

Independent Feasibility Study for the provision of a new community building for Cheveley – Stage 1 Report



Produced by Cambridgeshire ACRE for Cheveley Parish Council – 5 October 2017



About this feasibility study

The Cheveley Community Plan, developed during 2015 and published in 2016, contained an action to carry out a feasibility study on the development of a village hall in Cheveley village with ancillary leisure facilities.

In June 2017 Cheveley Parish Council tendered for an independent consultant to carry out this feasibility study on its behalf. The contract to deliver the study was awarded to Cambridgeshire ACRE working in partnership with Civic Architects.

The Parish Council were particularly keen that the study should consider whether one of the existing community facilities, Cheveley Pavilion, would be suitable for redevelopment or extension.

The work was broken into two stages, with a mid-way reporting point to the Parish Council. This Stage 1 Report summarises the first stage work which began in July 2017 and concluded in early October 2017 when a formal presentation was made to the Parish Council. This is therefore an interim report to the end of Stage 1.

The views expressed in this study are those of the authors at Cambridgeshire ACRE and Civic Architects and do not necessarily represent the views of Cheveley Parish Council.

About Cheveley

Cheveley is a rural parish located to the south-east of Newmarket and occupies an area of 10.3 square kilometres (see map in Appendix A). Its neighbours are Ashley to the east; Woodditton to the west and Kirtling to the south. The parish also shares a short length of boundary with the Suffolk town of Newmarket. The parish is split into two wards; South ward comprising Cheveley village, Cheveley Park and Broad Green and North ward consisting of those properties on the Newmarket fringe.

There is a distinct historic core to the village, with central area designated as a Conservation Area, which includes the 14th Century church. There are a number of listed buildings within Cheveley, including a good proportion of thatched cottages. There are a number of stud farms located in the vicinity of the village. There is a regular bus service to Newmarket but Cheveley has a good range of local services, including a school, village store, post office and recreation ground. A detailed description of the existing community facilities located in Cheveley can be found in Chapter 2.

According to the 2011 Census, Cheveley had a population of 1,990 people living in 875 households. Cheveley is a relatively prosperous parish, falling well under the national average for most deprivation statistics. The proportion of economically active people is high, as are household earnings, levels of car ownership, owner occupation and education levels. According to the last national Place Survey conducted in 2008, 87% of residents claimed to be "Satisfied with the local area as a place to live". An overview of relevant demographic data is shown in Appendix B.

Provision within Cheveley Parish

Table 1 shows the existing community facilities available for hire in Cheveley.

It can be seen that there are a number of small venues within the parish. Most of the facilities identified, apart from the Community Room and Pavilion, belong to a specific organisation (e.g. Girl Guides, Housing Association, Church) which has priority use and hires the facility out when not in use. Despite providing valuable space for local groups to meet, it is arguable that these facilities are not 'community facilities' in the sense of being equally available to all; neither were they purpose-built for the needs of community groups or the wider community.

The main space used by residents and the Parish Council is the Community Room, which is adjacent to the Primary School. This is a charitable facility being run by the Cheveley Community Association (charity no 300377). Its turnover over the past 5 years has averaged about £6,800 per annum.

The main alternative 'true' community facility is Cheveley Pavilion, sited on the Recreation Ground, which is held in a charitable trust (Cheveley Pavilion and Recreation Ground, charity no 1082799) with the Parish Council appointed as sole trustee. A building audit completed by Robert Horn (former village halls adviser at Suffolk ACRE) in August 2016 concluded the building was a "well-appointed building with many positive aspects" but that some small alterations were required to bring it into compliance with the Equality Act 2010. There were some issues concerning the running of the Pavilion Charity which Cambridgeshire ACRE has advised the Parish Council (in its capacity as sole trustee) on, which are summarised in Appendix C. As a result of these issues, turnover over the past several years has been minimal.

Wider Provision

The parishes surrounding Cheveley have community facilities that may be attracting users from Cheveley parish. We therefore consulted with those running these facilities to understand their provision and use, particularly by Cheveley residents/groups. This information is summarised in Table 2.

Policy Context for Change

Within the East Cambridgeshire Local Plan (Further Draft January 2017) *Policy LP19: Maintaining and Improving Community Facilities* within the Local Plan notes that "The redevelopment or expansion of an existing community facility to extend or diversify the level of service provided will be supported".

Policy Cheveley2: Infrastructure and Community Facilities notes that: "Development in Cheveley will be expected to contribute towards the following identified infrastructure and community facilities priorities: Improvements to community/village hall, the provision of wheelchair access has been identified. Possibility of use as permanent home for pre-school group."

It is therefore fair to assume that any proposals for improvements to the Pavilion would be looked upon favourably by the planning authority.

Table 1: Existing Community Facilities in Cheveley

Facility and Location	Size / Facilities	Community Usage / Availability	Charges per hour
Cheveley Pavilion, High Street, Cheveley (on recreation ground)	Two changing rooms with toilet and shower facilities, a central kitchen and two store rooms accessed from the outside. Two additional toilets, accessible when the main building is locked, provide facilities for casual users of the large sports field and play area. Not fully compliant with Equality Act. The site also has a car park, recreation field and a modern well-equipped play area.	Currently only Cheveley Sports Club have a regular booking for the site, although there are informal events taking place and the recreation ground is used daily by dog walkers and families.	Pavilion £10 per hour Pavilion and recreation ground for community event £50 (day rate)
Cheveley Community Room, 1 Park Road, Cheveley, Newmarket, CB8 9DF	Single room plus small kitchen and lavatories. There are 3 off road parking spaces, and the schools facilities can also be used, plus adequate on street parking. The committee room can be hired in conjunction with the school hall which makes this a larger and more flexible space. However, this facility has little outdoor space for groups to use.	Used by: <ul style="list-style-type: none"> • Acorns Pre-School term-time Monday – Thursday (except Wed pm). • Parish Council for monthly meetings. • Committee hold funding raising quiz nights. • Other user groups include: WI, Flower Group, WEA, Evergreens 60+ group, Brownies. <p>The committee feel there is very little capacity to cater for new groups as the facility is well used already.</p>	Commercial rates start at £25 for a minimum of 2 hour hire then £8 per hour after that. Club/community rates are lower and users are represented on the management committee of the charity.
St Mary's Church, Church Lane, Cheveley	Taking steps to enlarge the available area for performances, exhibitions, coffee mornings, etc by removal of pews. Provision of an accessible toilet and small kitchen area (planning permission granted). The church does not have a car park but there is plenty of on-street parking.	There is currently no community use beyond the church services, Brownies and the School both use the church for their events/services.	None

Facility and Location	Size / Facilities	Community Usage / Availability	Charges per hour
Royal British Legion, 202 High Street, Cheveley, CB8 9DG	Basic facility – bar, toilets and a small cellar. No kitchen facilities available. The venue dates from around 1920 and has been refurbished several times. There is a small amount of parking available (2-3 spaces) but otherwise there is on-street parking. Governance may be complex as there are covenants relating to the site.	The venue is only open to Royal British Legion Members and generally not to the wider public, although they do hold events where the public attend – for example on Remembrance Sunday.	N/A
Jarman Centre, 119 Duchess Drive, Newmarket, CB8 9HB	Large hall with tables and chairs for up to 50, and a snug area with log burner stove; Smaller room with sink suitable for separate activities; Fully equipped kitchen; Fully accessible wet room; Laundry room plus residential accommodation and extensive parking and outdoor facilities.	Used by Duchess Drive Residents Association for their AGM. Brownies also use the facility from time to time.	£16 per hour (for non-Guide/Scout users)
Meeting Room, Somerset Court, Cheveley, Newmarket, CB8 9RL	Community room within older people's housing development consisting of a large room, kitchen and toilets. Regular Social Activities include: Bingo, musical entertainment (day and night) race nights, keep fit, games evening, church service, afternoon tea. Some meals available (lunch Monday and Friday). Cheveley Arts and Crafts Group.	The centre is open to the wider community although the majority of the use is driven by the residents. There is no formal management of the room (as no longer have a full time warden on site), e.g. no booking system just a notice board in the entrance where tenants book the slot they require. No hire agreements or structure for the use of the facility.	No fee for tenants to use the space. External groups £11 per session (am/pm/eve) and must show proof of own insurance.
United Reformed Church, High Street Cheveley	Chapel at least 100 years old, extension to building added mid 1990s. The building consists of a chapel, plus another meeting room, kitchen, and toilets all accessible. They have a car park which the school use during the day which can take around 18 cars.	Currently the school sometime use the venue for meetings and the Church (CoE) Village Choir meet there. The venue is not advertised or marketed for hire and bookings are taken on an ad hoc basis.	£10 for the first hour and £5 for each hour after that.

Table 2: Community Facilities in adjacent parishes

Facility and Location	Size / Facilities / Age / Best Design Feature	Community Usage / Availability	Charges per hour	Population in Parish and Households served	Income and Expenditure last financial year
Moulton Village Hall, 15 Bridge Street, Moulton, Newmarket, CB8 8SP	<p>Large hall, meeting room (without separate access so limits use) well equipped kitchen, toilets plus changing rooms and showers (all fully accessible).</p> <p>The venue has a veranda overlooking the playing field, which is well used and valued by many of the groups not just sports groups. There are gates at all entrances to the playing field making it a safe facility.</p> <p>The building dates from 2010 and there are no plans for any major improvements at this stage.</p> <p>Trustees have spent a lot of time looking at how they could ensure the building is as energy efficient as possible and they have installed air sourced heat pumps (heats buildings and water) and solar panels (post development stage).</p> <p>In an ideal world they would like a larger car park but can manage the situation currently.</p>	<p>Pre-School (M, W & F am) plus classes in Yoga, Healthy Walkers, Dog Training, Pilates, Upholstery, Bridge, Badminton, Hip Fit, various craft groups/classes, Carpet Bowls, Dance studio, Panthers Football. Also Cubs / Beavers / Scouts; Moulton Mini Tots; Luncheon Club. Weekends are mostly weddings and family parties.</p> <p>The venue is almost at full capacity with very limited space available to book.</p> <p>There may be the occasional children's party booking from residents in Cheveley, however, there are no Cheveley groups currently meeting at the hall.</p>	<p>User groups £10 per hour.</p> <p>Commercial groups £12 per hour.</p> <p>Children's parties £15 per hour.</p> <p>Wedding package £250.</p> <p>Party/celebration rate £25 per hour.</p>	<p>1,035</p> <p>450 households</p>	<p>Income: £30,788 (inc. £5k grant from PC)</p> <p>Expenditure: £32,355</p>
Ashley Pavilion, 48 High Street, Ashley, Newmarket, CB8	<p>Main Hall, changing rooms but these are used as storage space currently, 2 small kitchens (these are adequate for food preparation, trustees are currently considering a</p>	<p>Bridge club, carpet bowls, art classes, coffee mornings, fitness classes, children's parties, weddings and other</p>	<p>Not-for-profit community organisations £8.50 per hour</p>	<p>750</p> <p>325 households</p>	<p>Income: £6,924</p> <p>Expenditure:</p>

Facility and Location	Size / Facilities / Age / Best Design Feature	Community Usage / Availability	Charges per hour	Population in Parish and Households served	Income and Expenditure last financial year
9DX	<p>refurbishment project). The facility is fully accessible including the car park.</p> <p>The cricket pavilion dates from around 1960's and was purchased from the US Air Force and relocated to this site, since then has been extended twice.</p> <p>Trustees noted the width of the hall limits their activities and would stress the need for any venue to consider the floor space required to fully benefit all community activities/groups.</p> <p>The height of the main hall also limits activities as the ceiling is rather low.</p>	<p>family celebrations. The pavilion also hosts local fund raising events such as quiz nights</p> <p>The venue is predominately used by local residents and it is felt unlikely they take bookings from Cheveley residents.</p> <p>They have plenty of diary space available for community and commercial bookings and they continue to increase their marketing of the venue.</p>	<p>Commercial organisations and individuals – at the discretion of the Trustees.</p> <p>Wedding reception/All day function £150.</p> <p>Daytime parties prior to 6pm £10 per hour.</p> <p>Evening parties between 6pm and 11.45pm £15 per hour.</p>		£4,623
Gazeley Village Hall, The Street, Gazeley, Newmarket, CB8 8RD	Large hall, well-equipped kitchen (with hatch access to the hall) and a secure, child-friendly rear garden.	Regular users include Dalham and Gazeley W.I.; Gazeley Parish Council; Gazeley History Society; Twinkle Baby & Toddler Group. There is a Monthly Coffee Morning, a Bingo Club and classes are run for Zumba, Table Tennis and Yoga.	<p>Local rate £14 per hour, standard rate £19 per hour.</p> <p>Saturday standard rate £25 before 6pm and £30 after 6pm. Saturday local rate £20 per hour before 6pm and</p>	685 300 households	<p>Income: £5,858</p> <p>Expenditure: £4,288</p>

Facility and Location	Size / Facilities / Age / Best Design Feature	Community Usage / Availability	Charges per hour	Population in Parish and Households served	Income and Expenditure last financial year
			£25 per hour after 6pm. Sunday standard rate £25 per hour and local rate £20 per hour.		
Dalham Village Hall, 26 The Street, Dalham, Newmarket, CB8 8TF	<p>New build hall (12.6m x 5.7m) seating 60 at tables or 70 theatre-style; crockery and cutlery for 60; wi-fi broadband; car park – 8 spaces; fully fitted kitchen with fridge, dishwasher, hob and oven; disabled parking and easy access.</p> <p>This facility is a new building, completed in 2010 and replaced a much smaller and historic hall. There are no changes planned in the short term for the building.</p> <p>The facility does not have a commercial style kitchen, however, for a small venue this meets their needs as the kitchen is mainly used to serve and not prepare food.</p> <p>Limited on-site parking does impact on the wider use of the facility.</p> <p>The facility also has little storage capacity and while this meets the current use it is an area that could prove problematic in the future.</p>	<p>Regular classes in pilates, zumba and yoga. Parish Council meetings, Newmarket fine arts club, family parties and celebrations. The venue is well used for community events and fund raising – such as coffee mornings, quizzes and film nights.</p> <p>The hall is predominately used by villagers with only a very small percentage of bookings coming from the wider community. They do not believe any bookings are taken from Cheveley residents.</p> <p>The venue is promoted well within the village and this is the main audience targeted.</p>	<p>Resident rate: £7.50 per hour, £17.50 per hour inc kitchen or £80 per day. Non-resident rate: £12 per hour, £22 per hour inc kitchen or £120 per day. Business resident rate £17 per hour, £27 per hour inc kitchen or £200 per day. Business - non-resident rate: £25 per hour, £35 per hour inc kitchen or £200 per day.</p>	<p>300</p> <p>130 households</p>	<p>Income: £7,778</p> <p>Expenditure: £6,807</p>

Facility and Location	Size / Facilities / Age / Best Design Feature	Community Usage / Availability	Charges per hour	Population in Parish and Households served	Income and Expenditure last financial year
Kirtling Village Hall, 39 The Street, Kirtling, Newmarket, CB8 9PB	<p>Built in 1995 the venue has a main hall, meeting room, storage rooms, and toilets. The hall is fully accessible. The venue can comfortable seating for 125 (licensed for up to 175 people); There is an extensive kitchen area and bar; Committee room – ideal for meetings of up to 20 people.</p> <p>The venue entrance is on the side of the building, so can be confusing to new visitors. A nice feature and well appreciated by users are the French doors at the rear which open out onto a patio and large grassed leisure area which is rented and run by the parish council.</p> <p>The committee are at a stage where they are considering refurbishments/improvements, and areas such as heating, lighting and windows need updating as things have moved on considerably since 1995. Although the kitchen is a large space it is not a catering style kitchen so does have limitations and probably needs a refresh.</p>	<p>Groups at the hall are attended by both local people and the wider community taking place – including Bowls 3 times a week, various craft groups, dog training twice a week (this draws people from a wide area), local fun day, village show, walking groups and coffee mornings.</p> <p>The venue is mostly used weekday evenings, and at weekend for weddings and family celebrations or birthday parties.</p> <p>The venue is currently under-used during the day.</p>	<p>Half day rate (max 4 hours) £25 for residents and £50 for non-residents.</p> <p>All day hire rate £65 for residents and £100 for non-residents</p>	<p>325</p> <p>150 households</p>	<p>Income: £7,235</p> <p>Expenditure: £8,432</p>

Note: The community facilities in the surrounding area typically generate an average income of £7,000 per annum, with expenditure averaging £6,400 per annum. However, it is possible to generate more income from public hire, as Moulton Village Hall shows. A venue that geared up for commercial and private hire (for example, one which has a café, shops and meeting facilities) will attract considerably more income is marketed and run professionally.

Population Change

In terms of housing growth, East Cambridgeshire Local Plan Policy *Cheveley3: Preferred Allocation Sites* allocates a single site, which benefits from consent for 15 dwellings (on land between 199 and 209 High Street) and is currently under construction.

A small number of 'windfall' sites may come forward (in-fill building) but no further significant growth in the community is planned and therefore the need for community facilities is unlikely to increase in the medium-term.

Community Led Plan

As part of the Community Led Plan consultation process, respondents were asked to identify their top three priorities for consideration. A total of 492 responses were received and 40% of respondents identified a village hall for Cheveley as one of their top three priorities (behind measures to tackle speeding and maintenance of footpaths/public rights of way and level with provision of affordable housing).

Respondents were asked about their usage of existing community facilities and just 11% of respondents (53 out of 492) reported that they used the Community Room more than once a month and 75% reported that they had never been in the Community Room. No community usage data for Cheveley Pavilion was reported.

User Requirements

We have identified all groups regularly hiring community space in or around Cheveley currently and consulted with them upon the type of space they need. Table 3 summarises their requirements.

Table 3: Identified user requirements

Group	Group size or membership	Current space used and hire rate paid	Does current space fully meet their needs?	Would they move venue if a new space was available that met their ideal requirements? What if it cost more?	Requirements of the 'perfect space'
Cheveley Acorns Pre-School	Max 22 children per session 6 members of staff mostly part-time	Community Room and outdoor space at school	Would like own dedicated space to allow provision of more places and longer hours. Ideally with equipment left in place rather than packing away every day.	Being on the school site has a lot of benefits for the children's transition to primary school. Budgets are tight and moving would impact on this, however, the charity could potentially expand and offer more days if they moved location.	Room for increased activities, plus kitchen and child appropriate toilet facilities. Lots of storage space. Outdoor space. Child friendly cloakrooms would be ideal. Accessibility to ensure the pre-school is open to all. Parking so parents can drop and pick up their children safely.
Cheveley Brownies	36 children plus 4+ adult leaders	Community Room (meet weekly term time). Use other venues for outdoor space in summer months.	Yes. Good location, plenty of storage. Same location (within school grounds) for last 30 years.	Possibly – although increased costs could be a problem.	Safe outdoor space and lockable doors which meet safeguarding requirements is most important factor. Plenty of storage, kitchen facilities to enable cooking with young people. Notice board available for group. Entrance space for parents waiting at the beginning and end of a session. The space needs to be as flexible as possible in order to meet all the age groups in the community. Good car parking facilities.

Group	Group size or membership	Current space used and hire rate paid	Does current space fully meet their needs?	Would they move venue if a new space was available that met their ideal requirements? What if it cost more?	Requirements of the 'perfect space'
Cheveley Evergreens (Over 60's social group)	36 members	Community Room £12.50 for 2 hour session (meet fortnightly)	Yes	No; very happy with their current arrangements.	Caretaker sets up space, fully accessible, coach parking as members arrive and leave in a coach. Flexible space – currently the community room can link through to the school hall to increase space if required.
Cheveley Primary School	144 pupils	School buildings and grounds. Sometimes make use of Jarman Centre	Would like more classroom space and more outdoor space	Whilst the school would not move, they might make better use of Pavilion and Recreation Ground if it better met their needs. Cost would be an issue as they have no budget to pay for facilities hire.	Good toilet facilities; markings on recreation ground for an athletics track and a rounders pitch would be welcomed.
Cheveley Sports Club	32 adults and 37 young people – could expand further with right facilities	Currently use the recreation ground, Ellesmere Centre in Stetchworth (all weather pitch). Committee meetings held in the British Legion. Pavilion is £10 per hour and the Recreation ground is FOC and Ellesmere Centre fee is £25 per	No – the club could expand with better facilities, not only membership but could attract new coaches as well.	The club would be prepared to pay more for better facilities. They would continue to use the Ellesmere centre as they have an all-weather pitch. The club anticipates growth as the result of better facilities.	The club can see future opportunities for the village as a new venue could offer development of new clubs for example: table tennis and indoor bowls clubs. Better changing facilities would encourage existing club growth not just in football and athletics but also to re-establish a cricket club. A new facility would need to ensure the changing facilities meet all current sporting guidelines to future proof them as much as possible. Better views from the Pavilion building with a terraced area to making best use of internal and external areas

Group	Group size or membership	Current space used and hire rate paid	Does current space fully meet their needs?	Would they move venue if a new space was available that met their ideal requirements? What if it cost more?	Requirements of the 'perfect space'
		hour.			– an improved viewing perspective from the pavilion would be really important and something that is currently missing. It was felt the size of the car park was sufficient, however, if an overflow car park could become part of the design that would benefit larger events. Storage is currently sufficient but with growth more storage would need to be factored in.
Cheveley WI	34 Members	Community Room also use the School hall for larger events as required.	Yes, the current space meets the group's needs although a larger kitchen would benefit the group.	Probably not as the community room is central in the village and is the right size room for the group. Membership has been static for a number of years and not expected to see any major growth in numbers. An increase in costs would be a problem for the group as budgets are already tight.	<p>An ideal space would have to be flexible to adapt for different style events. The group meetings are sometimes seated with a speaker or there could be a craft activity/workshop which would require more space to move around and possibly equipment.</p> <p>It would be nice to have a fully functioning kitchen which would allow the group to cater for their events for example a Christmas / celebratory meal.</p> <p>Parking with a well-lit car park would be beneficial as the group meets in the evening and in the winter it can be dark getting back to cars etc. Some members are older and so it is important both the car park and facility are fully accessible.</p>

Group	Group size or membership	Current space used and hire rate paid	Does current space fully meet their needs?	Would they move venue if a new space was available that met their ideal requirements? What if it cost more?	Requirements of the 'perfect space'
The Link community newsletter	Editor and small group of volunteers who distribute the newsletter.	No direct use of local facility but useful input into current groups meeting in the village.	N/A	N/A	Parking facilities and accessibility are essential for any new building. It is important for any new build to be environmentally sustainable to keep cost as low as possible. It was recognised that a new building would be beneficial for more community sport to take place, however, there was concern that volunteers would not come forward to support expanding groups any further.

Cambridgeshire ACRE had some difficulty in engaging user groups in this initial consultation exercise. The message received initially was that they found current provision adequate and therefore felt no pressing need to engage discussion about potential alternative facilities. However, once people did engage it became apparent that there are some issues with the existing spaces they make use of and capacity issues mean that expansion or new group activities are unlikely.

What user groups operating in Cheveley say they require from their 'perfect' community facility

Our consultation gives a combined picture of the principal requirements as follows:

- Entrance area – somewhere to wait and gather
- Large, main social space – flexible space
- Smaller meeting room – for committee-style activities
- Changing facilities and showers – to sporting body standards for two teams plus referee?
- Catering facilities – proper commercial-style kitchen
- Toilets - for those who have hired facilities and also for public access for users of outdoor space
- Storage space – required by a number of groups and not be under-estimated
- Parking – well-lit and safe
- Bringing the outside inside – joining the building to the outdoor space more; making more of the views with an outside terraced area
- Accessible

Demand for facility hire

There is some debate as to whether regular groups that currently exist in Cheveley would use an improved / new facility. However, the most-used existing community space, the Community Room, does have some capacity issues which limits new community activities taking place in the village. If the Community Room became unavailable for any reason then the Parish would be without a true community facility. The main alternative community facility, the Pavilion, is not currently deemed to be a user-friendly community space and as a result is chronically under-used.

Conclusion

There is no evidence of need for a large-scale, new-build community centre-style facility; neither planned growth or user demand makes this a feasible option. However, Cheveley would benefit from a refurbishment and reconfiguration of its Pavilion to provide an alternative, modern community space for local people to use. By planning this reconfiguration around potential user needs (using feedback from existing groups), the space might offer further opportunities for new activity groups to develop and for existing groups to expand and raise their capacity to involve more people from the local community.

Chapter 4: A vision for an enhanced community facility and community consultation on its form

Dan Jones from Civic Architects has given consideration to how an enhanced community facility reconfigured from the existing Pavilion building might look. The following images have been lifted from a presentation given by Dan to the Parish Council on 4 October (the full presentation has been sent to the Parish Council for their records).

Image 1: A virtual scale model was developed of current facility



Image 2: The model included details of the interior of current facility



Image 3: Dan showed that by taking out the current changing rooms, and adding a 1 metre wide additional strip at the front of the building, to extend the width, the internal space could be reconfigured to provide:

- a) A larger social space
- b) A small meeting room
- c) Gents, Ladies and an Accessible Toilet Facility
- d) A storage room
- e) A food servery / bar area with adjoining storage room
- f) A new entrance way which would be visible from the car park



Image 4: New changing rooms, compliant to sporting body standards, i.e. for two teams plus officials, could then be 'bolted on' to the end of the existing facility.

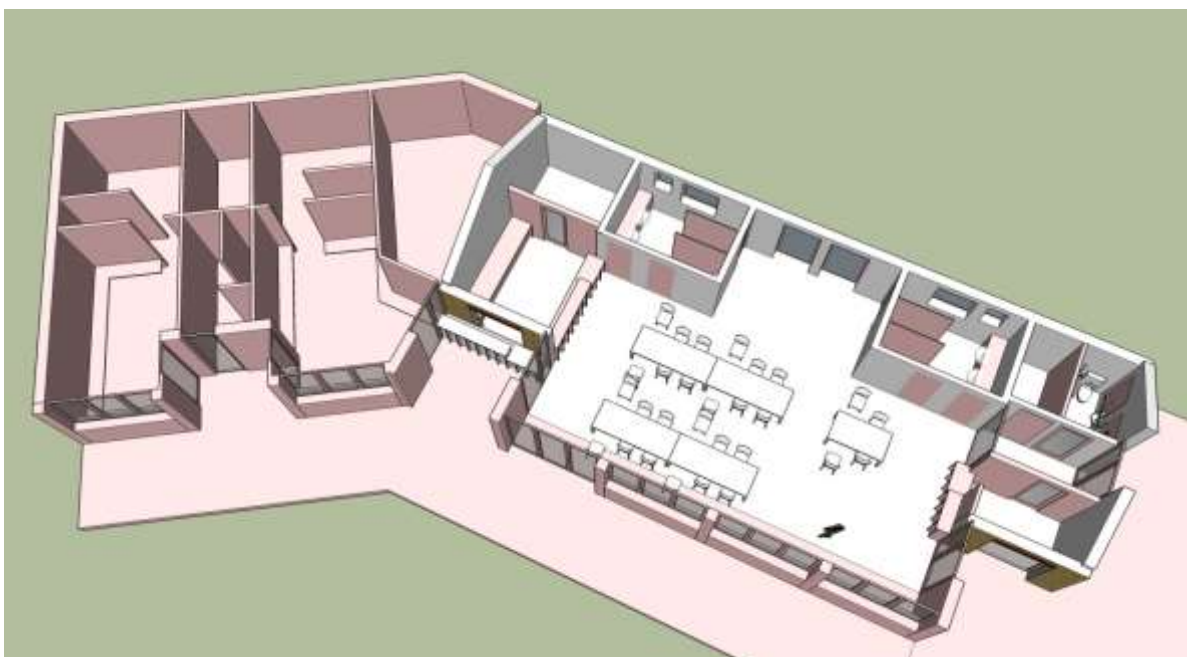


Image 5: At the front of the reconfigured building would be a covered terraced area to provide spectators at sporting events somewhere to sit, connected to the outdoor space.



Image 6: Shows how this kind of terraced outdoor area might be used.



Image 7: Shows how a vaulted ceiling might be used give a more impressive 'civic' type of space.



Image 8: Give an impression of how the enhanced facility might look from the exterior with a hard-standing walkway connecting it to the car park to improve accessibility.



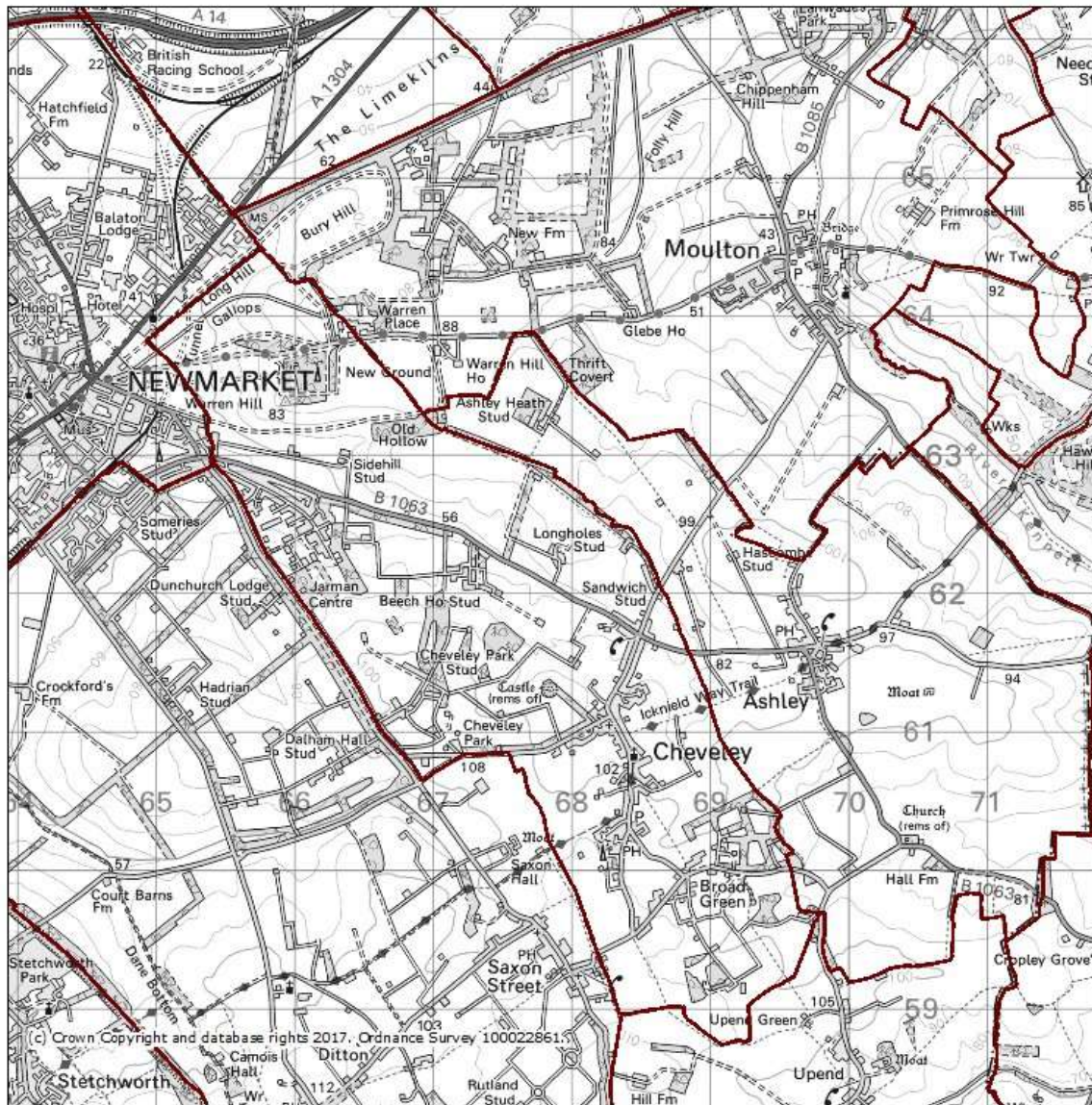
Chapter 4: Next Steps

Following a presentation on the work completed during Stage 1 to some members of the Parish Council on 4 October, it is advised that the full Parish Council need to consider these findings further.

Cambridgeshire ACRE has now concluded Stage 1 of the consultancy and will seek a further meeting with the Parish Council lead for this work, Ian Jackson, to determine how the Parish Council wishes to proceed.

MAGiC

Cheveley



Legend

Parishes (GB)



Projection = OSGB36

xmin = 560700

ymin = 258900

xmax = 575000

ymax = 265600

Map produced by MAGIC on 15 September, 2017.
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Appendix B: Demographic data relating to Cheveley parish

According to the 2011 Census, Cheveley had a population of 1,990 people living in 875 households.

By way of comparison, some other key datasets are compared for Cheveley parish vs England average.

Dataset	Cheveley	England
Working Age Adults	61.1%	64.7%
Children under 16	16.9%	18.9%
Older people over 65	22.1%	16.3%
Working age DWP claimants	5.7%	13.9%
Weekly household earnings (ONS 2008)	£860	£673
Economically active people aged 16 – 74	74.8%	69.9%
People with a level 4 qualification	33.3%	27.4%
Owner occupation	73.8%	64.1%
Households with two or more cars	52.3%	32.1%

Appendix C: Cheveley Pavilion and Recreation Ground Charity – Summary of advice given

- Cambridgeshire ACRE provided a 'plain English' interpretation of the governing document for the Pavilion and Recreation Ground Charity.
- Cambridgeshire ACRE provided written and verbal advice on best practice for running the Charity, explaining the Parish Council's role as sole trustee and how this must be separated out from its Parish Council duties. This was supplemented by an ACRE Information Sheet on the role of sole trustee and Cambridgeshire ACRE's Community Facilities Development Officer attended a Parish Council meeting on 8 August 2017 to offer further support. A written print-out was provided to each attendee addressing a number of questions that had been raised ahead of the meeting.
- Cambridgeshire ACRE advised that a separate bank account for the Charity should be reinstated and that income and expenditure accounts for the Charity should be kept separate to those of the Parish Council.
- Cambridgeshire ACRE advised that the charity listing on the Charity Commission website should be updated to show 'Cheveley Parish Council' as the named trustee rather than individual councillors and the parish Council has confirmed that it is making this change.
- Cambridgeshire ACRE advised that the missing annual returns for the years ending 31-Mar-2015 and 31-Mar-2016 needed to be submitted as soon as possible and that the return for the year ending 31-Mar-2017 should also now be prepared and submitted. Simple Receipt and Payment Accounts will suffice and a simple template and advice on how to prepare these can be downloaded from the Charity Commission website. As income is below £25k, an independent examination is not a legal requirement. However, it should be noted that the Charity's governing document does say an independent examination should be undertaken so we would advise that, going forward into future years, provision is made for this to happen.
- Using the expenditure figures supplied (taken from Charity Commission website for the years ending 31-Mar-2012, 2013 and 2014 and those calculated by the Parish Council for 2015, 2016 and 2017), it appears the Charity needs an average of £7,500 p.a. to meet its running costs. It is clear the Pavilion Charity does not currently have sufficient income to meet these costs. As hire income is still minimal and this is unlikely to change in the short term, the suggestion is that the Pavilion Charity should make a formal request to the Parish Council for a grant to cover these costs for 2017/18 (as used to happen several years ago). As the Council has already paid several bills so far this year for the Charity, it is suggested that the grant is 'made' in two parts:
 - the amount already spent is noted as an outgoing grant in the Council's accounts and an incoming grant in the Charity's account but no funds change hands. All bills already paid by the Parish Council need to be shown as expenditure in the Charity's accounts (and will be offset by the grant income). These bills should be removed from the Parish Council's accounts.
 - the amount already spent is deducted from the estimated running cost of £7,500 for the year 2017/18 and the remainder is paid as a grant to the Charity by the Parish Council. These funds will be paid into the new bank account so that future

expenditure incurred by the Charity can be met from these funds. Any income secured through hiring will supplement this grant and start to build up the Charity's own funds. No further bills relating to the Pavilion and Recreation Ground Charity should be met from the Parish Council's accounts. If, for any reason, the Charity needs more funds to cover unexpected expenditure it would have to ask for a further grant (or raise funds itself).

- The Parish Council stated their intention to seek further legal advice on closing the Charity. Cambridgeshire ACRE strongly advised that a charity law specialist should be sought.

Cambridgeshire ACRE was commissioned by Cheveley Parish Council to undertake this independent feasibility study.



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