

Village Centre Feasibility Study

March 2017

Summary Document for presentation to the
Farnsfield Parish Council meeting 06/04/17



Introduction

This Feasibility Study has been put together by the Village Centre Development Committee for key stakeholders to discuss and agree their involvement and support for this project, which could present a major benefit in the long term future and sustainability of the village.

Recent residential developments in and around Farnsfield, and the funding streams associated with them, have presented the local community an opportunity to make step-change improvements to community facilities in the near future.

The project's vision is **'To provide a self-financing multi use Village Centre, which, with other village community buildings, will help to meet the expected sports, leisure and cultural needs, of all age groups in the village, for the next 50 years.'** To maximise potential, this may need to take the form of a new, standalone building, potentially coupled with existing facilities.

A sub-group of Farnsfield Parish Council, the Village Centre Development Committee, has been established to explore this opportunity, looking at combining possible funding streams, working with identified stakeholders and partners and undertaking a robust consultation with the wider community in order to create plans that work for the present community but will have the flexibility to be adaptable to change.

Set out below is a broad overview of a process that could take this project from its current initial inception, through a feasibility test, onto a conclusive funding round and on to realisation. At this stage the report does not offer particular detail, recommendation or technical advice and is currently intended as a starting point for the tasks going forward, to gauge opinion and to provide high level feedback to the Parish Council so that planning in the future can accord with wider policy and objectives.

1 - Stage A – Needs Analysis

Currently the sub-group are exploring the current and potential future needs that could be met by an appropriate Village Hall.

Points under consideration include:

- What is the existing Village Centre used for? – types of activities, capacity and range of spaces
- Are the issues with current use? – What works well? What could improve
- What do the villagers want from a Village Centre? – Is there demand for more capacity, other facilities, greater flexibility and utilization?

This analysis will be informed by reviewing existing use and examining future potential.

A focus of this data collection is the planned "Farnsfield Village Centre Usage Survey" to be distributed to all villagers via paper copy within the widely distributed "Bramble" free-paper, Online Survey, Email Survey and face-to-face questioning.

3 - Stage C – Options Appraisal; Site and Scope

With the information gathered through the Needs Analysis and the Current Building Review we should have information to mark current building provisions against potential future need.

With this better understood it will be possible formulate a number of options which can then be further illustrated and tested.

Currently there seems to be a number of options available at this stage;

- No major works – maintenance and only minor adaptations to the current Village Centre
- Maintain the Village Centre and build a new (small) centre
- Scale down the current Village Centre and build a new (medium sized) centre
- Realise the assets of the current Village Centre and build a new (all encompassing) centre

Pros and cons of each of the building option will need to ranked, judged against practicalities, and cost effectiveness. To help understanding the implications of each indicative drawings for all the options would be helpful viewing in the context of high level costings.

Exploring these options in depth will be time consuming so at this point it would be beneficial to establish a ranking of preference so that a focused approach can be taken forward into the future stages.

To help inform at this point a short feasibility has been undertaken to establish a few key factors;

- Land available for any New Build elements
- Likely sizes of potential Village Hall buildings and associated facilities
- High level cost ranges for the above

Available Land

As any new build facility is to benefit the Farnsfield Community it is felt that the first land that should be considered for use is that owned by the Parish Council. Any other land requiring purchase is likely to render any development unfeasible, purely from a monetary perspective, so has not been considered to date. Of all Parish Owned land there appears to be three sites that could offer sufficient area for the likely requirements, as identified below.

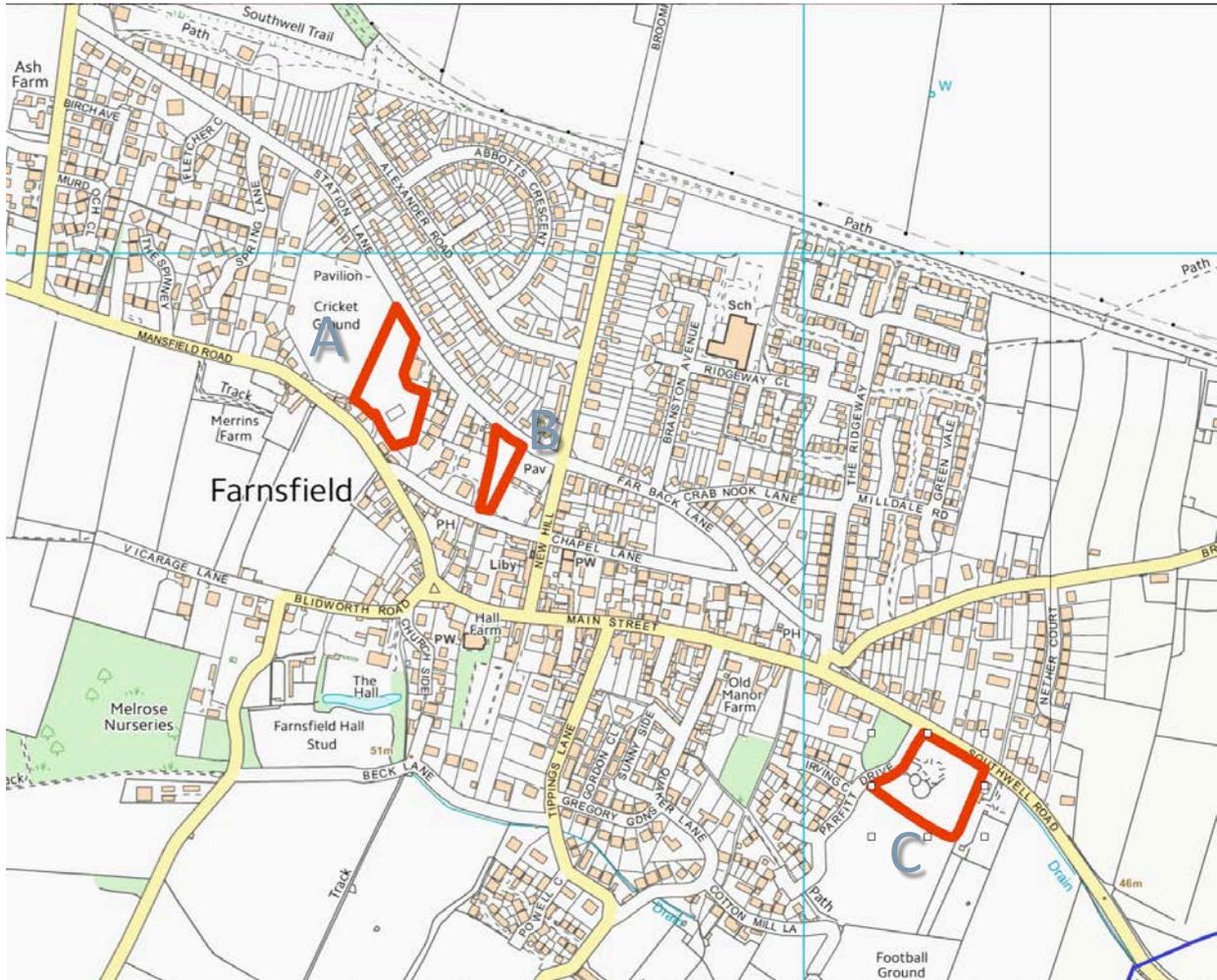


Figure 0-1 – Map of Farnsfield identifying three potential sites for development

Each site was reviewed and scored over a number of categories, with results leading to a positive outcome given a higher mark. Each effect was then given a weighting to rate its importance and a points total and 'Percentage Score was generate'.

Details for each site are set out below.

	Wilsons Field			Lady Goodwin's			Hadleigh Park		
Approx Area	0.73 ha - 1.80 acres			0.25 ha - 0.62 acres			0.70 ha - 01.73 acres		
STATEMENT	Effect 0-5	Weight 0-5	Factored Effect	Effect 0-5	Weight 0-5	Factored Effect	Effect 0-5	Weight 0-5	Factored Effect
Position of site - location within the village for accessibility etc	5	5	25	5	5	25	3	5	15
Size of site - will all the proposed amenities fit on the site	4	5	20	1	5	5	5	5	25
Expansion Potential - if required in the future	4	5	20	1	5	5	5	5	25
Sustainability - will it be a site for upto 50 years usage	5	5	25	1	5	5	5	5	25
Suitability of site - will there be restrictions on the site usage	3	3	9	1	3	3	3	3	9
Planning - likelihood of achieving planning	5	4	20	2	4	8	4	4	16
Cost implications - will the cost be a barrier to development	5	3	15	3	3	9	4	3	12
Funding partners - opportunities for partnership	5	4	20	2	4	8	3	4	12
Partner funds- any available through investment or asset sale	4	3	12	1	3	3	3	3	9
Parking - space on site for now & future	4	4	16	2	4	8	5	4	20
Business continuity - any implication of current operations	5	3	15	4	3	12	5	3	15
Speed of Site Development - can anything slow process	5	3	15	3	3	9	5	3	15
Income Generation opportunities	4	5	20	2	5	10	3	5	15
Likely Issues to be raised	4	4	16	1	4	4	3	4	12
Score out of 350	248			114			225		
Percentage Score	71%			33%			64%		

Site A – Wilson’s Field - 0.73 ha - 1.80 acres

Site B – Lady Godwin’s - 0.25 ha - 0.62 acres



Figure 2 - Wilsons Field – Aerial View

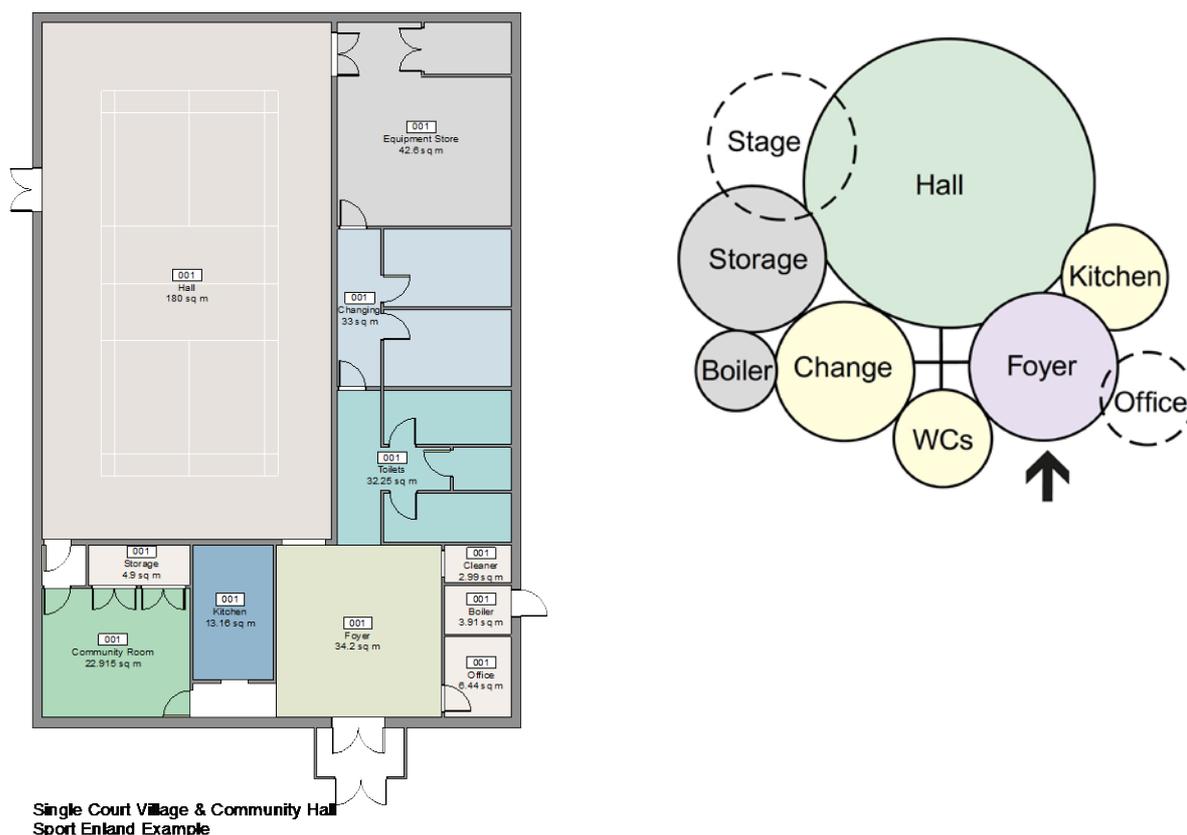
Site C – Hadleigh Park - 0.70 ha - 01.73 acres



Potential Facility

When considering the scope and facilities provided by a new build option, guidance on basic building sizes was sought from reference documents such as Sport England’s “[Village and Community Halls](#)”.

This review concluded that the smallest viable size would include a hall that could accommodate a single badminton court, as illustrated below, with a range of connected spaces as shown to the right.



Accommodation

Although any designs would have to be specific to Farnsfield’s particular requirements, the ‘core’ accommodation for the community centre would include:

- main activity and assembly space
- entrance foyer
- equipment and furniture store
- kitchen
- toilets, including facilities for disabled people
- changing provision
- cleaner’s store
- boiler or plant room.

This core accommodation can be expanded to include:

- an office
- changing or dressing rooms and showers
- more or larger activity spaces
- licensed bar
- permanent stage
- meeting or club rooms.

And, in certain situations:

- grass pitch changing rooms
- fitness training room
- billiards and snooker room
- community health facilities
- daytime centre for the elderly
- shared office space and information technology room

Clearly, if a new build option is to be investigated further, the smallest building is likely to be the lowest cost and most viable, but it should be noted that such a facility may not be able to fulfill all of the identified needs. Larger facilities will tend to offer greater flexibility for a full activity range, such as separate stage for dramatic productions or hall that could accommodate, netball, basketball or indoor football. It may be possible to generate arrangements when the smaller, more affordable, facility is built first, with land available adjacent to expand over time when and when usage grows and funds are available. Some possible arrangements for larger facilities are illustrated below.



4 - Stage D – Community Consultation

The proposed main focus of community consultation at this stage of the feasibility study is the planned “Farnsfield Village Centre Usage Survey” to be distributed to all villagers via paper copy within the widely distributed “Bramble” free-paper, Online Survey, Email Survey and face-to-face questioning.

A similar survey is planned to focus on the groups, clubs and societies that meet within the Village to assess their current activities and potential future needs.

The information gleaned from these surveys can then be analysed and reported upon with this information forming the basis of future community consultation via newsletter, online sources and public meetings.

The current detail of the Usage Questionnaire is set out below.

	<p>FARNSFIELD VILLAGE CENTRE USAGE SURVEY</p> <p>The results of this survey will help the Parish Council decide on the future development of the Village Centre and will be published on the Parish Council website.</p>
<p>1. How often do you visit Farnsfield Village Centre? (Please give closest answer)</p> <p>Never <input type="checkbox"/></p> <p>More than once per week <input type="checkbox"/></p> <p>Once per week <input type="checkbox"/></p> <p>Once per month <input type="checkbox"/></p> <p>Less than once per month <input type="checkbox"/></p>	<p>5. What facilities would you use at the Village Centre if they were available? (tick all that apply to you)</p> <p>Badminton Court <input type="checkbox"/></p> <p>Indoor Tennis <input type="checkbox"/></p> <p>External 5 a side pitch <input type="checkbox"/></p> <p>Inside 5 a side pitch <input type="checkbox"/></p> <p>Exercise classes <input type="checkbox"/></p> <p>Office facilities/meeting rooms <input type="checkbox"/></p> <p>Social venue <input type="checkbox"/></p>
<p>2. What services do you use at the Village Centre? (tick as many that apply)</p> <p>Activities for children and young people <input type="checkbox"/></p> <p>Adult education <input type="checkbox"/></p> <p>Community meetings (e.g. PC meetings) <input type="checkbox"/></p> <p>Dance Classes (junior) <input type="checkbox"/></p> <p>Dance Classes (senior) <input type="checkbox"/></p> <p>Sports or fitness <input type="checkbox"/></p> <p>Private Parties <input type="checkbox"/></p> <p>Concerts or Gigs <input type="checkbox"/></p> <p>Arts and Crafts <input type="checkbox"/></p> <p>Pre-school <input type="checkbox"/></p> <p>Library <input type="checkbox"/></p>	<p>6. What description do you think best applies to existing facilities at the Village Centre?</p> <p>Adequate and under-utilised <input type="checkbox"/></p> <p>Adequate and well utilised <input type="checkbox"/></p> <p>Adequate and overused(unavailable) <input type="checkbox"/></p> <p>Inadequate and under-utilised <input type="checkbox"/></p> <p>Inadequate and well utilised <input type="checkbox"/></p> <p>Inadequate and overused (unavailable) <input type="checkbox"/></p>
<p>3. When you visit the Village Centre do you tend to arrive by –</p> <p>N/A, I don't use the Village Centre <input type="checkbox"/></p> <p>Foot <input type="checkbox"/></p> <p>Cycle <input type="checkbox"/></p> <p>Car and drop off <input type="checkbox"/></p> <p>Car and park close by <input type="checkbox"/></p> <p>Car and park some distance away <input type="checkbox"/></p> <p>Public transport/taxi <input type="checkbox"/></p>	<p>7. What age group are you in?</p> <p>under 16 <input type="checkbox"/></p> <p>17-25 <input type="checkbox"/></p> <p>26-40 <input type="checkbox"/></p> <p>41-55 <input type="checkbox"/></p> <p>56-65 <input type="checkbox"/></p> <p>over 65 <input type="checkbox"/></p>
<p>4. If you do not use the Village Centre, please tick the reasons why not. (tick as many boxes that apply)</p> <p>It's always full <input type="checkbox"/></p> <p>Don't know what is going on <input type="checkbox"/></p> <p>Location is not convenient for me <input type="checkbox"/></p> <p>No suitable activities <input type="checkbox"/></p> <p>Activity times not suitable <input type="checkbox"/></p> <p>Centre not open at suitable times <input type="checkbox"/></p> <p>Not welcoming <input type="checkbox"/></p> <p>Too expensive <input type="checkbox"/></p> <p>Poor reputation <input type="checkbox"/></p> <p>Facilities in poor condition <input type="checkbox"/></p> <p>Poor disability access <input type="checkbox"/></p> <p>Inadequate car parking <input type="checkbox"/></p>	<p>8. What is your gender?</p> <p>Female <input type="checkbox"/></p> <p>Male <input type="checkbox"/></p> <p>9. What other venues do you use in Farnsfield?</p> <p>St Michael's Church Hall <input type="checkbox"/></p> <p>Methodist Church Hall <input type="checkbox"/></p> <p>Cricket Club <input type="checkbox"/></p> <p>The Plough Function room <input type="checkbox"/></p> <p>St Michael's School <input type="checkbox"/></p>
	<p>* 10. Please enter your postcode. (helps to analyse response)</p> <p>Post Code: <input type="text"/></p>
	<p>Please return completed surveys to Village Greens, Farnsfield News or Village Centre</p>

5 - Parish Council Policies

The activities being carried out under the Village Centre Feasibility study clearly need to accord with the aims and goals of the wider Parish Council. This summary report is intended to help with that alignment and in the future factors such as those listed below will need to be considered as things move forward.

- What is the process of consultation and ratification with the Parish Council?
- What other Parish Council activates effect this Feasibility Study process?
- How will current funding commitments influence potential funding of any Build Project?
- How does the Feasibility Study findings align with the longer term objectives of the Parish Council and the wider Village?

6 - Stage D – Sketch Design & Cost Estimate

At this stage in the process some form of engagement with architects and cost consultants will have to be considered to provide indicative drawings, ideas and expertise on cost and programme.

Points to consider would include:

- How will fees be paid?
- Identifying what level of service is required and how might this progress.
- Engaging with the Planning Authority on Use Class, existing covenants, building siting and design.
- Documentation and Design to facilitate further consultation with Parish Council, the wider Village and potential funding sources.

To a certain extent this process has begun, with a high level review of each of the 'Available Sites' in terms of capacity and potential layout.

WE COULD INCLUDE THE SKETCH FEASIBILITY LAYOUTS HERE?

Is it too soon to show these are do you think they are useful to flush out now?

A review of available historic costing information related to similar building types, taken from the Spon's Architect's and Builders' Price Book has shown a potential new build price average £1,500/sq.m.

Beyond this Contractor's preliminaries and profits, consultant fees, utility connection and a range of contingency also have to be factored into total costs.

This is likely to result in a cost of circa £950,000 for the smallest new build option presented above.

All of the above assumes that land is available at no cost to the project.

7 – Stage E – Business Planning

Once designs are in place a clearer picture can be made of how the project will function and the costs associated with providing the services and maintaining the building(s).

Points to consider:

- Ownership/Governance of the Centre – structure independent or within Parish Council?
- Financial connection to the Parish Council and Precept
- Services/facilities to be offered
- Likely running and ongoing costs
- Charging level – assessed against similar provisions in the region
- Staffing levels – Paid and/or voluntary
- Financial and clerical systems
- Monitoring – financial and otherwise
- Setting realistic projections – for usage and ongoing costs

8 - Sustainability

Are there any Parish Council or other long term goals that should influence aspects of the Feasibility Study?

Should the use of Green Technologies or a particularly Low Carbon solution form part of the brief going forward, or is the aim to sensibly minimise running costs whilst adhering to current Building Regulation Standards and alike?

This area may present potential funding routes if high on the agenda.

9 – Stage F – Funding

The potential use of Section 106 and CIL payments due in connection with the recent house building within the Village is one of the main factors that provoked a review of the Village Centre in its current and potential form. The situation with this funding stream is complex and somewhat unpredictable, as there are several potential benefactors and unclear delivery timing. A detailed evaluation of this stream in connection to potential funding for the existing or future Village Centre is therefore ongoing.

Funding beyond this level will undoubtedly be required and all potential routes are open to consideration including;

- The clarified Section 106 and CIL situation
- Local fund raising – in all the many forms that that could follow
- Local benefactor
- Sports/Community based funding agencies
- Revenue generated from the existing Village Centre
- Realisation of other Village assets
- Low Interest Loan

10 - Potential Issues

Clearly in a project of this complexity there are numerous hurdles and barrier to overcome, and it is important that these are recognized, planned for and mitigated where possible;

- How do we understand what the Village as a whole needs and wants from a Village Centre?
- Can we ensure the project meet these aspirations?
- Can we guarantee funding totals and rate of delivery?
- How can we make sure that the Centre is financially viable in the long term?
- How can we make sure that any scheme is flexible for the long term?

To understand, capture and respond to these issues the intension is to produce a Risk Register. In this way all factors can be recorded, rated and ideally mitigated. This process will begin on the coming months.

11 - Stage G – Planning Application

Any new build or extension options will require a Planning Application and Approval in due course. Although this is some way off points to consider will include: -

- Is an initial Outline submission, followed by a Reserved Matters application when all issues are known and a design fully completed, a potential approach?
- This could establish the suitability of the required Use Class, approximate areas and flush out any planning matters before the committed time and cost of a Detail Application.
- Understanding and tackling any protected aspects of the new build sites under consideration.
- Potential covenant, wayleaves or restrictions.
- Establishing a comprehensive list of submission requirements and consultants responsible for providing.
- Understanding the Submission costs and fees associated with the necessary work.

12 -Stage H – Tender & Procure

At this stage items to consider will include;

- How do we tender?
- Is a 'Design & Build' route preferred to a more 'Traditional' procurement?
- What information will need to form a Tender Pack?
- How do we draw up and decide on a Tender List?
- Are there opportunities for Joint Venture development with Contractors which could ease funding target or cash flow?

13 - Management of The Project

- Understanding the Project Governance in greater detail beyond the feasibility stage.

14 - Organisational Structure

- Under what Governance will the facility be run?

14 - Stage I – Building

- Outline Building Programme
- Cash Flow
- Responsibility for Contract Administration

15 - Timescales, Programme & Next Steps

- Long Term Project Programme
- Detail on any Key Dates.
- Running list of Actions and Responsibilities