but many have significant plans for future refurbishment too, as shown in Chart 6.

Chart 6: Refurbishment Plans



Some 26% are planning major renovations (for example a new roof, floor, kitchen, toilets or heating system); 35% are planning smaller scale improvements to one or two aspects of their facility; 35% plan to replace equipment, fixtures or fittings and some 39% are planning on installing energy efficiency measures / renewable energy sources, showing the increased importance that building managers are placing on 'going green' and also on reducing expenditure on utilities.

3% indicate they are considering replacing their facility. Those in this number includes Barrington Village Hall, Longstanton Village Institute and Whaddon Village Hall. There are several others (7%) planning an extension to accommodate growing use and these include Caldecote Village Institute (square metres unknown), Cottenham Community Centre (square metres unknown), Fen Ditton Pavilion (additional 45 square metres), Harston Pavilion (additional 70 square metres), Hinxton Village Hall (additional 80 square metres).

Typically, funding for these planned refurbishments is coming from grants, local fundraising and from the charities' own reserves. Some indicate they should be able to access s106 funding and those owned and run by parish councils are able to take out loans from the Public Works Loan Board.

### Further comments

Respondents were offered the opportunity to add additional comments and the following represent a selection of those made.

- [Bar Hill Village Hall] Funding in South Cambs is very difficult to obtain especially the nearer you are to Cambridge. We have been unable to find any funding other than the SCDC Community Grant because we are not near enough to, for example, a landfill/waste recycling or an energy generation centre. Even the Support Cambridgeshire 4 Community Newsletter received by email every week has not generated anything that we can apply for. To be blunt, all we want to do at the moment is install LED lighting.
- [Barton Parish Institute] The facility is adequate but in the medium/longer term may need to be replaced. The Village Hall used to receive funding support from the Parish Council but that was stopped about 5 years ago. The facility relies on mainly retired residents for management and day-to-day maintenance.
- [Bourn Village Hall] Our village hall operates with very well thought of embedded nursery school, which serves the community. This nursery school facility was a stipulation to be included in the design for the grant funding application in 1998. This nursery is our main user and therefore provides a major part of our income stream. It also employs at 3 female staff from the village and of course supports village children from local families. The footfalls going to the nursery also contributes to the village shop which is sited opposite the village hall. This does mean that the main room is not available for use by others Monday - Friday during the daytime, but the main room has never been required during the day time period during the last 22 years post refurbishment. The hall would stand empty during the daytime if we were to lose this nursery facility, and therefore not be financially viable. We consider ourselves lucky to have this nursery which keeps the hall running. We could just do with some younger committee members to take over the ropes, as we are all getting past our sell by dates.
- [Caldecote Village Institute] With the increased annual running costs on utilities and insurance coupled with constraints on household surplus cash we expect our income to either stay static or decrease. We try to keep the hiring charges to groups/clubs and individuals as low as possible to continue providing a valuable facility for the village residents and wider communities. The lack of interest in joining the committee also puts increasing pressure on the remaining trustees.
- [Cambourne Community Centre] It would be easier to break even if community buildings could have a business rates discount or zero rating.
- [Croxtan Village Hall] The Village Hall is quite small but has been used in the past on some occasions. However, lack of funds to pay bills is always an ongoing issue and fundraising is usually in an effort to be able to afford to pay the bills. Generally, there is not a lot of support in the village for the Village Hall.
- [Croydon Reading Room] It's hard work but SO worth it! Our Reading Room is much loved and we need to protect it, keep it relevant and used.

- [Girton Pavilion] The exercise to collect requirements for change and refurbishment is well overdue and as discussed with your representative we have just appointed a master planner. Parish Councils are subsidising formal sports heavily and we need to work with our users and residents to ensure we provide and meet their requirements and that they are sustainable.
- [Wilbrahams' Memorial Hall] Our challenge is to encourage involvement from younger members of the community. Like many villages, we have an ageing population whilst younger parents tend to be working full time and are stretched for time and money.
- [Guilden Morden Village Hall] Although we've recently re-furbished the hall, realistically it is coming to the end of its useful life (indeed the building has subsidence issues and has had for the last 35 years). There have been a couple of attempts to drum up interest to take forward the re-building of the entire hall over the last 25 years but to no avail re: cost which at an estimate of £1.2m cannot be met in any way, shape or form without substantial grant/lottery funding which will take volunteer time & effort which we don't have. The building is owned by the Parish Council so they would have to be the driving force behind this and again they struggle with availability of volunteers so have no capacity to take forward.
- [Milton Community Centre] When we have reported issues to the police relating to anti-social behaviour and vandalism there has been very little support or interest from them.
- [Oakington & Westwick Sports Pavilion] Our committee is becoming depleted and operating costs in the last three years have meant that we are increasingly using our reserves. We as a committee, are very concerned. We do have the income from our MUGA to support our income and that is having an upgrade to a 3G pitch, hopefully this spring. That is if we receive the funding from Football Foundation, but we are having to jump through so many hoops! We have so much competition around us from other Halls and sports facilities and we need to be mindful not to overcharge our users or we will lose them to other local amenities. We go round in circles which is probably a story you hear from every other committee. We need help with: promoting our building wider and in a more improved way; advertising; website, social media; advice and guidance on funding revenues.
- [Shepreth Village Hall] The survival of the hall has depended for many years on funds from commercial nurseries, who have generated 50% of our income. A recent full time nursery has secured our financial position. The trustees are aware that should we lose the income from the nursery, the hall would be insolvent. The Parish council have been approached for support in the past when this seemed a possibility via the village precept.
- [Stapleford, Jubilee Pavilion] This facility was built as a sports pavilion, but the use of the changing rooms has changing significantly since Covid - they are now not used and are a wasted resource. Stapleford PC intends to create a smaller meeting room from the Away changing room to enable the main hall to be booked to a regular weekly hirer. We have lost hirers due to interruption in weekly scheduled classes. The Parish Council has to ensure that the hire fees cover running costs. A number of fitness classes with small membership have

left to use cheaper facilities. The cost of utilities is excessive. Keeping the building fit for purpose is very expensive. Bulk purchase of energy for community buildings would help. Bulk purchase of renewable energy systems would enable more community facilities to upgrade. The same applies to IT and telecoms. We cannot get a caretaker. No one will do it, so our fallback position is reliance on Parish Councillors and the Parish Council Clerk. The risk aspect of buildings has become extremely onerous. Legislation keeps increasing and compliance is mandatory - a huge burden for volunteers to shoulder and a financial pressure on the public purse at a time of economic crisis. Provision of public buildings is becoming untenable. We need substantial support to keep open.

- [Toft Village Hall] We are in the process of examining the feasibility of a number of improvements, which would mean a major project. Our Hall is currently well used and the facility appreciated, but we have issues and limitations that need addressing. We have very limited disabled access to our areas downstairs & none at all to upstairs rooms or existing storage areas. We have an active Social Club and Community Cafe, for which, increased & better, kitchen space and storage is needed. Our energy costs are high & we wish to explore the possibility of energy efficient & renewal energy solutions.

## Appendix H – Participation summary

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Abington Pigotts	Yes	-	Abington Pigotts Village Hall	Yes	Yes
Arrington	Yes	-	Arrington Village Hall	Declined entry	No
Babraham	Yes	Yes	-	-	-
Balsham	Yes	-	Balsham Village Hall	Yes	Yes
Bar Hill	Yes	-	Bar Hill Village Hall	Yes	Yes
Barrington	Yes	-	Barrington Village Hall	Yes	Yes
Bartlow	Yes	Yes	-	-	-
Barton	Yes	-	Barton (Parish) Village Institute	Yes	Yes
Bassingbourn-cum-Kneesworth	Yes	-	Old School Community Centre	Yes	Yes
Bourn	Yes	-	Bourn Village Hall	Yes	Yes
Boxworth	Yes	-	Boxworth Village Hall	Yes	Yes
Caldecote	Yes	-	Caldecote Village Institute	Yes	Yes
Cambourne	Yes	-	The Blue Space	Yes	Yes
			The Hub, Cambourne	Yes	Yes

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
			Community Centre		
Carlton-cum-Willingham	Yes	Yes	-	-	-
Castle Camps	Yes	-	Castle Camps Village Hall	Yes	Yes
Caxton	Yes	-	Caxton Village Hall	Yes	Yes
Childerley	Yes	Yes	-	-	-
Comberton	Yes	-	Comberton Village Institute	Yes	Yes
Conington	Yes	Yes	-	-	-
Coton	No	-	Coton Village Hall	Yes	Yes
Cottenham	Yes	-	Cottenham Community Centre	Yes	Yes
			Cottenham Village Hall	Yes	Yes
Croxton	No	-	Croxton Village Hall	Yes	Yes
Croydon	Yes	-	Croydon Reading Room	Yes	Yes
Dry Drayton	Yes	-	Dry Drayton Village Hall	Yes	Yes
Duxford	Yes	-	Duxford Community Centre	Yes	Yes
Elsworth	Yes	Yes	-	-	-

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Eltisley	No	-	Cade Pavilion, Eltisley	Yes	Yes
Eversdens	No	-	Eversdens Village Hall	Yes	Yes
Fen Ditton	Yes	-	Fen Ditton Pavilion	Yes	Yes
			Marleigh Community Centre	Yes	No
Fen Drayton	Yes	-	Fen Drayton Village Hall	Yes	Yes
Fowlmere	Yes	-	Fowlmere Village Hall	Yes	Yes
Foxton	Yes	-	Foxton Village Hall	Yes	Yes
Fulbourn	Yes	-	Fulbourn Centre	Yes	Yes
			Swifts Meeting Rooms & Library	Yes	Yes
Gamlingay	Yes	-	Gamlingay Eco Hub	Yes	Yes
Girton	Yes	-	Cotton Hall, Girton	Yes	Yes
			Girton Pavilion	Yes	Yes
			William Collyn Community Centre	Yes	Yes
Grantchester	Yes	-	Grantchester Village Hall and Reading Room	Yes	No



Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Graveley	Yes	-	Graveley Village Hall	Yes	No
Great & Little Chishill	Yes	-	Great & Little Chishill Village Hall	Yes	Yes
Great Abington	No	-	Abington Village Institute	Yes	Yes
Great Shelford	Yes	-	Great Shelford Memorial Hall	Yes	Yes
Great Wilbraham	Yes	-	Wilbrahams' Memorial Hall	Yes	Yes
Guilden Morden	No	-	Guilden Morden Village Hall	Yes	Yes
Hardwick	Yes	-	The Cabin at St Mary's Church, Hardwick	Yes	Yes
Harlton	Yes	-	Harlton Village Hall	Yes	Yes
Harston	Yes	-	Harston Pavilion	Yes	Yes
			Harston Village Hall	Yes	Yes
Haslingfield	Yes	-	Haslingfield Village Hall	Yes	Yes
Hatley	Yes	-	Hatley Village Hall	Yes	Yes
Hauxton	Yes	-	Hauxton Centre	Yes	Yes
Heydon	Yes	Yes	-	-	-

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Hildersham	No	-	Hildersham Village Hall	Yes	Yes
Hinxton	Yes	-	Hinxton Village Hall	Yes	Yes
Histon & Impington	Yes	-	Histon & Impington Community Room	Yes	Yes
Horningsea	Yes	-	Horningsea Village Hall	Yes	Yes
Horseheath	Yes	-	Horseheath Village Hall	Yes	Yes
Ickleton	Yes	-	Ickleton Village Hall	Yes	Yes
Kingston	Yes	-	Kingston Village Hall	Yes	Yes
Knapwell	Yes	Yes	-	-	-
Landbeach	Yes	-	Landbeach Village Hall	Yes	Yes
Linton	Yes	-	Linton Cathodeon Centre	Yes	Yes
			Linton Village Hall	Yes	Yes
Litlington	Yes	-	Litlington Village Hall	Yes	Yes
Little Abington	Yes	Yes	-	-	-
Little Gransden	Yes	-	Little Gransden Village Hall	Yes	Yes
Little Shelford	Yes	-	Little Shelford	Yes	Yes

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
			Memorial Hall		
Little Wilbraham & Six Mile Bottom	Yes	Yes	-	-	-
Lolworth	Yes	-	Robinson Hall, Lolworth	Yes	Yes
Longstanton	Yes	-	Longstanton Village Institute	Yes	Yes
Longstowe	Yes	-	Longstowe Village Hall	Yes	No
Madingley	Yes	-	Madingley Village Hall	Yes	Yes
Melbourn	Yes	-	Melbourn Community Hub	Yes	Yes
Meldreth	Yes	-	Meldreth Village Hall	Yes	Yes
Milton	Yes	-	Milton Community Centre	Yes	Yes
Newton	Yes	-	Newton Village Rooms	Yes	Yes
Northstowe	Yes	-	The Cabin, Northstowe	Yes	Yes
Oakington & Westwick	Yes	-	Oakington & Westwick Sports Pavilion	Yes	Yes
Orchard Park	Yes	-	Orchard Park Community Centre	Yes	Yes
Orwell	Yes	-	Orwell Village Hall	Yes	Yes

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Over	Yes	-	Over Community Centre	Declined entry	Yes
Pampisford	Yes	-	Pampisford Village Hall	Yes	Yes
Papworth Everard	Yes	-	Papworth Everard Village Hall	Yes	Yes
Papworth St Agnes	No	Yes	-	-	-
Rampton	No	-	Rampton Village Hall	Yes	Yes
Sawston	Yes	-	Spicers Pavilion, Sawston	Yes	Yes
Shepreth	Yes	-	Shepreth Village Hall	Yes	Yes
Shingay-cum-Wendy	Yes	-	Wendy Church Hall	Yes	Yes
Shudy Camps	Yes	Yes	-	-	-
South Trunpton	Yes	Yes	-	-	-
Stapleford	Yes	-	Jubilee Pavilion, Stapleford	Yes	Yes
Steeple Morden	Yes	-	Steeple Morden Village Hall	Yes	Yes
Stow-cum-Quy	Yes	-	Quy Village Hall	Yes	Yes
Swavesey	Yes	-	Swavesey Memorial Hall	Yes	Yes
Tadlow	Yes	Yes	-	-	-

Parish Name	Parish Council questionnaire returned	No community facility in parish	Community Facilities identified	Audit completed	Community Facility Manager questionnaire returned
Teversham	Yes	Yes	-	-	-
Thriplow & Heathfield	Yes	-	Thriplow Village Hall	Declined entry	No
Toft	Yes	-	Toft Village Hall	Yes	Yes
Waterbeach	Yes	-	Waterbeach Tillage Hall	Yes	No
West Wickham	Yes	-	West Wickham Village Hall	Yes	Yes
West Wratting	Yes	-	West Wratting Village Hall	Yes	Yes
Weston Colville	Yes	-	Weston Colville Reading Room	Yes	Yes
Whaddon	No	-	Whaddon Village Hall	Yes	Yes
Whittlesford	Yes	-	Whittlesford Memorial Hall	Yes	Yes
Willingham	Yes	-	Ploughman Hall, Willingham	Yes	Yes
			Willingham Public Hall	Yes	Yes
Wimpole	Yes	-	Wimpole Village Hall	Yes	Yes

Parish and Community Facilities Details/Survey Return/Participation	Number or Percentage
Number of parishes in South Cambridgeshire	102

<b>Parish and Community Facilities Details/Survey Return/Participation</b>	<b>Number or Percentage</b>
Number of parish council questionnaires returned	92
Return rate	90%
Number of parishes in South Cambridgeshire with no community facility	15
Number of community facilities identified	96
Number of community facilities audited	93
Number of community facilities who declined auditors entry	3
Number of community facilities whose managers returned a questionnaire	89

## Appendix I – Complete list of parishes and the level of quantitative provision they would need against the revised standard

Parish	Population (ONS 2021)	Population change %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Variance against standard
Abington Pigotts	147	-9.3	144.9	986	19	126
Arrington	402	-3.1	Not audited	-	52	-
Babraham	350	26.8	-	-	45	-45
Balsham	1,625	2.1	172.3	106	210	-37
Bar Hill	3,900	-3.3	339.0	87	503	-164
Barrington	1,185	19.3	268.6	227	153	116
Bartlow	101	-8.2	-	-	13	-13
Barton	819	-3.2	173.6	212	106	68
Bassingbourn-cum-Kneesworth	3,266	-8.8	156.4	48	421	-265
Bourn	982	-3.3	182.5	186	127	56
Boxworth	216	-0.9	90.3	418	28	62
Caldecote	2,020	16.3	186.2	92	261	-74
Cambourne	12,081	47.6	643.6	53	1558	-915
Carlton-cum-Willingham	180	-5.8	-	-	23	-23
Castle Camps	645	-5.7	227.7	353	83	144
Caxton	593	3.7	135.4	228	76	59
Childerley	29	-	-	-	4	-29
Comberton	2,254	-3.9	179.8	80	291	-111
Conington	139	3.0	-	-	18	-18

Parish	Population (ONS 2021)	Population change %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Variance against standard
Coton	952	4.6	187.6	197	123	65
Cottenham	6,329	3.8	758.1	120	816	-58
Croxton	159	-0.6	88.2	555	21	68
Croydon	206	-12.3	79.6	387	27	53
Dry Drayton	698	8.6	182.7	262	90	93
Duxford	1,946	-7.3	238.3	122	251	-13
Elsworth	692	-4.9	-	-	89	-89
Eltisley	395	-1.5	119.7	303	51	69
Eversdens	797	-5.2	198.7	249	103	96
Fen Ditton	812	6.8	382.3	471	105	278
Fen Drayton	881	2.9	265.0	301	114	151
Fowlmere	1,295	7.4	456.0	352	167	289
Foxton	1,275	3.5	517.9	406	164	353
Fulbourn	5,049	8.0	910.9	180	651	260
Gamlingay	3,751	5.1	599.7	160	484	116
Girton	4,398	-3.5	755.0	172	567	188
Grantchester	536	-0.7	184.1	343	69	115
Graveley	224	-22.5	78.6	351	29	50
Great & Little Chishill	650	-4.1	233.2	359	84	149
Great Abington	1,029	26.1	283.9	276	133	151
Great Shelford	4,534	7.1	238.5	53	585	-346
Great Wilbraham	606	-7.3	278.1	459	78	200



Parish	Population (ONS 2021)	Population change %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Variance against standard
Guilden Morden	933	-5.4	196.0	210	120	76
Hardwick	2,658	-0.4	111.6	42	343	-231
Harlton	316	2.6	113.8	360	41	73
Harston	1,825	5.6	409.4	224	235	174
Haslingfield	1,556	3.3	266.7	171	201	66
Hatley	185	2.2	150.5	814	24	127
Hauxton	1,322	96.4	318.8	241	171	148
Heydon	213	-12.3	-	-	27	-27
Hildersham	197	-6.6	102.3	519	25	77
Hinxton	330	-1.2	144.8	439	43	102
Histon & Impington	8,778	0.7	157.0	18	1132	-975
Horningsea	328	-13.2	102.3	312	42	60
Horseheath	461	-4.9	151.4	328	59	92
Ickleton	747	5.4	342.1	458	96	246
Kingston	244	2.5	116.6	478	31	85
Knapwell	98	-	-	-	13	-98
Landbeach	930	9.7	369.2	397	120	249
Linton	4,468	-1.3	318.9	71	576	-257
Litlington	848	-3.3	257.9	304	109	149
Little Abington	490	-8.9	-	-	63	-63
Little Gransden	287	-3.0	327.4	1141	37	290
Little Shelford	774	-7.9	243.3	314	100	143
Little Wilbraham &	431	1.4	-	-	56	-56

Parish	Population (ONS 2021)	Population change %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Variance against standard
Six Mile Bottom						
Lolworth	161	3.9	118.9	739	21	98
Longstanton	3,286	23.7	166.6	51	424	-257
Longstowe	207	1.0	190.8	922	27	164
Madingley	208	-1.0	140.7	677	27	114
Melbourn	4,900	4.5	146.0	30	632	-486
Meldreth	2,027	13.7	251.6	124	261	-10
Milton	4,403	-5.9	511.2	116	568	-57
Newton	365	-3.4	121.7	333	47	75
Northstowe	2,356	-	188.8	80	304	-115
Oakington & Westwick	1,495	-2.1	181.2	121	193	-12
Orchard Park	2,653	40.7	235.0	89	342	-107
Orwell	1,145	10.6	296.8	259	148	149
Over	2,876	0.5	Not audited	-	371	-
Pampisford	361	4.9	127.7	354	47	81
Papworth Everard	3,820	32.6	479.6	126	493	-13
Papworth St Agnes	57	-	-	-	7	-7
Rampton	447	-0.2	267.3	598	58	210
Sawston	7,271	1.8	176.6	24	938	-761
Shepreth	789	2.7	200.1	254	102	98
Shingay-cum- Wendy	103	-25.9	105.2	1022	13	92
Shudy Camps	299	-11.5	-	-	39	-39

Parish	Population (ONS 2021)	Population change %	Total audited space (square metres)	As square metres / 1,000	Application of standard (129 square metres / 1,000) against population	Variance against standard
South Trumpington	1,004	-	-	-	130	-130
Stapleford	2,001	6.9	182.2	91	258	-76
Steeple Morden	1,188	10.2	192.2	162	153	39
Stow-cum- Quy	547	0.6	229.9	420	71	159
Swavesey	2,740	11.2	245.1	89	353	-108
Tadlow	189	6.2	-	-	24	-24
Teversham	2,865	-2.7	-	-	370	-370
Thriplow & Heathfield	1,130	-2.9	Not audited	-	146	-
Toft	572	13.7	154.3	270	74	81
Waterbeach	5,596	8.3	229.8	41	722	-492
West Wickham	405	-8.0	230.7	570	52	178
West Wratting	489	-2.6	143.5	294	63	80
Weston Colville	435	-3.5	131.7	303	56	76
Whaddon	565	15.5	160.4	284	73	88
Whittlesford	1,880	22.4	364.0	194	243	121
Willingham	4,423	10.2	403.0	91	571	-168
Wimpole	291	-3.3	151.1	519	38	114

## Appendix J – Recent examples within Greater Cambridge which have utilised S106 contributions for improvements to an existing facility

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Parish	Facility	Cost	What?	When?	Source of Funds
Hildersham	Abington Village Institute	£2,400	Replacement of curtains and blinds throughout	2019	Great Abington Parish Council
Hildersham	Abington Village Institute	£1,076	Replacement seat pads	2019	Great Abington Parish Council
Hildersham	Abington Village Institute	£21,829	Major project-replacement of section of glazed screen walling at the rear of building	2023	Great Abington Parish Council
Hildersham	Abington Village Institute	£5,000	Internal and external repairs and redecorations	2024	Facility Funds
Gamlingay	Old Methodist Chapel	£2,530	New fire alarm to new regulations	2024	Gamlingay Parish Council
Gamlingay	Old Methodist Chapel	£1,530	Electrical rewiring of hall	2024	Gamlingay Parish Council
Gamlingay	Old Methodist Chapel	£2,500	Refitting of strip light system (suspended on chains from high ceiling) to LED strip lights	2024	Gamlingay Parish Council
Willingham	Ploughman Hall	£26,500	New infra red heating system	2019-2024	Not specified
Willingham	Ploughman Hall	£19,000	Replacement aluminium doors	2019-2024	Not specified
Willingham	Ploughman Hall	£6,500	Replacement aluminium windows	2019-2024	Not specified
Shepreth	Shepreth Village Hall	£8,000	Replacement of flat roof	2019-2024	s106 (Shepreth Village Hall Management Committee)
Shepreth	Shepreth Village Hall	£10,500	Fitting of solar panels and 2 storage batteries	2019-2024	Grant funding (Shepreth Village Hall Management Committee)
Shepreth	Shepreth Village Hall	£16,000	Remedial renovation to kitchen- new ceiling/ cupboards/ painting and renovation of toilets- new	2019-2024	s106, Part funded (Shepreth Village Hall Management Committee)

Parish	Facility	Cost	What?	When?	Source of Funds
			WC's/basins/partitions and flooring		
Shepreth	Shepreth Village Hall	£4,800	2 new gas boilers	2019-2024	Not specified
Shepreth	Shepreth Village Hall	£2,600	Door replacements	2019-2024	Not specified

**Source:** Information provided by Parish Council contacts. Contacts were responding to a request from Greater Cambridge Shared Planning Service S106 Officer (email sent 16 May 2024) asking parishes (who were known to have received historic s106 funds) to provide details of the costs associated with improving existing facilities over the past 5 years.

## Appendix K – Glossary of terms

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Term	Definition
Indoor community facility	Any publicly accessible building, operated for the wellbeing of the local community, that provides a base for a variety of different groups and activities, from pre-school groups to social activities, fitness classes, meetings and coffee mornings.
Primary hall space	The main room (hall) within the community facility.
Secondary space	Any second hall, meeting rooms etc within the community facility
Indoor ancillary space	Any space that supports the function/s of the primary areas; that is, they are not part of the primary purpose of the building, but are required in order that the primary purpose can function. For example, kitchen space, storage, toilets, changing rooms, plant rooms, etc.
Internal functional community floorspace	The total floorspace area provided by the community facilities when the Primary hall space, any Secondary space and Indoor ancillary space is combined.
External features	Includes such things as the roof, gutters, the building structure, boundary fencing or walls, windows and doors, emergency external lighting and, general landscaping.
External ancillary spaces	Includes such things as a sports pitch(es), MUGA, play area, skate park, outdoor gym, recycling centre, landscaping / curtilage.
Trustees / Management Committee	Where a hall is managed by a charity, it will have a group of individuals appointed as is charity trustees. These trustees are sometimes referred to collectively as the facility's management committee.
Refurbishment	Work such as painting, repairing and cleaning that is done to make a community facility look new again.
Maintenance	Work needed to keep a the community facility in a good condition. These works are likely to be routine in nature.

Term	Definition
Improvements	Work undertaken to provide better facilities, e.g. fitting a new heating system or installing a new kitchen.
Local Plan	<p>A Local Plan is a legal document that a Council is required to prepare, which sets out the future land use and planning policies for the area over a set time frame. It identifies the need for new homes and jobs, and the services and infrastructure to support them, and guides where this development should happen.</p> <p>Cambridge City Council and South Cambridgeshire District Council are working together to create a joint Local Plan for the two areas. This will ensure that there is a consistent approach to planning, and the same planning policies, where appropriate, across both areas.</p>
Settlement Hierarchy	A settlement hierarchy is when settlements are put in an order and classified based on their size and/or the range of services that they provide for people. The higher up the hierarchy you go, there are fewer settlements but they increase in their size in terms of population and the number of services provided.