

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Executive

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CHERWELL DISTRICT COUNCIL

CHERWELL COMMUNITY SPACES AND DEVELOPMENT STUDY

INTERIM REPORT

18.1.16



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1. INTRODUCTION

What is social and community infrastructure?

1. 'Building Sustainable Communities' is a key aspiration of the *Adopted Cherwell Local Plan* (2015: 12), while Cherwell District Council's *Sustainable Community Strategy* (2010: 6) describes sustainable communities as:

'vibrant and active. They meet the needs of us all, current and future residents, and those who visit, work or do business. They are the foundation for a high quality of life and provide opportunity and choices for everyone. Sustainable communities make effective use of resources, enhancing both the natural and built environment, provide accessible services, promote social cohesion are inclusive and strengthen economic prosperity.'

Cherwell District Council also defines a broad range of community infrastructure in its *Planning Obligations Draft Supplementary Planning Document* (2011).¹

2. Elsewhere, the Joseph Rowntree Foundation in *Community Infrastructure in New Residential Developments* (2011) describe the dimensions of social and community infrastructure as open and green spaces, education provision, essential services, energy and power, other services and other amenities. These dimensions are underpinned by a wide-range of options.²
3. Future Communities (2015) define social infrastructure as 'the range of activities, organisations and facilities supporting the formation, development and maintenance of social relationships in a community. It can include provision of community facilities; community development; local networks, community groups and organisations; small scale funding to help fund local projects; personal learning and skills development to help develop community leadership and volunteering (both formally and informally).'
4. This study focuses on the community indoor space and community development elements of social and community infrastructure with regard to future housing development in Cherwell district.

¹ Strategic open space, sport and recreation, cemeteries, indoor sport, strategic community facilities, including community development, refuse and recycling, public art, public realm, general transport and access impacts, education, children's centres and nursery provision, integrated youth services, libraries, day care provision for the elderly, adult learning, museum resource centre, public rights of way, fire and rescue, health, police, air quality, strategic flood defence.

² The JRF paper lists 'a typical range' of social and infrastructure options: sports pitches, play-space, playgrounds, lakes, drainage, ponds, open space, parks, country parks, allotments, woodland, forests, shop units, post office, cashpoint, community centres or village halls, youth centres, places of worship, arts/ cultural centre, library, sports centre, swimming pool, pub, car park, cinema, primary school, secondary school, college, health centre, GP surgery, dental hospital, council/ civic office, cemetery, crematorium, police station, court, prison, fire station, transport services, enterprise units/ centre, mains, drainage, broadband, wind turbines, combined heat and power unit, anaerobic digester, ground source heat pump, recycling facilities.

The provision of social and community infrastructure in Cherwell District

Policy context

5. The *Adopted Cherwell Local Plan* provides for 22,840 homes to 2031. These will primarily be delivered through a series of major new urban and urban edge development sites, plus some smaller village developments (see appendix 2). Future infrastructure needs to respond to the planned growth in the *Adopted Local Plan* and the emerging *Local Plan Part 2*.
6. The *Adopted Local Plan Policy BSC 12: Indoor sport, recreation and community facilities* (2015: 82) *'encourages the provision of community facilities to enhance the sustainability of communities [and] protect and enhance the quality of existing facilities, improve access to existing facilities and ensure that the development proposals contribute towards the provision of new or improved facilities where the development would generate a need for sport, recreation and community facilities which cannot be met by existing provision.'*
7. This mirrors the emphasis in the government's *National Planning Policy Framework* (see paragraphs 17, 28, 42, 70, 73, 156) that new development provides or enhances community facilities. Paragraph 204 of the NPPF also states that:

'planning obligations should 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.'
8. Cherwell District Council utilises a *Planning Obligations Draft Supplementary Planning Document* (SPD) to offer *'guidance on how the Council will decide what new infrastructure and facilities need to be provided as a consequence of development; and assess requirements for "in kind" provision and/ or financial contributions towards provision'* (2011: 4). Work is on-going on the preparation of a new SPD (see paragraphs 18-25, below).
9. Work is also continuing on the setting of a Community Infrastructure Levy (CIL) for Cherwell District. While not mandatory, *'The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area'* (Planning Portal, 2015). Cherwell District Council noted, in a response during the development of this study, that CIL is the government's preferred approach to strategic infrastructure provision and since April 2015 Local Authorities need to work within a system of scaled-back Section 106 (developer contribution) agreements.
10. CIL receipts do not need to be spent on developments from which the monies were collected. However, where CIL monies are spent they must meet the 3 legal 'tests' noted in paragraph 7 above (UK Government 2010, paragraphs 122 and 123). The type of infrastructure on which CIL can be spent is broadly defined by the *Planning Act 2008* and *includes* (that is, it is not *limited* to) *'roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational*

facilities open spaces' (UK Government).³ Community development could therefore come under CIL.

11. In addition to CIL, infrastructure directly required as a result of a development will continue to be sought through Section 106 agreements, as will affordable housing provision.

Social and community infrastructure and effective 'place-making'

12. It is recognised that if community spirit and neighbourliness develop, and community organisations 'take root' as the population of a development grows, it can become a socially sustainable community. Areas with higher levels of community activity and resident involvement are likely to require less support from statutory agencies and to suffer less from problems associated with antisocial behaviour or social isolation.⁴
13. Each major development site should become a self-sustaining socially active community, where residents participate in a range of social and recreational activities at neighbourhood facilities, but also have a positive sense of belonging to the wider community of the town. Adequate resources to enable this must be secured through the planning process.
14. On smaller developments, new residents should be positively enabled to integrate with the established community. Existing community facilities should have their capacity increased or facilities improved when this is necessary to accommodate the needs of an increased population. Adequate resources to enable this must be secured through the planning process.
15. If new residents do not have access to timely and appropriate information, opportunities and facilities, a sense of community-belonging and neighbourliness is unlikely to develop. Residents will have a lack of local social opportunities and may feel socially isolated.
16. Relationships with community development partners (Oxfordshire County Council, Town & Parish councils, churches, social housing providers, voluntary and community organisations) are formed when developing new residential neighbourhoods. These are not based on any adopted principles and can result in duplication of effort and occasional conflicts of interest. With on-going reductions in public sector finances, the voluntary, faith and private sectors are likely to play growing roles in the social development of new communities.
17. Cherwell District Council's community development team is very limited in its capacity to take on direct operational work with new communities and to develop them. Delivery of the Local Plan housing developments will create considerable and sustained additional demand, but there is unlikely to be a proportionate increase in officer time.

³ In setting CIL, a Local Authority must publish a *Regulation 123 List* of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL.

⁴ Paragraphs 12-17 are taken directly from the *Statement of Requirements* for this study.

18. As noted above, alongside *Adopted Local Plan Policy BSC 12, Indoor sport, recreation and community facilities*, Cherwell District Council also currently utilises a *Planning Obligations Draft Supplementary Planning Document (SPD)* to offer guidance on developer contributions to infrastructure requirements:

‘a planning obligation is either a Deed of Agreement or a unilateral undertaking made under planning legislation, in association with a planning permission for new development. It normally applies to an aspect of a development that cannot be controlled by imposing a planning condition or by use of other statutory controls. Without it the planning permission could not be granted’ (2011: 4).

19. The Council *‘will assess each application individually to determine if an obligation is needed and what matters it should address. It will do this in consultation with other public bodies responsible for infrastructure provision’ (2011: 8)*. See footnote 1, above, for a list of community infrastructure components which could be subject to a planning obligation.
20. The process for securing a planning obligation is explained at Appendix B of the *Planning Obligations Draft Supplementary Planning Document (2011: 96)*. In brief, prior to a planning application being submitted there are three key stages: 1- pre-application submission of development proposal; 2- details circulated to CDC and OCC to identify contributions; and 3- draft head of terms produced and agreed by CDC, OCC and applicant.
21. In terms of consultation, the Council undertakes to liaise *‘fully with key public sector consultees on the implications of priority and viability related decisions on planning obligations. However the final judgement on viability and the planning obligations offer rests with the LPA [Local Planning Authority]’ (Cherwell District Council 2011: 11)*.
22. Other liaison structures utilised in Cherwell include community management organisations, such as the North-West Bicester [Eco-Town] Local Management Organisation. Neighbourhood Planning (NP), a product of the 2010 Localism Act, is an additional means of giving communities a greater say, for example, on the siting of new development and the infrastructure that might be required to support it. In Cherwell, while a number of NPs are in train, only one has completed the local referendum process.⁵
23. Regarding open space, sport and recreation planning obligations, at the pre-application stage *‘the LPA will identify the on-site open space, sport (indoor/outdoor), recreation and play provision required, and the planning obligation (including commuted sums/rates) that is required. The LPA will identify requirements in consultation with the appropriate Parish and Town Councils.’* At the planning application stage, *‘the LPA will seek the agreement of Parish and Town Councils to the concept and layout of the open space, sport (indoor/outdoor), recreation and play provision prior to the granting of planning permission’ (2011: 28-29)*.

⁵ In September 2015, Hook Norton parish voted to adopt a Neighbourhood Plan (NP). The NP was subsequently endorsed by Cherwell District Council on 19 October and now forms part of the statutory Development Plan.

24. The duty of the Council to consult the community on other infrastructure components deemed to be planning obligations are explained throughout the *Planning Obligations Draft Supplementary Planning Document*.
25. The *Planning Obligations Draft Supplementary Planning Document* does not present a robustly evidenced standard with regard to community hall and community development needs. Requirements thus calculated are often challenged by developers, resulting in protracted negotiations and raising concerns that the best deal is not being secured for the new residents (this is in contrast to calculations for the provision of sports pitches, play areas and open spaces, for which there are adopted standards).
26. Additionally, the Council does not have a comprehensive database of the District's community indoor spaces. This can cause difficulties when assessing whether a proposed new development should be required to make 'off-site' contributions to increase the capacity of an existing facility.
27. Therefore, this study will also be used to inform a new *Developer Contributions Supplementary Planning Document (SPD)*.
28. In chapter 5 of this report, a critical community view of the development process is noted, particularly a generalised sense of 'not being listened to'. However, it is important to acknowledge that there was also a general recognition by communities that much of this criticism derived from the recent, challenging planning context in Cherwell district (i.e. the presumption in favour of 'sustainable development' in the government's *National Planning Policy Framework*, the lack of a 5-year land supply and absence of a current Local Plan). This situation has been recently and fundamentally altered, with an adopted Local Plan and the provision of a 5-year housing land supply now providing a very different planning context within Cherwell.
29. In addition, there are a number of initiatives which the Council is currently undertaking which are designed to improve consultation, develop community understanding of the planning process and improve relationships which may have suffered as a result of the recent planning context in the district. These emerging ideas will be discussed in section 4, below, p. 20.

Community First Oxfordshire's brief

30. *The Cherwell Community Spaces and Development Study* should provide the Council with evidence and policy proposals to inform community development and community indoor space provision in relation to new housing developments.⁶
31. Bearing in mind that this study will also be used to inform a new *Developer Contributions Supplementary Planning Document (SPD)*, all proposals must be clearly justified with reference to CIL regulations 122 & 123, as well as the National Planning Guidance and Planning Practice Guidance on CIL and planning obligations/ contributions. Proposals must be in line with the adopted Cherwell Local Plan.

⁶ Paragraphs 30-31 are taken directly from the *Statement of Requirements* for this study.

The structure of this report

32. In order to efficiently and clearly explore the component parts of the brief, this report collects each of the required research elements derived from paragraph 4.2 of this study's *Statement of Requirements* and additional research elements derived from subsequent discussion with Cherwell officers under three broad themes:

1. Community indoor space provision

- Prepare a database of existing community indoor space provision (prioritising Banbury and Bicester) with information on facilities, condition, demand and potential.
- Analyse how accessible, inclusive and readily available (hireable) these indoor spaces are to residents

2. Community development

- Define and justify appropriate levels of, and schedules for, the provision of community development activity, in relation to the size and location of a proposed development.
- Propose programmes for community development, including partnership working and the potential roles of voluntary and faith organisations.
- Propose how new community associations may be developed and supported to self- sustainability.
- Propose models for the long term self-sustaining community management & maintenance of community indoor spaces.
- Comment on any links between successful community development on the one hand and the physical design / configuration of new and expanding neighbourhoods on the other, with the intention to influence masterplanning activity on new development sites.
- Propose a concise monitoring framework, including indicators, so that community development activity and community indoor spaces can be monitored to inform the review stages of any adopted Council policy around developing communities and viable community indoor spaces.

3. Planning and Space Standards

- Include a desk top survey of existing good practice by local authorities experiencing growth of new communities
- Analyse new community halls recently built via developer contribution in Cherwell assess whether they work well or not, and consider their strengths and weaknesses.
- Assess community facility requirements for strategic housing development sites in Bicester and Banbury
- Define and justify appropriate levels of and schedules for the provision of community indoor space provision according to the size and location of a proposed development

2. SUMMARY OF RECOMMENDATIONS and NEXT STEPS

Summarised below are 19 recommendations derived from this study's community development and planning and space standards research. Detailed rationale and evidence underpinning each of the recommendations can be found in the main body of the report. The recommendations have been segmented in line with our holistic, **6-Step Best Practice in Place-making model** (described in Section 5).

Involve communities in the development process:

R1. Cherwell Council's desire to create healthy and thriving new communities should be at the heart of its place-making activity and negotiations with developers.

R2. The Local Authority should set up Site Development Forums (SDFs) for strategic development locations (sites allocated in Local Plan Part 1), involving key stakeholders.

SDFs should be set-up as soon as is practicably possible. Generally, each Forum should include the parish or town council, local councillors, a Community Development Worker, CDC Development Management, Housing and Landscape officers, County Highways officer, and the developer(s). Other relevant stakeholders could be included as needed (e.g. VCSE representatives). CDC Development Management should chair each SDF.

The SDF would oversee all aspects of the new development, trouble-shooting issues as they arise, from initial discussions to site completion.

R3. The Local Authority should set out a community engagement 'roadmap' for larger non-strategic sites.

This will set out the means and method by which the Council will facilitate, manage and monitor the process of community involvement in development discussion.

Get the design right:

R4. Facilitate community input into master-planning and neighbourhood design, including the planned *Design Guide*. Consider the co-location of community facilities in 'community hubs' and plan for new neighbourhoods to be age-friendly.

Care should be taken to ensure new developments are designed well, for all age groups and types of household. The principles underpinning good design are set out in the report: how these are translated into action will depend heavily on local circumstances and the nature of the site.

Provide community indoor space:

R5. A temporary meeting place should be provided at an early stage on new developments where new community space is required, prior to later construction of the new facility.

Early provision of temporary meeting space is important and should be available by the time the first few homes have been built. The type and location will be agreed by the SDF. Options include: securing developer agreement to use a show-home; using a Portakabin-type structure; or phasing the building of a new community facility (i.e. provide a basic structure as an initial meeting place, which is built out later as the site develops). Each of these options allows for resident input into the design of a permanent community centre. Temporary solutions should be achieved, where possible, through S106 developer agreements. However, if this cannot be secured, the Local Authority might forward-fund the construction, with the monies being recouped from the developer when S106 thresholds are reached.

R6. Sport England design standards should be used as a starting point for community hall provision.

The Sport England publication “Design Guidance Note Village and Community Halls” (January 2001) provides a range of community hall designs. These can be regarded as base templates when considering the facilities required in new halls.

R7. For urban and suburban developments, a new population of 1,500 should usually be the minimum size needed to ensure that a new freestanding facility has a sustainable future.

In circumstances where indoor sport needs to be incorporated, a larger facility may require a larger population to ensure its sustainability.

R8. For a community hall facility to be considered local, the urban benchmark should be 800 metres/ 10 minute walking distance, and the rural benchmark should be 10 minute drive time/5 miles.

The particular geography and circumstances of Cherwell District need to be considered, notably the fact that there is a mix of both urban and rural areas where realistic expectations of accessibility have to be different. Nevertheless, and importantly, part of the point of a community centre is that it is locally available for the immediate community and where possible within easy walking distance for most people

R9. A figure of 0.185m² per head should be used as the Cherwell benchmark for community hall provision.

This is the floor space level that is equivalent to providing a 275 square metre hall for 1,500 people; Where indoor sports provision needs to be incorporated, a figure of up to 0.375m² will be appropriate.

R10. District Valuation Officers should re-assess the local cost per metre figure and then apply it to the benchmark standard here recommended.

The present Cherwell District Standard set out in *the Draft Planning Obligations SPD* is a per head standard of 0.052m²; a build cost of £1,350.10 per metre excluding land; equating to a cost per head of £70.20p per head.

R11. A criteria-based approach should be applied when considering the need for additional provision of community facilities:

a. Where new development creates a deficit in community provision the extent of that deficit should be mitigated by the new development (conversely: no deficit requires no additional provision).

b. Where a deficit will exist, but it is not appropriate to provide a new facility or to expand existing local community floor space, then contributions to increase the usability of an existing space may be sought – this may be to improve the fabric of the building, the standards, quality or efficiency of the building, and/or the facilities within it.

e. Notwithstanding the benchmark in Recommendation 9 above, what should drive the decision about provision is how best to meet the needs of the new residents generated by the development for local community space in a sustainable way. Developments that substantially exceed 2,000 people may provide community space more efficiently, but if a single facility provides for too wide an area, it may lack identity. The nature and extent of the facilities to be provided should be considered in the context of the size of the development proposed, the availability and condition of existing facilities in the immediate area, and any particular needs that might arise according to the nature/ makeup of the intended new residents.

Community development support to be available from the outset:

R12. On strategic development sites a Community Builder should be in place as the first new residents move in; one Community Builder for every 1000 new homes is recommended

Community development worker support is already built into S106 agreements on major new developments. It should continue to be sought and developers encouraged to fund a part-time Community Worker much earlier on these developments. If not, forward funding should be utilised, if possible. One Community builder per 1000 new homes is the 'ideal number' suggested as best practice from the successful Community Mobiliser Scheme in Milton Keynes.

R13. Cherwell District Council should assess the need for community development support on non-strategic sites.

Work is on-going in *Local Plan Part 2* to identify suitable development sites in Category A villages. In the absence of knowing specific future development details (location of sites, number of units on each development; site development time-scales) it is difficult to anticipate whether the likely impacts on a given location/ s in a given period (i.e. might there be a 'glut' of developments in a

relatively short time-scale?) could give rise to the need for the introduction of a CDW (perhaps working across a cluster of Category A villages?) to help communities meet the challenges of these developments.

R14. The Community Builder should facilitate the process of placemaking

Based in the community, ideally in a temporary community facility, the Community Builder should:

- create an arrivals programme for new residents
- bring residents together and support the formation of new community groups
- act as the community voice on the Site Development Forum (before a community association is formed)
- recruit residents to a new community association and bring in wider VCSE support
- build links with adjoining communities and broker relationships with agencies

R15. Community Builders should have a clear set of objectives

A simple monitoring framework for Community Builders can be found at appendix 5. The Community Builder should also report on his/her activities to the SDF (and, when applicable, a community association).

Build and release local place-making capacity:

R16. Community Builders should help communities develop their capability to manage community associations and local activities. In so doing, they should seek support from the wider voluntary, community and private sectors in the district.

Community builders should encourage volunteering, build on the skills of new residents, develop community activities and draw on the VCSE and private sector to help with governance, fundraising, volunteer management and facilities management.

R17. Community Builders should have a small grants pot (£2,000 pa) to fund new community activity; and they 'should plan for their own demise'.

Access to small start-up funds could be the difference between new community activity taking root or not. Community Builders should work to a 3-year plan to enable communities to 'go it alone'.

Community Management of Assets:

R18. The Cherwell Community Land Trust (in the process of becoming a Local Housing Company) may offer a promising ownership model for community assets

Asset transfer to this organisation - which would, ideally, be financially endowed to assist longer term sustainability- could prove to be an innovative and successful community management

model. The CLT shares the community development approach advocated in this study. As it continues its journey towards becoming a Local Housing Company, the CCLT is seeking to promote 'community-led development of housing and community assets'.

However, a Local Housing Company is not a community land trust. It may be less institutionally feasible for the new Local Housing Company to take on responsibility for community assets. Nevertheless, the possibility should be explored.

R19. Cherwell District Council should extend the Village Halls Support service to town-based community centres and halls.

The Village Halls Advisory Service provided by Community First Oxfordshire is a very-well regarded source of managerial and governance support which urban community centres would benefit from. Making available advice and support makes it more likely people will volunteer to take on what might otherwise be seen as too big a challenge.

NEXT STEPS

33. Cherwell District Council's detailed policy on developer contributions will be set out in a Developer Contributions Supplementary Planning Document. In the meanwhile, the evidence presented in this study can inform negotiation between the council and potential developers. Following some further refinement, the final version of this study will be able to form part of the evidence base for Local Plan Part 2, and inform the preparation of any additional planning policies on community facilities and community development.

34. The assessment of indoor community facility requirements for the Former RAF Upper Heyford site (ref. Local Plan Policy Villages 5) will be included in the final version of this study.

3. Existing Community Indoor Space Provision in the Towns and Larger Villages of Cherwell

Towards a comprehensive database

1. The specific geographic focus of Community First Oxfordshire's community indoor space research was based on the localities detailed on maps provided as appendices in this study's *Statement of Requirements* - that is, locations with imminent planned development. Banbury and Bicester were the priority areas. In discussion with Cherwell officers, this initial list was extended to include all Category A villages set out in the Adopted Cherwell Local Plan.
2. In addition, Community First Oxfordshire investigated space provision in several other, smaller village locations. This was deemed important in order to establish the totality of available community indoor space in the proximity of development 'growth areas'. In this way, the space standard research which will be outlined in the next section (i.e. the square metreage per head for indoor space that might be sought from developer contribution) could be more comprehensively evidenced
3. The *Community Indoor Spaces and Usage Database* can be found at appendix 1. **The database is detailed and best viewed and navigated via Excel.** The key sections of the database will be explained in turn:

Development schedule

4. The database provides a place by place overview of current usage of facilities by community groups, growing demand for facility usage as a result of recent or forthcoming development and the types of new groups and activities that local residents would like to see. As such, the database is an important repository of evidence derived from multiple community sources in the last 5-6 years which will be invaluable when discussing developer contributions on new developments, whether S106 or Community Infrastructure Levy derived.

Current Community Facilities

5. In order to 'establish at an early stage what levels of community indoor space and community development activity is necessary to support new population growth in Cherwell's towns and larger villages', it is necessary to establish the current 'baseline' of indoor space provision.
6. Almost every community has a range of indoor spaces which may be available for community usage (i.e. those that are potentially hireable by residents). These include, but are not limited to, community halls, sports halls, church halls and rooms, function rooms in commercial premises such as public houses, hotels and business parks, rooms and halls in primary and secondary schools, and scouts and guides halls etc.

7. In order to develop a comprehensive list of available spaces, CFO contacted Town Councils, Parish Councils, and community development officers at Cherwell District and utilised its wide range of community contacts.
8. Liaising with CDC community development officers, Community First Oxfordshire designed a 17-question questionnaire (see Appendix 13) establish the following with regard to community indoor spaces available for public hire:
 - a. Owner and lease details
 - b. Contact details
 - c. Hireable capacity and room size/s
 - d. Available facilities
 - e. Groups currently using the facility
 - f. Current usage
 - g. Refurbishments/ building work undertaken in the last 5 years
 - h. Development potential
 - i. Refurbishment, extension or rebuild that may be required
 - j. Pressure on existing facilities due to increases in demand and usage
 - k. Community accessibility and 'inclusivity' of the facility- *see below*
9. This information with regard to the above was sourced via telephone and email contact with Village Hall and Community Centre Management Committees, school secretaries, facility administrators etc. Work is ongoing to source information from facilities which have proved difficult to contact. In the database, where facilities are marked as 'information provided' the information noted represents the totality provided.

'Inclusivity' of community spaces

10. Depending upon conditions and rules of hire, nature of the facility etc. community indoor spaces may be more or less accessible to residents. As a result, they may be deemed more or less inclusive as community spaces. For the purposes of this study, Cherwell District Council and CFO have defined an inclusive community space (a building or room available for hire) as that allowing equal access and usage criteria for community groups and individuals in accordance with the nine protected characteristics of the Equality Act 2010. These characteristics are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.
11. Therefore, the questionnaire included questions about whether the facility allowed equal access and usage for community groups and individuals in accordance with the Equality Act 2010. The information gathered is recorded in the *Community Indoor Spaces and Usage Database* (Appendix 1).
12. It was agreed with Cherwell District Council that hireable commercial premises such as function rooms in hotels, public houses and business parks etc. would not be included on the database of community indoor spaces.

Community usage (rural) and community usage (urban)

13. Information regarding the extent of community groups and activities; improvements needed to community groups and activities; improving community facilities and

infrastructure; and evidence of increasing demand/ usage of community groups and activities was also derived from interviews with parish, town and district councillors and a desk-top collation of Community-led Plan and Neighbourhood Plan evidence.

In totality, the database provides a robust picture of existing community space, ownership structures and extension, development or re-build potential etc. Work remains to be done to fill in some of the gaps in this picture.

4. Community Development and Place-making: towards a best practice model

Place-making: an overview

1. Cherwell District Council asked Community First Oxfordshire to recommend a community development approach which could help 'create self-sustaining socially active communities, where residents participate in a range of social and recreational activities at neighbourhood facilities, but also have a positive sense of belonging to the wider community.' To this end, this study has (1) researched best practice in place-making and community development and (2) tested its conclusions with a wide range of stakeholders (residents, town, parish and district councillors, Cherwell DC officers and VCSE organisations).
2. There is no one-size-fits-all approach to building thriving, socially cohesive and self-sustaining communities. Different locations will have different development pressures and challenges. However, we believe that a place-making approach based on the principles and recommendations set out in this report offers the best chance for new communities to flourish. These recommendations are underpinned by evidence and supported by those we have consulted. They build on the good practice already underway in the district. At their heart, they aim to engage communities as fully as possible in the planning and development of new neighbourhoods.
3. We have developed a six step approach, reflected in the model below and in the recommendations.

A comprehensive approach to place-making in new housing developments




Place-making: a best practice model

4. An extensive desk-top study was conducted in May 2015. Evidence from some 30 sources has been reviewed (appendix 3). Our intent was to outline, at a glance, the main findings and identify any significant agreement or disagreement concerning best practice in community development and place-making.
5. We reviewed a range of community development models and reports. These included:
 - Neighbourhood Management (UK government, many local authorities and RSLs);
 - Design for Social Sustainability (Future Communities);
 - Social Sustainability and New Communities (Social Life);
 - Social Infrastructure Needs of New Communities (Bedfordshire and Luton VCS);
 - Community Mobilisers (Community Action Milton Keynes);
 - C2 Model for Community Change (University of Birmingham); and
 - Community Infrastructure in New Residential Developments (Joseph Rowntree Foundation).
6. We also reviewed how community development approaches were taken forward in a variety of spatial contexts. These included:
 - Established social housing estates (Joseph Rowntree Foundation);
 - New Towns (Department of Communities and Local Government);
 - Master-planning on large new developments (the Scottish Government, Harlow District Council, the Commission on Architecture and the Built Environment);
 - Garden Cities (the Town and County Planning Association); and
 - New strategic development locations (Wokingham Borough Council).
7. These best practice case studies were a useful source of information and insight into themes such as capacity-building, social cohesion, the role of design and community control of assets. We have referred to these sources throughout the report and incorporated key themes from the research into a model that sets out three broad place-making phases (see Table 1 below).

Table 1

Best practice in place-making: summary of key themes

PLANNING A NEW COMMUNITY	BUILDING A NEW COMMUNITY	SUSTAINING A NEW COMMUNITY
 Community at the centre of the place-making vision and process 		
<p>Community involvement in master-planning:</p> <ul style="list-style-type: none"> • Design and layout • Transport and connectivity • Facilities: type, location and management • Location of community hubs • History and heritage • Governance structures • Forward funding 	<p>Community dialogue with developer/ agencies:</p> <ul style="list-style-type: none"> • Indoor community space/ building • Community development support • Links with adjoining communities and sharing facilities • Community management of assets and facilities: - Community development Trust - Housing Association partnership • Seed funding for new groups and activities • Training for community volunteers • VCS support 	<p>Community dialogue with developer/ agencies:</p> <ul style="list-style-type: none"> • Development management • Development expansion <p>Continuing advice and support for community halls and facilities</p> <p>Continuation of community development processes from earlier phases</p>
 Local Authority supports the place-making vision and process 		

Place-making in Cherwell- a brief overview

There is much that Cherwell District Council, parish authorities, the Churches and the voluntary sector do well to build new communities and support existing ones.

The early engagement approach on, for example, Kingsmere and the Eco Town, has been well-received by stakeholders: *'liaison with Cherwell DC has been excellent'* (Kingsmere Community Association interview). There is also much in past that was useful and welcomed, such as CDC running a forum for Community Associations to come together, discuss and resolve common issues.

In addition, bodies such as the Churches, CAB, Volunteer Connect, the RVS, housing associations, Parish Councils, neighbourhood policing teams, schools and educational institutions, some businesses and voluntary organisation such as the Sunshine Multicultural Project also support communities and build links with the wider district.

However, many communities feel they have not been adequately consulted about new development. Communities are aware of how this situation had been exacerbated, until very recently, as a result of contraction of officer resources, the presumption in favour of sustainable development in the government's National Planning Policy Framework, the lack of a 5-year land supply and the absence of an up to date Local Plan (this context, it should be added, is not unique to Cherwell).

As noted above, Cherwell District Council currently utilises a *Planning Obligations Draft Supplementary Planning Document* (SPD) to offer guidance on developer contributions to infrastructure requirements. This document outlines a consultative process through which parish and town councils and other community organisations and public bodies can engage in development discussions. It is the Council's intent to formulate a new *Developer Contributions Supplementary Planning Document*, which will be informed by this study.

In addition, the Council is undertaking a range of initiatives designed to improve community involvement and engagement with the planning and development process:

- The Planning Enforcement team has been strengthened by the provision of a team leader.
- An Enforcement Plan is being produced to provide certainty in terms of how breaches of planning control will be investigated, the actions available to the Council and how the enforcement team will communicate with the complainant and contravener.
- Development Management will be carrying out 3 workshops with Town and Parish Councils across the District. The workshops are intended to promote the Development Management Team and demonstrate how local councils can engage more effectively in the planning process.
- A *Design Guide* will be produced in the near future to ensure that all developments, regardless of scale, capture and reflect what is unique about North Oxfordshire.

The recommendations in this report build on what has previously worked well and takes note of promised improvements for the future, bringing together the principles of best practice with the views of the multiple community, VCS and Local Authority stakeholders who we have interviewed and surveyed as part of this research. We believe these recommendations, segmented into a 6-step approach, will improve the quality of placemaking and community development in the district.

Methodology

8. Table 1, *Best practice in Place-making: summary of key themes* gave a foundation for field research. It was important to test the premises of the indicative Best Practice model in the Cherwell context. The research had three main dimensions: stakeholder interviews, resident surveys, and councillor surveys.

Stakeholder interviews

9. Semi-structured interviews are the most widely used interviewing format for qualitative research (DiCicco-Bloom and Crabtree, 2006). As Barnball (1994: 330) states, semi-structured interviews are 'well suited for the exploration of the perceptions and opinions of respondents regarding complex... issues and enable probing for more information and clarification of answers'. Accordingly, this approach was chosen.
10. An overview of interviewees can be found in Table 2, below. The short time-scale for the study imposed limits on the number of discussions which could be undertaken. We were able to arrange 30 interviews with key representatives identified from the project brief and *Best Practice in Place-making*.
11. With regard to town and parish council interviews, we chose to focus on interviews (where possible) with councils in Category A villages and Banbury and Bicester, i.e. areas which are subject to current or likely future development pressure.
12. This wide-range of stakeholders allowed multiple perspectives to be explored with regard to effective place-making in Cherwell district. Interviews with non-Cherwell Local Authority community development and planning officers and VCSE and housing association officers allowed best practice lessons to be drawn and comparisons made with other areas experiencing similar levels of housing growth.

Table 2

List of Interviewees

Cherwell Town and Parish Councils	Cherwell District Council Members and Officers	Cherwell Community and Resident Associations	Cherwell VCSE Sector	Non-Cherwell Local Authority, Housing Association and VCSE Officers
<ul style="list-style-type: none"> -Banbury TC -Bicester TC -Adderbury PC -Bloxham PC -Deddington PC -Bodicote PC -Launton PC 	<ul style="list-style-type: none"> -Cabinet members -Community development and community infrastructure officers -Planning and development management officers 	<ul style="list-style-type: none"> -Hanwell Fields RA - Grimsbury RA - Kingsmere CA - Chasewell RA 	<ul style="list-style-type: none"> - Oxfordshire Community and Voluntary Action - Churches Together in Bicester -Diocese of Oxford -Cherwell Community Land Trust 	<ul style="list-style-type: none"> -Gloucester City Council -Wokingham Borough Council -Oxford City Council -South and Vale DC - Milton Keynes Council -West Oxfordshire DC -Bromsford Housing Association -Soha Housing Association -Community Action Milton Keynes

13. Analysis of qualitative data should reflect the complexity, detail and content of the data and identify emergent categories and theories from the data rather than imposing *a priori* categories and ideas (Ritchie and Lewis, 2005: 4). Our methodology agreed with this analysis. Interview questions were derived from the *Best Practice in Place-making* model suggested by the literature review and allowed the extraction of relevant and required data, while the semi-structured format gave space for new themes to emerge from the conversation. The additional analytical themes suggested by interviewees will be explored in the discussion below. Interviews took place in May and early June and were recorded on-site or over the telephone, taking between one-two hours. Interviewees were content to be contacted following transcription of the interview should a point require further elucidation.

Surveys

14. Given the research intent to make recommendations for a community development approach that could be applied to future developments across Cherwell, the input of councillors, residents in existing communities and residents in newer developments was felt crucial.

15. To this end, a survey was deemed to be the most effective approach: '[survey] research produces data based on real-world observations of people covering a wide geographical area. The breadth of coverage of many people or events means that it is more likely than some other approaches to obtain data based on a representative sample (Kelley *et al*, 2003).' A survey also allows a large number of responses to be gathered in a short time, which was important given the time-scales of the project.

Surveys of residents on new developments

16. Again using *Best Practice in Place-making* as our base, Community First Oxfordshire designed (liaising with Cherwell DC) and undertook a survey of residents on two new, large housing developments: Longford Park, Banbury (building started in September 2013 and currently- July 1 2015- 188 homes completed), and Kingsmere, Bicester (building started in July 2010 and currently- July 1 2015- 450 homes completed). The Longford Park survey was hand-delivered by Cherwell DC officers, while the Kingsmere survey was distributed at the Community Association AGM and via a Survey Monkey link on the Community Association Facebook page. **23 survey responses were received from Kingsmere residents and 24 from Longford Park.**
17. Using these surveys, we could explore the community aspirations and requirements of these embryonic new communities and identify which *Best Practice in Place-making* principles may be being applied on these new developments.
18. Importantly (and in line with the concern noted above about imposing *a priori* categories and ideas) the survey gave space for respondents to tell us about any other community issue they felt relevant or offer any other observation, thereby potentially allowing additional analytical themes to emerge. **The results of these surveys can be found at Appendix 1.**

Surveys of residents in existing communities

19. A survey for residents of existing communities, asking identical questions to the one above (plus questions specific to the context of established communities) was also distributed in June and July 2015.
20. Again, the survey content was designed in liaison with Cherwell DC. The surveys were distributed to community groups and residents in Category A villages and Bicester and Banbury via town and parish councils and community groups. **In total, 156 responses were received and the results can be found at Appendix 1.**
21. The results gave an illuminating overview of what residents believe is important to achieving community cohesion and thriving communities. They were also useful in indicating the changes that existing communities would make in order to improve community facilities and widen the provision of groups and activities. These findings contributed to our recommendations regarding effective place-making in Cherwell.

Town, parish and district councillor surveys

22. Councillors play a vital role in communities, articulating the concerns of residents and acting as community leaders. They are uniquely placed to offer insights as to the ways and means to improve community cohesion in a given place and have often witnessed

many changes over time, further developing and nuancing their perspective. As such, they were important individuals to from whom to seek opinions.

23. To seek councillor opinion, a survey was designed (in liaison with Cherwell DC) and distributed to town, parish and district councillors representing Category A villages, Banbury and Bicester. A total of **21 responses were received**. Information from these surveys was used to evidence the *Community Indoor Spaces and Usage Database*, specifically the extent of community groups and activities; improvements needed to community groups and activities; improving community facilities and infrastructure; and evidence of increasing demand/ usage of community groups and activities. This information can be found in Appendix 1.

5. Place-making: six steps to success

1. In previous sections, we have set out a best practice model for placemaking and community development. We will now draw on that model, the sources which informed it and the views of interviewees and survey respondents in Cherwell.
2. We believe there are **six steps** to successful place-making.

Step 1 - Involve the community in the development process

Step 2 - Get the design right

Step 3 – Provide indoor community meeting spaces

Step 4 - Invest early in community development support

Step 5 - Build and release capacity: VCS support, training and funding

Step 6 - Support community management of assets and facilities

We will now address each in turn.

STEP 1- Involve the community in master-planning

KEY FINDING

6 out of 7 parish and town councils interviewed want to be more involved at an earlier stage in discussions regarding new developments (including location, design and S106 contributions).

3. The literature is clear that community involvement in master-planning is a key to success.

'[Master-planning] can range from strategic planning at a regional scale to small scale groups of buildings. Most commonly, it is a plan that describes and maps an overall development concept, including present and future land use, urban design, and landscaping, built form, infrastructure, circulation and service provision. It is based upon an understanding of place and it is intended to provide a structured approach to creating a clear and consistent framework for development' (Scottish Government, 2008).

4. In order to be 'based upon an understanding of place', master-planning needs to put community development principles at its heart. The Town and Country Planning Association (2012) argue that, '*master-planning should be inclusive, participative and representative...if engagement is to be meaningful, it must begin before the first master-plan is created, to ensure that local views are taken into account.*' It is an opinion shared

by government: *'local planning authorities should create a shared vision with communities of the residential environment and facilities they wish to see'* (National Planning Policy Framework, 2012).

5. Where possible, *'the conversation between people who will live in the new settlements and those involved in building them should start well before the first brick is laid'* (Future Communities, 2015). Often the local authority knows who some of the new residents will be, particularly when they are social housing tenants and self-builders. Housing Associations can help with this. However, the creation of this shared vision should draw on groups, individuals and organisations living and operating in the locality of the new development (such as town and parish councils, local residents associations, local councillors and VCSE groups) *'to ensure that plans are informed by local people's knowledge, concerns and aspirations'* (TCPA, 2012).
6. In this way, community representatives can suggest what facilities should be built, where they should be located, ideas for the design of new housing and how it should connect to adjoining neighbourhoods. Engaging the community at this early stage makes it more likely that the physical design and layout of the new development will support community interaction and engagement.

Community involvement in planning developments in Cherwell

7. Given that an influencing role can only happen if communities feel they have a place at the 'master-planning table', it is important to establish in the Cherwell context whether this is happening effectively.

'The parish council needs to be in on the discussion.'

8. Almost every parish and town council interviewed expressed discontent with the level of consultation on new developments. In both urban and rural contexts, communities felt strongly that they were not being listened to and that development was being 'imposed' with little or no consultation. That said, communities were aware of how the situation had been exacerbated as a result of contraction of officer resources, the presumption in favour of sustainable development in the government's National Planning Policy Framework, the lack of a 5-year land supply and the absence of an up to date Local Plan, with the recent planning context being viewed as somewhat of a development 'free for all'.

'Some of the new developments are not the most welcoming of places.'

9. One respondent noted: *'people are worried about change and there seems to be resignation [about the development plans] but also a feeling of the need to make the most of them.'* While recognising the pressures noted above, almost every parish council interviewed felt that much more effort should be made to ensure that new developments are in keeping with the existing built environment and offer maximum benefits to the community via S106 or CIL contributions. CDC Development Control also agrees that *'engagement in the planning process is essential for local communities to maximise the opportunities presented by developments.'*

10. Yet many communities were frustrated that this was not happening. On occasions, community facilities were built in the wrong place; there was poor connectivity between

new and existing development; building materials were not in keeping with the locality; and the parish council not consulted about projects that might benefit from developer contribution. Several communities were also critical of the construction process. They mentioned, for example, that developers had reneged on agreements not to use certain site access points; that they had spoiled adjoining amenities; and had cleared vegetation without permission. Given that these problems continued even after complaints to the Local Authority, there was a sense that planning enforcement was weak or inadequate.

11. An overview of the community view of recent and forthcoming development can be found at appendix 4.

'There needs to be joined-up thinking.'

12. This is not to be overly critical of the Local Authority. From officer and member discussion it is clear that some community criticisms in a given place were overstated or misplaced. This was particularly apparent with regard to the S106 developer contribution process. While officers are familiar with the process, communities are clearly not, which can lead to misconceptions about how monies are being allocated.

DISCUSSION POINT

Training for local councillors and community leaders about S106 developer contribution and the Community Infrastructure Levy could be very useful in promoting a better understanding of a complicated process.

13. Nonetheless, there does seem to have been a communication breakdown between the Local Authority and some local communities with regard to new housing development. Given the highly emotive nature of this issue, the pressures on Local Authority resources and the recent planning context, there is a premium on quickly (re)establishing effective communication. At the moment, the general perception from communities is that they are not being effectively involved in discussions about future growth.
14. As we have seen, best practice in master-planning is clear that *'community engagement is required from the outset, and needs to be sustained throughout (Taylor, 2011)'* and should *'promote community participation in decisions on the nature of the settlement, how it is developed and implemented'* (Matrix Partnership, 2005). As a town council interviewee stated: *'it is very important to involve community in discussions at an earlier stage.'*
15. Such exemplary practice can be seen in Cherwell itself. Several years ahead of any building, the Bicester Eco Town project brought stakeholders together to set up a Community Led Management Organisation to guide the project, sow the seeds of the new community and ensure the Eco Town is connected with Bicester as it develops. A similar approach (a development trust) was set up 18 months ahead of a development at Cholsey Meadows in South Oxfordshire. On the other hand, at the 'lower' levels of spatial planning in Cherwell, such as smaller town or village developments, involvement by the community in the design of new estates has been much less apparent.

16. One way of encouraging community involvement on new development would be to establish Site Development Forums (SDFs). Parish and Town Councils were universally in favour of this innovation. As one parish council stated:

'This [the SDF] is an interesting and welcome concept, and if agreed the Parish Council would value involvement in pre-application discussions, it needs to be made clear to all parties that it is not just a "seat at the table" but to have a voice.'

17. Each SDF might include the parish or town council, local councillors, a Community Development Worker, CDC development management, landscape and housing officers, Oxfordshire County Council highways, and the developer. Other relevant stakeholders could be included as deemed useful (e.g. VCSE representatives). The SDF would oversee all aspects of the new development, trouble-shooting issues as they arise, from initial discussions to site completion. As one interviewee argued: 'having all stakeholders meet but with a mandate and willingness to consider the implications of their plans would be very valuable' (Cherwell VCSE interview).
18. Cherwell District Council Development Management officers could be best-placed to chair an SDF. In every development proposal there is a balance to be struck and, ultimately, a view formed from all the multiple perspectives and priorities which are likely to be presented.
19. The issue of SDF credibility and mandate is very important. The Local Authority must ensure that there is strength to an SDF and that it acts as an 'enforcer' when required, ensuring, for example, that S106 timetables and planning conditions are being kept to by the developer. Again, this role could be undertaken by Development Management. An assessment needs to be made as to whether it would be reasonable and expedient to pursue formal enforcement action. In addition, SDF's could also be 'sponsored' by a CDC Director to help resolve significant problems.
20. A key SDF issue is the 'trigger threshold'. The *Adopted Cherwell Local Plan (2015: 244-249)* states that '*Policy Villages 2 provides for additional planned development to be accommodated at the most sustainable villages (Category A)... In the interests of meeting local housing need in rural areas, an allocation is also being made to enable the development of some new sites (for 10 or more dwellings) in the most sustainable locations.*'⁷ In line with policy, the SDF trigger in Category A villages *could* be 10 home + development proposals. Several parish councils also expressed the opinion that 10 would be their preferred threshold, with one suggesting a higher number (25).
21. In urban areas, Town Council responses suggest the SDF trigger should be in the range of 15-25 homes or '*any development on strategic sites [or] development where a facility or provision is likely to come our way.*' By way of justification, another respondent noted that a development of 20 upwards '*has a significant impact on the surrounding areas and the existing infrastructure, is a sizable community in its own right and has significant public realm management issues etc.*'

⁷Adderbury, Ambrosden, Arncott, Begbroke, Bletchingdon, Bloxham, Bodicote, Chesterton, Cropredy, Deddington, Finmere, Fringford, Fritwell, Hook Norton, Kidlington, Kirtlington, Launton, Milcombe, Sibford Ferris/Gower, Steeple Aston, Weston on the Green, Wroxton and Yarnton are Category A villages.

22. However, Cherwell District Council Development Management stated that there were 98 development proposals of 20+ units in urban areas and 10+ units in Category A villages in 2014-15. Therefore, it is very difficult to imagine a context in which such a number of SDFs could be adequately resourced or managed.
23. In addition, there important practical differences in planning context as regards strategic development sites (sites allocated in Local Plan Part 1) and sites which arise via speculative development. Strategic sites are already in the public domain. They have fewer issues of confidentiality and commercial sensitivity. On the other hand, speculative applications in Category A villages would- in their early stages- give rise to these issues. It should be noted that one of the purposes of Local Plan Part 2 is to propose non-strategic housing allocations in the Category A villages.
24. As a result, the SDF approach is best suited to the strategic development context. By participating in an SDF on a strategic site, the community would:
- bring an awareness of local knowledge, history and heritage
 - allow for community input into section 106 discussions
 - ensure the best siting of any required community facilities
 - discuss management options for community facilities
 - allow community input into design of the new development consider how to develop links with adjacent neighbourhoods and the town/village
25. This is not to say that improved methods of community involvement in development discussions should not be recommended for non-strategic sites. It would, however, would have to be bespoke rather a 'model', SDF-type approach. In these contexts, Development Management would undertake initial discussions with developers, establish development principles, maintain confidentiality etc. and inviting the community to the discussion table at the appropriate time.
26. However, communities would need to have confidence that the criticism outlined in this study regarding poor levels community influence in development discussion would be addressed by this bespoke approach. One means to do this could be for the Council to set out a community engagement 'roadmap', explaining the what, why and when of how it intends to facilitate, monitor and manage the process of community involvement in development discussion. This 'roadmap', alongside the other community engagement and communication initiatives which are currently being developed by the Council (see p. 20) could go a long way to giving communities confidence that procedures have improved. Internal discussions would be required regarding resource implications and impact on timescale for delivery.

RECOMMENDATIONS:

- **Cherwell District Council's desire to create healthy and thriving new communities should be at the heart of its place-making activity and negotiations with developers.**
- **The Local Authority should set up Site Development Forums on strategic development locations (sites allocated in Local Plan Part 1) involving key stakeholders.**

- **The Local Authority should set out a community engagement ‘roadmap’ for larger non-strategic sites.**

STEP 2 – Get the design right

What is high-quality design?

27. The desk-top study indicated that physical design should be underpinned by the following:

- A sense of character
- Attractive and successful outdoor areas
- Accessibility to green spaces and range of recreational spaces
- Ease of movement- a place that is easy to reach and move through
- Quality walking, cycling and public transport facilities
- Buildings and public space accessible to those with disabilities
- Flexible buildings and open spaces that can accommodate shifts in user requirements
- Design that is distinctive, easily understood and ‘navigable’
- A mix of uses that help people to live, work and play in the same area
- Design development to reduce crime and fear of crime
- Walking distance communities
- Flexible infrastructure/ meeting spaces to incorporate future demographic change

Why is high-quality design important?

28. Future Communities note that:

‘Work carried out in 2001 identified both economic and social costs of bad design. These social costs include isolation and mental health issues caused by poor public transport networks, inability for people to access local job opportunities because of poor public transport connections, issues with housing tenure and management, and in particular, a growth in buy-to-let properties making it difficult to manage the profile of areas in the long term (Future Communities, 2015).’

29. Elsewhere, in *Physical Capital: how great places boost public value*, the Commission for the Built Environment (2005) argues that:

‘the public health agenda can be underpinned by public space which is well-designed, well-maintained and well-managed, encouraging lifestyle activity to address obesity... and reducing the incidence of mental health problems; crime, and the fear of crime, can similarly be reduced through high-quality public space and improved design of buildings, such as houses and shops... [and] civic and community renewal can be facilitated through improved social interactions in safe

and attractive spaces and settlements with an enhanced “sense of place”.

Achieving high-quality design on Cherwell developments

30. Some Cherwell communities feel that high quality design (and an awareness of the best way to achieve it) has been lacking. As one Parish Council stated: *‘they need to look at location, good design, connectivity and permeability between spaces.’* Another Parish Council noted: *‘there has been some anecdotal evidence of anti-social behaviour issues due to the design of the new estate, with confrontations over parking and the use of recreation equipment where the police have had to be called.’* The PC was also critical of the development’s physical orientation, which reduced connectivity with the village, with negative implications for community cohesion. The Parish Council said it was not consulted about this development.
31. Another Parish Council was critical of the ‘off the peg’ design of new houses, with little thought given to individuality. This contributed to the sense that development was ‘being done’ to the community, with only lip service being paid to the local context in which homes are being built.
32. Such unsatisfactory outcomes can sometimes be avoided if a community is actively consulted from an early stage of the development process. As the Commission for the Built Environment (2008) notes: *‘a [design] vision is likely to derive from an understanding of the characteristics of a site, its history and geography, to suggest how a sense of place can be created and related to what is there already.’* Future Communities (2015) stress that in order *‘to ensure that future communities are successful, practitioners need to find the right recipe for local collaboration across sectors; involving residents in decision-making and long-term stewardship of new settlements.’*
33. However, there is no ‘off the peg solution’ to achieving high quality physical design on new housing development. Every planning context, whether greenfield, brownfield, strategic, eco-town or new village estate is unique, from topography to infrastructure, transport connections to proximity to existing developments and neighbourhoods etc. Physical design (and application of the best practice criteria listed above) should be place-specific. Given that local residents are custodians of place, the community should be at the centre of development and design discussion.⁸
34. So how can best practice outcomes be achieved? Enquiry by Design (EbD) is an approach which has proved its effectiveness in multiple contexts. Community involvement is central to EbD, which:

‘is applicable to any development, with the aim of ensuring that the end product is driven by good design principles. The process enables stakeholders to appreciate the context of the site, providing an understanding of how it functions and what the consequences of its developments would be on the surrounding environment and the community’ (Scottish Government, 2008).

⁸ Scottish Government, 2008; TCPA, 2012; Oxford Brookes, 2006; CABE, 2008; Future Communities, 2015.

35. It should also be noted that Cherwell District Council intends to produce a *Design Guide* in the near future to ensure that all developments, regardless of scale, capture and reflect what is unique about North Oxfordshire. This initiative would be an excellent opportunity to involve the community in design discussions, in line with the best practice noted above.

Before concluding this section on design, we would like to mention two important issues: community hubs and age-friendly neighbourhoods.

Community Hubs

36. Many interviewees commented on the importance of co-locating community facilities to create a community *hub*. This can increase levels of community interaction and encourage co-operation between residents and shared use of buildings and public space. It may lead to shared governance arrangements. This may involve co-location of:

- Under-5's provision
- Primary schools
- sports facilities
- Community Halls
- Community shops

Precisely where a community hub might be located will depend on site-specific circumstances and the nature and size of the development. Sometimes facilities may be located to encourage more interaction with adjacent neighbourhoods. Large neighbourhoods may require 2 or more hubs. But where possible, they should be within walking distance of the majority of residents.

Age friendly neighbourhoods

37. Oxfordshire is ageing rapidly. One in 4 children born today will live to 100. As the number of older people rises, it's important that as many as possible are able to remain active and able to contribute to their communities. New housing developments need to consider the implications of an ageing population. One approach – 'Lifetime Neighbourhoods'- is driven by two factors:

First, the increasing proportion of people who live into old age and whose independence can be limited by disability and isolation; and

Second, evidence that good design can support well- being and independent living for older people by addressing issues such as: transport, shops, social contact, community facilities, information and access to green space.

38. Age UK's *Pride of Place* report set out practical ways for taking these ideas forward. Master-planning should consider:

- designing common space to encourage people to meet and spend time with others
- ways of encouraging people of all ages to share facilities without conflict
- how to make journeys outside the home easier. Issues that matter include: toilets, seating, pavement repair, lighting, bus shelters, signage and traffic control
- involving citizens of all ages in designing and improving their communities
- ensuring low level anti-social behaviour and nuisance is dealt with effectively
- ensuring there is someone to call upon if something goes wrong
- intelligent and simple use of information technology in linking people and services

39. In *Shaping Neighbourhoods- Accessible London: Achieving an Inclusive Environment (2014)*, the Greater London Authority stresses the importance of making accessibility and inclusivity central to masterplanning:

'an accessible and inclusive environment can be achieved by requiring an inclusive approach from the outset. Development agreements, development briefs and procurement processes should be explicit about incorporating the access requirements of disabled and older people and, where appropriate, any particular access needs that women, children, or people from different faith groups may have when accessing and using the building or space.'

RECOMMENDATION:

- **Facilitate community input into master-planning and neighbourhood design, including the emerging *Design Guide*. Consider the co-location of community facilities in 'community hubs' and plan for new neighbourhoods to be age-friendly.**

STEP 3 – Provide a community meeting space

KEY FINDING

72% of Longford Park and Kingsmere survey respondents felt that a 'community centre with activities to take part in' would have helped them to better settle in to their new community.

Why is a community meeting space important?

40. The early provision of a community building on a new development (where required) was strongly advocated in the literature, in interviews and in our residents surveys.⁹

'Drawing on a review of international experience, the Young Foundation suggest four factors that are essential to build new communities that will be successful and sustainable in the long term. These are: amenities and social infrastructure; social and cultural life; voice and influence; and space to grow... new communities need local services like schools, shops and public transport, at an early stage... – preferably before new residents move in' (Woodcraft, 2011).

41. Several interviewees - including Gloucester City Council, Soha and Wokingham Borough Council- stated that it was important to provide a community building early on in a new development. The reasoning was in line with *Transferable Lessons from the New Towns* (2006), where it was found that *'where these facilities were already in place when people began to arrive, the community came together and networks were formed more readily.'*
42. A community facility acts as a focal point for a new community. It is a vital part of the process of *'getting a new community off to a good start. It can help bring new and existing residents together and is far preferable to trying to turn round a poor reputation further down the line'* (Future Communities, 2015). Where facilities are not provided in a timely manner, new arrivals are more likely to keep to themselves and social isolation is more likely. With no place to meet, it is difficult for new residents to get to know each other and set up new groups to meet common needs.
43. As a result, they may look off-site for those needs to be met. For example, Churches Together in Bicester set up a mother and toddlers group following a request from Kingsmere residents who had nowhere to meet on the new estate. The group now meets in St Edburg's church, located in Bicester town centre, some distance from Kingsmere. The churches responded impressively. But it would have been better if residents were meeting in their neighbourhood.
44. On larger Cherwell developments, the provision of a new facility such as community centre is usually written into S106 documentation. However, the 'trigger point' for constructing that building is often not reached until a certain number of houses have

⁹ Literature: e.g. Future Communities, 2015; Woodcraft, 2011; Oxford Brookes, 2006; Community Renewal. Interviews with other local authorities (Wokingham, Gloucester), Housing Associations (Soha and Bromford) and VCSE organisations (Cherwell Community Land Trust and Churches Together in Bicester).

been built.¹⁰ Until monies from house sales have begun to flow, developers can argue that they do not have the revenue to allow them to be able to construct the new facility. Several interviewees also suggested other caveats:

- *'if a new facility is provided at the very start of a new development how can you be sure it is fit for the needs and purpose of residents who have yet to move in?'*
- *'how can that community facility be financially viable without the residents to sustain it?'*

How can community meeting spaces be provided earlier on a new development?

Interviewees offered the following responses to these two problems:

Forward fund construction of a new community facility

45. The current fiscal climate makes this problematic from both a developer and Local Authority perspective. As one interviewee involved in community infrastructure provision stated: *'it is hard to require front funding through S106 of any infrastructure as it will impact on the overall financial viability of developments. [In the past] English Partnerships frequently front-funded infrastructure to support new communities... but the days when the public sector has the resources to do this are gone and I can't see the private sector being able or willing to take on this role.'* Nevertheless, there remains mileage in at least exploring the possibility of Cherwell District Council front-funding community facilities on future development and recouping the monies from the developer when the S106 thresholds are reached.
46. There are, of course, financial risks associated with this process. The Local Authority might be left with a financial and physical 'white elephant' should a development, for example, not go ahead in the way that was planned.

DISCUSSION POINT

As suggested by an interviewee: *'part of the S106 process could be finding partners who are willing to invest in a community building to ensure it is there from the start as a community focal point.'* Local churches in the Bicester area have expressed an interest in taking forward this dialogue with the Local Authority.

Provide a temporary facility at the outset of a new development

47. Suggestions included using, for example, a Portakabin-type structure or a show home on the new development as a temporary community centre. This would involve low financial outlay from the funding agency. Future Communities (2015) have found that these 'meanwhile spaces' work for new communities as they grow. Developer provision of a temporary facility could be negotiated as part of the S106 agreement. Discussion would be required with the developer (and site manager) regarding the siting of a facility to ensure the safety and comfort of users as development continues. However, a strong case could also be made for using a show home as a community hub. This hub could offer

¹⁰ In Longford Park, for example, this is 400 completed homes in Area B.

an additional selling point to interested purchasers by making clear that a community is emerging on the estate, there is somewhere to meet your new neighbours and activities to take part in- this isn't just a soulless construction site. This may make a house purchase more appealing to young families in particular.

48. A case could also be made to developers on the basis of reducing problems currently associated with development and making the build process more straightforward and less resource intensive. On Kingsmere, for example, young people have no place to meet and no activities in which to get involved. This has led to some anti-social behaviour and community safety (playing on construction sites) issues. A temporary facility to meet in, ideally combined with youth outreach work would help to nip these problems in the bud, by providing structured activity for young people and a place to safely socialise.
49. If the Local Authority is to fund a temporary facility then the financial outlay is more manageable. The temporary facility solution also solves the issue of designing and building a community centre before new residents have had an opportunity to shape it to their needs. While the estate continues to grow, the temporary facility can act as a 'consultation hub', shaping the design of the new centre which will be built when the S106 triggers are reached.

Strengthen S106 agreements

50. A third option is to strengthen S106 agreements in order to achieve lower thresholds and trigger points for provision of facilities on new developments. There was a strong feeling amongst interviewees that developers have the upper hand in these negotiations. Indeed, even when contributions have been agreed, there are instances where time-tables for provision of facilities have slipped. The Local Authority has a responsibility to enforce agreements that are not honoured in a timely and efficient manner.
51. Developers are prepared to agree to lower contribution thresholds. On Cholsey Meadows in South Oxfordshire for example, the new community pavilion was delivered after 100 homes had been completed. There is no reason to assume that developers could not be persuaded in Cherwell (and not just on exemplar projects such as the Eco Town) and the evidence presented in this report could help make the case.

RECOMMENDATION:

- **A temporary meeting place should be provided at an early stage on new developments where new community space is required, prior to later construction of the new facility.**

STEP 4 - Invest in early community development support

KEY FINDING

- All 7 parish and town councils interviewed thought that a Community Development Worker (CDW) may be useful on a new development and was an idea worth exploring further.

52. The evidence strongly endorses the value of having a community development worker available at an early stage in a new development to ‘kick start’ the process of bringing people together, developing new activities and putting in place the building blocks of a strong community. Interviews (see box above) confirmed this view.¹¹
53. *Design for Social Sustainability- a framework for creating thriving new communities* (2011), states that:

‘Neighbourhood-based workers, whether they are volunteers, part of a parish council or neighbourhood management team can create opportunities and spaces for people to interact with neighbours through local events, street parties, public meetings, consultation and community planning work. These approaches are proven to be effective at engaging residents and helping to support strong social networks and working to break down barriers and reduce tensions between different social, faith or ethnic groups.’

54. Milton Keynes, which uses a community development approach called Community Mobilisers, (discussed below) notes: *‘it has been argued that the spark that inspired residents to come together, to speak to each other, and to collaborate on solving issues of mutual concern was ignited by their Community Mobiliser. Had there not been someone there to help make connections and stimulate community participation then it is doubtful that the examples of organised, resident-led initiatives that we observed... would have happened* (Drake et al, 2014).’
55. *Firm Foundations* (2004) makes the important observation that community development is a long-term commitment: *‘take a long view- there are no quick fixes if change is to be long-lasting... Ensure that support is accessible at neighbourhood, parish or community level... [and] provide access to support provided by workers with community development skills.’*

KEY FINDING

- 46% of Longford Park and Kingsmere residents agree that *‘it is important for new communities to develop links with the adjoining neighbourhoods and communities.’*

¹¹ Literature: e.g. Future Communities, 2015; Woodcraft, 2011; Oxford Brookes, 2006; Drake et al, 2014; TCPA, 2012; Firm Foundations, 2004; Bedfordshire and Luton Voluntary Services Council. Interviews: incl. Gloucester City Council, Wokingham Borough Council, Soha and Bromford housing associations, Churches Together in Bicester and Cherwell CLT.

What community development support do Cherwell communities want?

56. Multiple interviewees shared similar opinions regarding the role and value of a community development worker: a cross-section is given below.

CDW Function	Evidence
<p>Bringing residents together</p>	<p>‘Someone is needed to galvanise people, to act as a catalyst and go out and talk to people and generate interest in community activity’ (Town Council interview).</p> <p>‘An outreach worker could welcome new people to the community and go round talking to them, getting them involved. Ideally, this would be a full-time worker for the village but we imagine [the role] would be better shared with other villages’ (Parish Council interview).</p> <p>‘I would be quite passionate [about a CDW]. The longer it is left to start to link people up the harder it gets. When the community is at its smallest the value added is greatest’ (Churches Together in Bicester interview).</p> <p>‘A CDW would be valuable, people need that point of contact- you can’t just assume that people will come together, it has to be supported’ (Cherwell CLT interview).</p>
<p>Building bridges with neighbouring communities</p>	<p>‘[A CDW could] help build the bridges between new and existing communities’ (Parish Council interview).</p> <p>‘There is value in the independence of [a CDW] here. He can turn up and chat with people and organisations in neighbouring communities and begin the conversation’ (Gloucester CC interview).</p>
<p>Managing community facilities</p>	<p>‘[A CDW could] help run the community building and help with fundraising’ (Parish Council interview).</p> <p>‘A CDW could help relieve the pressure from the small management team, help with volunteer recruitment and create links with the community’ (Cherwell Community Association).</p>
<p>Creating new and helping existing community groups</p>	<p>‘The CDW had lots of success in setting things up on the new [Cholsey Meadows] development- book club, mother and toddler group, play days. The smaller things worked better and created the community glue’ (Soha interview).</p> <p>‘Local groups could be better supported with a Development worker through the Local Authority’ (Town Council interview).</p> <p>‘Community Builders [CDWs] have positive enquiry conversations with local people and get them to think about what they could do in their community, what they’re good at Gloucester City Council’ interview).</p>

<p>Liaising with agencies</p>	<p>‘It would be helpful to have someone to liaise with the Local Authority on all sorts of questions on a regular basis’ (Parish Council interview).</p> <p>‘A CDW role could be strong, getting stakeholders in the development together, setting up the meetings and developing the community association, getting everyone to talk to each other, liaising with the developers and bringing in others to trouble-shoot issues’ (Soha interview).</p> <p>‘Someone needs to be in place before the development happens to bring everyone together [and start the community building process]’ (Bromford HA interview).</p> <p>‘A paid community development worker is necessary on a big development and it is useful for this person to have very close links with the Local Authority and establish good communication between the council and the developer’ (South and Vale DC interview).</p>
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What kind of community development support works elsewhere?

57. The table above summarises some of the key themes which should guide CDW work on a large new development. However, to what extent are they being applied within the various community development approaches to place-making which have been suggested via the literature review and research? Importantly, how successful have these models been?
58. In the tables below, we summarise 3 approaches to community development:
- Milton Keynes Community mobilisers
 - Gloucester Community Builders
 - Cholsey Development Trust
59. These three models have proved- in practice- to be highly effective in bringing new residents together, generating new activity, creating a community feel, and building links with existing communities. Their independence from the Local Authority or developer was seen as important in terms of building credibility with residents. At the same time, each had a close relationship with the Local Authority, which, in turn, was supportive of the community development approach.
60. However, this is not to say that a similar credibility cannot be achieved by having a community development worker directly employed by the Local Authority. The key, perhaps, lies in the skills and abilities of the CDW, and his or her ability to nurture positive relationships with a community while minimising any potentially negative implications or insinuations that might arise as a result of being a council employee (and potentially being a lightning rod for discontent, of whatever kind, with the council).

Model A

Milton Keynes Community Mobilisers
Overview
<p>The overarching mission of the Community Mobiliser (CM) approach is to increase community participation and grass-roots led initiatives, to improve educational performance and social mobility, to reduce the need for external interventions and to improve levels of social organisation (Drake et al, 2014).</p> <p>CMs support people to have a voice in their community. They work with agencies and schools, enabling volunteers to play a role in decision making, signposting to training, and creating sustainable ways to contribute and enjoy life in the places they live (Community Action Milton Keynes, 2015).</p>
Management and funding
<p>CMs currently work across 5 areas in Milton Keynes. They are funded via S106 agreement and employed by Community Action Milton Keynes, an independent community development and CVS organisation.</p>
Place-making approach
<p>Five key elements underpin the CM approach: have a (temporary) community space available (a ‘welcome base’ for new residents); have a community worker in place to initiate development work; establish a steering group of agencies to take forward the arrivals programme. At the same time, start to develop a community forum to represent residents; consider a community grants budget to enable community groups to access seed funding; engage local training providers to allow residents to develop their skills.</p>
Discussion and learning
<p>Two evaluations of the CM service have been undertaken (Drake et al, 2014). CM was found to be successful with regard to the following: supporting and facilitating community activity; promoting community cohesion; and working as a liaison between residents.</p> <p>The success was attributed to three main factors: 1- the patient and gradual method of the mobiliser approach and its non-directive style; 2- a commitment to openness that incorporates being non-judgemental; and 3- effective support systems for the CMs as community development workers.</p> <p>A USP of the CM approach is that it ‘gets statutory services to the places they can’t normally reach- the local intelligence provided via the CMs is vital’ (Community Action MK interview). This also allows issues to be dealt with as they arise, avoiding a problem growing until the situation is more fraught its solution becomes more resource-intensive, thereby improving community-LA relationships.</p> <p>A point was also made that measuring the impact of a service such as CM must be considered at the start (Milton Keynes City Council interview). The CM service used the Theory of Change Approach designed by New Philanthropy Capital to ‘create a sound framework’, which uses methodologies such as dialogue action logs, resident-led evaluation questionnaires and well-being surveys to measure outcomes and indicators.</p>

Model B

Gloucester Community Builders (Asset-based Community Development)
Overview
The role of the Community builder is to introduce the approach of Asset Based Community Development, in order that individuals are heard, and the community itself has the opportunity to reach its full potential and grow into the kind of community that residents want (GL Communities, 2015).
Management and funding
Community Builders are funded by multi-agency monies (separate to developer S106 agreements). They are employed by an independent community development charity- GL Communities.
Place-making approach
CB uses the Asset Based Community Development approach: 'The term 'asset-based' is increasingly being used by those working in community development to emphasise building on the positive social aspects of a community without overly focusing on negative aspects. Assets in this regard refer not only to physical assets such as land and buildings but to the wealth of knowledge, skills, experience and social networks that can help address the priorities and needs of the community (Scottish Community Development Centre, 2011).
Discussion and learning
<p>The CB model is very highly regarded by Gloucester City Council (interview). The CB on the Kingsway estate in the city has proven to be very successful with regard to building community identity on a new estate, building bridges with the adjoining community (which was hostile to the new estate), and building social infrastructure and social cohesion. '[The CB] has helped people to develop an identity and draw out the local heritage[and] connected people and groups are starting to form, sports and hobby clubs and a dementia café- there is much more of a community feel now.'</p> <p>A key element underpinning these successes is independence. The CB is accountable to a panel of residents and not viewed as 'the council'. This ensures that the CB does not act as a lightning rod for all the multiple issues that residents may have with the local authority. Yet the support of both community and Local Authority for the CB approach allows the CB to act as an 'effective "inbetweener"', the community's resource to do with what they want but able to draw in council services as resident's might need them.'</p> <p>To date, there has not been an independent analysis of the CB model. However, Gloucester City Council is about to undertake an impact assessment of the value of the community activity generated as a result of CB initiatives. Nevertheless, the council is supportive of the ABCD theory and impressed by its practice: 'one way to see the impact is to put people in a room and let them discuss how the Community Builder has contributed to community cohesion and the feel of the community- the stories and clubs and connections that are happening are the measures [of success].'</p>

Model C

Cholsey Development Trust Community Development Worker
Overview
The Cholsey Meadows development was commissioned by the Homes and Communities Agency who owned the land. It was an exemplar development with high quality homes and a strong emphasis on community facilities and building community cohesion. A community development worker was in place from very early in the build to help the new community to develop strong connections and integrate well with the existing village. To achieve this, a Community Trust was set up.
Management and funding
One paid (funded by the developer), part-time community worker employed by the Cholsey Development Trust (CDT) and managed by Soha Housing Association.
Place-making approach
Facilitate the creation of a strong and vibrant community; encourage a low carbon and green lifestyle amongst residents; own, maintain and manage the community land and buildings.
Discussion and learning
<p>Although the ethos of the CDT was not underpinned by a ‘formal’ model like the Community Mobiliser or Community Builder approaches, the intent of the role was very similar and similarly successful. The community development worker (CDW) did a lot to build bridges with existing community and it was strongly argued that this would not have happened without this specific role to drive the process. Likewise, the CDW was successful in facilitating new community activity, such as a book club, mother and toddlers group, and play days. Key to this process was early engagement, the CDW was on site right from the start to welcome residents and start the community building process.</p> <p>There was a strong sense that community development support needs to be in place early on a new development- community activity can’t be relied on to ‘just happen’ but needs to be encouraged. This would appear to be borne out by the fact that since the CDW role has been lost at Cholsey Meadows ‘community activity has been ad hoc- what is happening is a legacy of the early CDW activity.’ The experience on another large new development site in South Oxfordshire, where there is no CDW and very little community activity taking place was also given as evidence to support the contention.</p> <p>One weakness noted in the Cholsey approach was the CDWs lack of ‘influencing power’. It was felt that the role could be strengthened, ‘getting stakeholders in the development together, setting up the meetings and developing the community association, getting everyone to talk to each other, liaising with the developers and bringing in others to trouble-shoot issues.’</p>

61. Again, however, there is no one-size fits all regarding CDW support: ‘*the value of a CDW is dependent on the needs and size of the development* [non-Cherwell LA interview].’ CDW support is already built into S106 agreements on several large Cherwell developments. This would appear to be the most effective mechanism for securing CDW support on

large, future development. The main issue here, as with the provision of community buildings, is sequencing: when does the CDW support kick in?

62. Best practice and community evidence strongly suggests it should be there from the very start. Yet developers could resist upfront funding for the same reasons as for community buildings (although the outlay would be much less). If so, some kind of 'forward funding' might offer the best solution. The Milton Keynes Community Mobiliser model works to 1 community builder per 1000 new homes. This proportion could be replicated in Cherwell's urban communities.
63. In Cherwell's villages, communities will be subject to much smaller developments (making it unlikely that S106 or CIL developer contributions towards a CDW would meet the 'planning obligations tests' of making the development acceptable in planning terms, being directly related to the development and being fairly and reasonably related in scale and kind to the development). *Policy Villages 2: Distributing Growth Across the Rural Areas* envisages the delivery of a 'total of 750 homes at Category A villages [10 or more dwellings]. This will be in addition to the rural allowance [754 homes] for small site windfalls' (Cherwell District Council 2015: 250).
64. Given the 2015 adoption of the Local Plan and the existence of a 5-year land supply, it is unlikely that Cherwell's villages will witness, as in the last few years, what some interview respondents characterised as a 'development free for all', with the localities being subject to a number of speculative planning applications. Therefore, the need for a CDW working to build communities in these Category A villages appears less pressing than on strategic sites.
65. Work continues in *Local Plan Part 2* on establishing the 'suitability of individual sites' (ibid: 244) within villages. In the absence of knowing the specific future development details (location of sites, number of units on each development; site development time-scales) it is difficult to anticipate whether the likely impacts on a given location/ s in a given period (i.e. might there be a 'glut' of developments in a relatively short time-scale?) could give rise to the need for the introduction of a CDW (perhaps working across a cluster of Category A villages) to help communities meet the challenges of these developments. Nevertheless, Cherwell District Council should monitor whether the patterns and time-scales of emerging development in for non-strategic sites might justify CDW support.

RECOMMENDATIONS:

- **On strategic development sites a Community Builder should be in place as the first new residents move in; one Community Builder for every 1000 new homes is recommended**
- **Cherwell District Council should assess the need for community development support on non-strategic sites.**
- **The Community Builder should facilitate the process of placemaking**
- **Community Builders should have a clear set of objectives**

STEP 5 – Build capacity: voluntary and community sector support

KEY FINDINGS

- 54% of survey respondents (new and existing communities) said ‘yes- new groups and activities would improve the community.’
- Where 1 is most and 5 least important, the average response from residents on the importance of a wide variety of local groups and organisations was 2.6.

66. The Voluntary, Community and Social Enterprise sector can play an important role in helping to create successful new places.¹² In Cherwell, this already happens in an ad hoc way and there is scope to engage the VCSE more systematically. This might involve district VCSE organisations supplying community development workers, offering advice and support on recruiting volunteers and building new community organisations. In so doing, they would be complementing what the local authorities and RSLs are able to offer. This is why it makes sense to involve the sector at an early stage in the planning of new developments. *Transferable Lessons from the New Towns* (2006) suggests new communities should have:

‘access to community support and social capital building. This can include community development workers; a ‘community chest’ for funding small requiring scale community projects; working with the community and voluntary sector; working with church and faith groups.’

67. Communities in Cherwell generally shared the view that VCSE support would be welcome, especially with regard to governance and volunteering. Indeed, town and parish council interviews noted that while there were many community groups, there was an issue with the pipeline of volunteers coming forward to run them: *‘activities need individuals prepared to commit time and often rely on one or two people’*; *‘voluntary capacity to run groups is fairly impressive but never enough’*; and *‘the issue is sustaining volunteering over time, hanging onto people.’*

68. This last comment was shared by community associations on established housing developments in urban areas. Here, interviewees described a process of initial community interest and volunteering in the early days of the new community association with a gradual fall-off in volunteer numbers (and enthusiasm) as time passed, particularly as children grew up and parents went back to work. With fewer volunteers, community associations tend to focus on the most complicated task under their remit, which is managing their community centre. This will be discussed more fully below. This means that wider remit of a community association (developing volunteering strategies, running community outreach activities etc.) tend to fall away over time, usually after two or three years.

¹² Including Drake et al, 2014; Ipsos-MORI, 2007; Oxford Brookes, 2006; Community Renewal.

69. This issue of community association capacity and support needs to be addressed if new developments such as Kingsmere and Longford Park are to avoid a similar contraction in activity. Indeed, on Kingsmere, although the community association is led by committed and talented individuals, *'it could be better, we just have a core group at the moment'* (Kingsmere Community Association interview).
70. It is early days on new developments like Kingsmere. A good support network could better sustain the activities of nascent community associations, while offering support to emerging community groups, encouraging and supporting their formation and offering on-going advice (managing volunteers, writing business plans, fundraising etc.) as they become more established.
71. To this end, parish authorities and the VCSE sector have a key role to play. There is a rich network of VCSE organisations in Cherwell, many of which are actively helping to create successful new communities in Cherwell. They include:
- Churches Together in Bicester
 - Banbury Christians Together
 - Volunteer Connect
 - Neighbourhood Policing Teams
 - Banbury and Bicester College
 - Banbury and Bicester Town Councils
 - Parish Councils
 - Local businesses

Interviews made clear that Cherwell's VCSE organisations are keen to become more involved in place-making on new communities (and also help support more established communities).

72. It is important that this support is available from the very early days:

'A wide range of evidence has identified...the fragile nature of new communities. It takes time for (them) to develop a sense of local identity and for strong social networks to flourish. Lessons from new settlements in the UK over the past 50 years have concluded that a lack of social infrastructure to support new residents when they arrive slows the process of building a locality-based community and can create long-term problems for the social and economic wellbeing and opportunities of new arrivals' (Future Communities, 2015).

73. In Step 4, we emphasised the importance of deploying a community development worker *at an early stage* to develop these networks. A CDW could- as suggested above- welcome arrivals to a new development, begin the process of recruiting residents to a new community organisation and help make links between the emerging community association *and the VCSE sector more widely*.

Funding, training and capacity building

74. A common feature of best practice is seed funding for new groups and access to training to build their skills. VCSE organisations often hold workshops and offer low-cost (or free) training on a range of subjects (e.g. community action and leadership, fundraising, trustee responsibilities, managing volunteers, creating a constitution, licensing, social media). A funded CDW could have a 'community chest' for new groups to apply to for small costs such as renting of a hall, refreshments, materials etc.
75. Interestingly, one interviewee stated that while the CDW (Community Builder) had just such a grant pot available, few demands had been made upon it: '*what we are finding is that where is a space for people to meet then money is not really needed*' (Gloucester City Council interview). Nevertheless, different community groups may need a variety of start-up resources. For some activities, access to community chest funding could be the difference between that new activity 'taking off' or not.
76. Continuously building the skills of community organisations is another key element in the creation of successful communities. Community development workers should 'plan their own demise' because the local community should have developed the capabilities, confidence, networks and VCSE support to 'go it alone'.
77. It is worth noting that this can have benefits for individuals as well as community groups. In Milton Keynes:

'community mobilisation (CM) occurs through a gradual process of relationship and capacity building... over time the CM gains an understanding of the needs and aspirations of individuals and groups and gradually encourages them to meet their goals. We have recorded numerous examples of increasing independence arising out of the community mobilisers' work- women returning to education, communities improving their environment, and children extending their experiences and developing new confidence'(Drake et al, 2014).

Thinking about how the wider VCSE sector might be engaged in supporting a new community is worth doing at an early stage in the development process.

RECOMMENDATIONS:

- **Community Builders should help communities develop their capability to manage community associations and local activities. In so doing, they should seek support from the wider voluntary, community and private sectors in the district.**
- **Community Builders should have a small grants pot (£2,000 pa) to fund new community activity; and they 'should plan for their own demise'.**

STEP 6: Support community management of buildings

KEY FINDING

- 6 out of 9 town and parish councils and community associations reported that community halls/ centres were operating at near to full capacity, especially in the evening.

78. In Step 3, we emphasised the important role that indoor space plays as a focal point for communities and contributor to social cohesion: *'meeting space should be provided early in the development, even if temporary [and] good practice from national experience and local consultation recommends the provision of community centres with flexible spaces, lots of storage and a welcoming feel'* (Wokingham Borough Council, 2014). Elsewhere:

'The provision of a community building is very important. Constructing the community building last [on the Kingsway development] definitely wasn't the best way to go- people had to go elsewhere for community facilities and infrastructure and were making friends there, not on the new development' (Gloucester City Council interview).

79. Local ownership and management of these spaces was likewise a best practice aspiration: *'Transferring assets, such as community centres or parks to local people can give communities a greater opportunity to shape the way these assets are run to ensure that they provide the maximum benefit to local people'* (Future Communities, 2015). The Joseph Rowntree Foundation (2011) found that the benefits of community controlled assets can include:

'A sense of community identity and pride; the potential for increased social cohesion; increased confidence, skills and aspirations locally; improved access to services and activities; jobs, training and business opportunities; and physical improvements to the area.'

Current management of community buildings in Cherwell

80. Most community centres are leased by CDC to a community association management committee for a nominal fee. The management committee has responsibility for the day to day running of the facility and maintaining income streams. CDC is the 'back-stop' when significant interventions (e.g. major repairs) are required. However, some *'legal, technical and maintenance support is not available from the council anymore'* and centres more often *'signposted to sources of external support, such as Community Matters'* (CDC officer interview).

81. A common scenario in more urban areas is that that community centres are relying on 2 or 3 key volunteers who have occupied their managerial roles for several years (often much longer). These individuals felt they had 'done their time' but felt unable to step down because there was no one to replace them. This leads to a 'Catch-22' situation: more volunteers are needed but existing volunteers have no capacity to recruit them because management of the community building takes up so much time.

'All community centres are struggling financially, as are their management committees because there are not enough volunteers.'

82. The pressure on existing volunteers in urban centres is also exacerbated by a lack of external support: *'help is needed with licensing, finances, performance rights licences, and health and safety'* (Town Council interview). One interviewee noted that CDC officers used to hold regular meetings for Banbury community centre representatives. These were a useful forum for discussion and problem solving but are no longer held due to a reduction in officer time and time pressures on volunteers.
83. In *rural* areas, 90% of village halls are charities operated by two sets of trustees. First, there are the charity or managing charity trustees. These are the people who manage the charity on a day to day basis- in a village hall this will be the management committee. Secondly, there are the holding or custodian trustees. These custodians can be individuals, a body corporate (such as a parish council) or the Official Custodian for Charities. The sole role of these custodians is to hold the title to the property. The remaining 10% of village halls are charitable trusts which are run by the parish council as sole trustees or where a local benefactor has given or sold land to a parish council including any building on it to be used as a village hall and set out as a charitable trust in the conveyance.
84. In rural areas, volunteers are generally perceived to be doing a good job of running village halls. *'There are enough users and volunteers to sustain groups. Some new volunteers are coming forward and there is a high level of community engagement.'* There was also a general sense that the volunteer supply chain was slightly stronger in villages than urban areas. Yet one Parish Council interviewee told us that demands on volunteers were increasing because of increased usage and that some kind of paid managerial support would be useful.
85. Importantly, external practical help is available to Cherwell's *rural* village hall management committees. Cherwell DC and Oxfordshire County Council co-fund the Community First Oxfordshire Village Hall Advisory Service (VHAS). Feedback consistently shows that the advice provided by the Community First Oxfordshire Adviser on multiple management and governance issues is valued:
- 'We find it very supportive to know that Community First Oxfordshire understands what we are up against and does its best to help as requested' [and] 'I have found Community First Oxfordshire a wonderful and almost sole source of advice with the task of managing a village hall'* (Community First Oxfordshire stakeholder satisfaction survey response, 2014-15).
86. The Village Halls Advisory Service (VHAS) is not funded to support urban community centres. This may be one reason why the pressure on village hall volunteers appears 'less pressing' in rural areas. Some interviewees suggested that one way to reduce pressure on urban community centre management committees would be to extend the VHAS. This may also help with volunteer recruitment. It was suggested that potential volunteers were often put off by the significant responsibilities that come with managing a community building and they might be more likely to come forward if there was expert support available via phone, email or site visits. This chimes with research from elsewhere: *'sustainable management of community facilities requires investment in community capacity'* (HACT, 2012).

87. The current situation can therefore be summed up as follows:

- **Community centres in urban areas:**
Very well-used and often ‘bursting at the seams’ in terms of the numbers of user groups from within and outside the immediate area. Demand is likely to grow as housing development continues nearby. Management committees are highly pressured as a result of a lack of new volunteers and external support. Majority of committee time is spent running the building, with reduced capacity for community outreach initiatives as a result. Community Centres are likely to resist taking on, for example, full ownership of a community centre with the attendant additional responsibilities.
- **Village halls in rural areas:**
These are generally very well-used (and often operating at capacity, especially in the evenings) by groups from within and outside the immediate area. Volunteers generally coping well with running the halls although there is some evidence of increased pressure on volunteer resources as a result of increasing user demands. Expansion space is required in various locations to meet increasing demands of user groups. Evidence consistently shows that village halls benefit from having access to VHAS support.

KEY FINDING

- 61% of survey respondents in existing communities thought that ‘new facilities (e.g. community hall, playground) would improve the community.’

What models for managing a community building are used elsewhere?

88. The discussion above is illuminating and outlines the problems faced by volunteers on management committees and, crucially, the support that they require. These lessons should be borne in mind when considering the management and ownership of community buildings, whether on existing or new housing developments.

89. In Cherwell, the local context (e.g. proximity to existing facilities, their quality and capacity) and size of new development will determine whether a required community space should be new or a refurbishment/ extension of an existing one. Yet however it is provided, a community facility must be ‘sustainably managed’ (HACT, 2012) for ‘the benefit of local people’ (Wokingham, 2014). Below, we summarise four examples where the community has taken over control of new or existing facilities:

- Birmingham: community control of existing facilities (asset transfer)
- Cherwell Community Land Trust: community control of new or existing facilities
- Hertfordshire Shenley Park Trust: community control of new facilities
- Caterham Development Trust: community control of new facilities

Example A

COMMUNITY CONTROL OF EXISTING FACILITIES
Local Authority Asset Transfer- Birmingham City Council (source- Community Matters, 2012)
Overview
<ul style="list-style-type: none"> • A process was designed to be fair, transparent and accountable. The programme was community led - recognising it is more than just the bricks and mortar and should be seen from a community development perspective. • The community were engaged through structured discussions, independent facilitators and social media. • Relationships and trust were built with community groups. • The community were helped to build their capabilities through a programme that focused on property management and community development. • Community Matters accredited quality assurance 'VISIBLE' was used as the basis for learning, capacity building and risk management.
Learning
Community Asset Transfer (CAT) is not an easy option. CAT is not resource neutral for any parties. It takes time, capacity, finance and commitment. Champions are needed from all parties- political and key officers and the VCS.

Example B

COMMUNITY CONTROL OF NEW and/ or EXISTING FACILITIES
Cherwell Community Land Trust- a potential ownership model (source: Cherwell CLT interview)
Overview
<ul style="list-style-type: none"> • Cherwell Community Land Trust (CCLT) is an Industrial and Provident Society formed for the benefit of residents in the towns and villages of North Oxfordshire. • The CCLT aims to: 1- provide and manage well designed , high quality and energy efficient affordable homes; 2- provide other community assets to help employment and skills and to help communities remain sustainable
Discussion
<ul style="list-style-type: none"> • The grassroots, community development ethos of the CCLT is consistent with the best-practice principles of sustainable place-making. • New and existing community centres could be transferred to the CCLT, with the community association running them with CCLT support. • The CCLT would aim to strengthen community outreach and develop volunteering and capacity building and release. • The CCLT is well-connected with the VCS and would seek to develop those relationships and bring in support as necessary to assist community volunteers. • The CCLT ownership role would work most effectively in combination with a community development worker role.

Example C

COMMUNITY CONTROL OF NEW FACILITIES
Development Trust- Shenley Park Development Trust experience (source: Taylor, 2011)
Overview
<ul style="list-style-type: none"> • Shenley Park Development Trust is a good example of a development trust taking on the development and management of a park and related buildings as part of a new settlement of 900 homes in Hertfordshire. • A Section 106 agreement required the park to be transferred to Hertsmere Borough Council on the completion of 200 housing units along with an endowment from the developer. In 1992 Hertsmere Borough Council granted a 150- year-long lease to the Shenley Park Trust, which is structured as a charitable trust and company limited by guarantee. • It is 'dedicated to managing a 45-acre park within the former grounds of Shenley Hospital for community benefit'. • A financial endowment of £1.5 million was secured for the future maintenance of the park, and £500,000 for laying it out. • Further income was to come from the renovation and letting of buildings, ten in total including the old stable block, which was converted into flats, and the one surviving block from the mental hospital, which was converted into offices. • Three quarters of the revenue income to maintain the park and manage the trust now comes from property rentals rather than investments from the endowment. • Community facilities, such as the Pavilion tea room, and renting out the walled garden, chapel and cricket ground for events, provide additional sources of income.
Learning
<p>A trust is a good way of managing the public realm. There needs to be an adequate endowment to cover long-term management and maintenance:</p> <ul style="list-style-type: none"> • The best source is property that can be managed well to both generate an income and provide community facilities. • Funds that can be invested also enable the trust to set up partnerships or attract grants from other sources. • The scheme needs to have enough 'critical mass' to employ the right calibre of staff and avoid problems of succession.

Example D

COMMUNITY CONTROL OF NEW FACILITIES
Development Trust- Caterham Barracks (source: Taylor, 2011)
Overview
<ul style="list-style-type: none"> • The site developers were willing, admittedly under pressure from local politicians and residents, to work closely with the community on how to redevelop the site. • When planning permission was granted, it included a Section 106 agreement under which the developers released £2.5m to a newly-formed local community trust for the building and maintenance of community facilities. This was instead of paying the

monies to the local authority or spending them directly on public facilities, as in normal practice.

Learning

- The Caterham Barracks Community Trust, established in 1999, has 12 members from the surrounding community.
- It acts on behalf of new residents in the development but also local residents in the village.
- It also acts as a sounding board for the developer's proposals, preserving the character of the site, insisting on affordable housing, designing a cricket pitch and providing alternative parking for existing villagers.
- It funds a range of economic, social, educational, cultural and sports facilities on the site and manages them in line with wider community needs.

90. CDC will want to consider these examples in the light of the study it has recently commissioned into the management of community centres. Also, and importantly, these examples will require further analysis and more detailed modelling in order to establish their respective viability in the Cherwell context.

So what might we conclude from this brief overview?

General solutions

91. Crucially, all of these examples *'require strong focus on enterprise and income generation'* in order to best achieve long-term financial sustainability (Wokingham, 2014).
92. Each is underpinned by *'the three principles of best practice that should guide the planning process for community infrastructure in new residential developments: empowerment, community development and stewardship or active governance'* (Taylor, 2011). Yet each of them, it is obvious, has resource implications. As Community Matters makes clear: *'a viable and empowered community requires independent community groups with an enterprising approach, who have the vision, will and passion to have a voice, take ownership, control and power. Community groups often require support and investment over time to achieve this'* (2012).
93. Similarly, the asset transfer model for existing community centres also requires adequate resourcing. The community, in particular, must be nurtured, which, as Birmingham City Council found *'takes time, capacity, finance and commitment.'* In Cherwell this task is complicated, given existing community centre capacity issues and the subsequent unwillingness to take on additional responsibilities, such as asset transfer would entail.
94. All of the options we have described require some staff resource, finance and commitment from the Council. This should include: *'adequate financial and business planning when acquitting assets; ensuring that assets were fit for purpose; a constructive approach to asset transfer and community control of assets on the part of the public body; capacity and leadership within the community; effective governance; financial sustainability'* (Aiken et al, 2011). Success will also involve a good deal of discussion with the community and support by the Local Authority over the longer term. But getting the process correct at the outset will reduce the need for intervention further down the line.

Rural Solutions

95. There is a difference in 'managerial scale' between the urban and rural. Urban facilities are usually larger, with a larger group of users etc. They are in short, more complicated facilities to manage. This is at least part of the reason why existing village halls are generally very well run, notwithstanding issues noted above regarding pressure on volunteers and increasing demands from user groups.
96. If new community space is needed in a rural area as result of development, the current model/s offer a tried and tested ownership/ management structure. Here, if a S106 development contribution is awarded for a new hall, the parish council usually takes the lead, controlling the build and monies until an AGM hands over the building to appointed trustees to manage.
97. Existing village halls also benefit from the Community First Oxfordshire Village Halls Advisory Service (governance and management support), which would likewise be available for management committees of new village halls. Where both existing and new village halls might benefit (as advocated by some interviewees) is access to additional support to assist with tasks such as volunteer recruitment.

Solutions for urban areas

98. There are no short-cuts to achieving community control of assets such as community halls. But one way to 'hasten the process' is to work with existing Cherwell organisations which are community-rooted and have the ability to manage community assets. The Cherwell Community Land Trust (CCLT) is one such organisation.
99. The CCLT has been supported by Cherwell District Council since its inception. CLT ownership of community facilities could bring much needed support to individual community associations. The CLT has wide-ranging expertise among board members and volunteers, as well as strong links to the VCSE sector. This would help strengthen community centre management committees, freeing up their capacity to pursue business development, volunteering and community engagement initiatives.
100. The CCLT could offer a stable institutional framework for the ownership of new and existing community-facilities. The Trust would be able to provide the community associations that manage community halls and centres with a more strategic lead – thinking about their sustainability into the future. It would also be able to help them access additional advice and support on matters such as becoming more entrepreneurial and recruiting volunteers. The relationship between the Community Land Trust and Cherwell District Council may mean less time needed to get to the 'start-line'.
101. However, the CLT is currently in the process of becoming a Local Housing Company. These are two different types of organisation. It may be less institutionally feasible for the new Local Housing Company to take on responsibility for community assets. Nevertheless, the possibility should be explored.
102. Community halls and centres in urban areas would also benefit from a community halls advisory service, similar to that available for village halls. They are asking for this external advice and support. It would provide advice on governance, day to day

management and income generation and would complement the more strategic leadership offered by the Community Land Trust.

RECOMMENDATIONS:

- **The Cherwell Community Land Trust (in the process of becoming a Local Housing Company) may offer a promising ownership model for community assets**
- **Cherwell District Council should extend the Village Halls Support service to town-based community centres and halls.**

6. Planning and Space Standards

Methodology

1. Section 3 of the study identified the existing community provision available in the towns and larger villages in Cherwell District; sections 4 and 5 developed an understanding of the role of community space in the community and its importance in place making.
2. This section of the study addresses the physical elements community space. The approach has been to examine community infrastructure studies that have been carried out elsewhere in the country, consider the approach that has been taken in Cherwell to date, and to draw conclusions about what is appropriate for the circumstances of the towns and rural areas of Cherwell for the future.

This section will examine:

a. Existing good practice in community space standards

A range of district-wide studies has been reviewed and a resume of key findings presented.

b. Establishing indoor space standards for Cherwell district urban and rural areas

Particular attention is then given to the establishment of a metre per head standard figure that might be suitably applied when assessing need for additional community space generated by new development in Cherwell.

c. Benchmark standards and criteria: Some recommendations

Recommendations are set out about benchmark standards as part of a criteria-based approach which can be applied to support new community hall provision in Cherwell.

d. Urban benchmark standards for Bicester and Banbury

The findings of sections A to C above are combined with experience to date of providing indoor community space in Bicester and Banbury. Urban benchmark standards are developed and applied to major planned development sites in Banbury and Bicester to provide recommended approaches to community hall provision at key development sites.

e. Conclusions

A. Existing Good Practice

3. Studies, assessments and Infrastructure Delivery Plans prepared by and for the following Local Authorities have been considered as part of this study:
 - Wycombe
 - Windsor and Maidenhead
 - Oxford City
 - South Cambridgeshire
 - Harborough
 - Harrogate
 - Colchester
 - Wokingham
4. Together these Districts provide a wide spread of geographic and growth characteristics and offer different approaches to defining and justifying appropriate community space for new and existing communities. Most of the work has been undertaken in the last 3 years. The South Cambridgeshire Study dates back to 2009, but is worthy of consideration because the district is subject to extensive growth, and the study refers out to a range of floor space per head standards adopted by other authorities. A resumé of key findings presented below. More detail of the approaches taken in those studies is provided in Appendix 6.

Overview of key findings from Local Authority studies

5. The Wycombe approach concentrates on establishing a floor space per head standard (0.14m^2) and costing this contribution based on a construction cost per metre of £1,500. They use catchments equivalent to 720m urban and 1440m rural as the crow flies.
6. Windsor and Maidenhead's 2005 *Developer Contributions Guide* highlights the importance of the layout, proximity and timing of provision of community space and the value of considering new developments case by case. Based on provision for a notional 6,000 population it costs new community halls at £615 per dwelling/ £246 per head.
7. Whilst Oxford City does not yet have adopted standards for provision, they have secured a community hub for the 885 dwelling Barton development which is to include multi-use community space to complement present facilities in Barton.
8. South Cambridgeshire is absorbing considerable new growth. They have adopted a standard per head of 0.111m^2 for community hall provision based on the current level of provision in the district. Notably lower than the average per head figure of other districts that they studied.
9. In Harborough, the 2010 study by Roger Tym has indicated a level of provision according to the population size i.e. ranging from a village hall with 1 court badminton hall for a 1,000 people or less, up to a 4 court hall for a population of 6-10,000. They calculate developer contributions should be sought at £433 per person with a refurbishment rate of £216 per head.

10. Recent SPD for Harrogate reminds us of NPPF advice stressing the importance of community and cultural facilities. It sets out a useful vision for village halls, and recommends that people should have access within a 2 mile as the crow flies distance. Harrogate calculates the cost of providing a new hall at £544 per bed space, based on a new hall building design of 201m².
11. Colchester similarly set out a 'vision' which reminds the reader why indoor community space is important. Colchester has space and cost standards also: 0.75m² per dwelling (0.32m² per head) and £1086 per dwelling (£466 per head).
12. Wokingham District has completed an extensive study of the importance of facilities and the means by which to manage and maintain them. This study refers to the size multiplier as a fairly crude mechanism for establishing need. No standards are proposed.

B. Establishing Indoor Space Standards for Cherwell District

Access to indoor community space

13. The feedback from research and questionnaires¹³ makes clear that the social opportunities provided by convenient, accessible and usable indoor public space are important to both rural and urban based communities.
14. It is central to the success and development of community life that there is indoor public space for people to meet, to take part in group social, recreational and cultural activities, and to have available services and facilities within a community, such as play groups and older peoples clubs.
15. The value of the community hall is recognised by all district councils researched in this study where community facility provision has been examined. However, there is not a consistent recognised standard for facility provision that can be applied to any area, and most particularly to Cherwell. So a new approach to community space provision in Cherwell District is recommended here, informed, but not driven, by the approaches taken by other authorities.
16. This element of the report deals in particular with quantitative standards for community space, i.e. the size of spaces that are needed to support community activity. But other aspects of provision are considered because they are of importance:
 - Fitness for purpose – layout and design
 - Accessibility – location in relation to population served
 - Condition of building
17. Cherwell District has a population of some 141,868 (2011 Census). It has two significantly sized country towns in Banbury (46,853) and Bicester (30,854), and a very large village in

¹³ This is described and examined in detail elsewhere in this report (see also appendix 1 for an overview of resident survey responses).

Kidlington (13,723). There are a further 76 parishes which make up the remaining 50,438 population. This includes Upper Heyford, which is set for significant new development.

18. The smallest parish population is 16 at Prescote (parish meeting) in the north of the district, and the largest (aside from Kidlington) is 3,374 at Bloxham, to the south of Banbury.
19. 56 of the 76 parishes are logged as having a village hall¹⁴ (8 of these halls are provided in parishes with populations of less than 300, examples of which are Bucknell, Epwell and Hethe).
20. Notably (and logically) the Roger Tym study for Harborough recommends different sized community facilities for different sized settlements. It advises that populations of less than 1,000 should have a hall with a one court badminton hall. However, it doesn't advise on a minimum threshold for such a facility.
21. What is important is that people have reasonable access to usable community space. This can be measured in terms of distance to facilities, adequacy (space) and quality of facility.
22. A reasonable distance can be a different distance in an urban area to a rural area. Benchmarks need to be set:
 - In towns and large villages the facility should be expected to be within comfortable walking distance (Wycombe use 720m as the crow flies)
 - In a rural area walking to the hall may not be possible for all the population. Wycombe use 1440m as the crow flies.
23. Similarly, the expectation of what is an adequate facility may vary from rural to urban areas. Public meeting space is essential to all residents of the district. But the size of the hall and therefore the range of activities that can be reasonably provided and sustained may be less for a very small parish (e.g. less than 300 people), than for the larger settlements. It is desirable that access to space capable of use for indoor sports activities should be reasonably available to all, and this may need to be provided through a community hall, particularly where alternative recreation facilities are not locally available. To be satisfactory, all facilities should conform to Disability Discrimination Act requirements providing for instance level/ ramped accesses/ and suitable toilets.
24. To be properly usable a facility should be in good condition and fit for purpose. The condition can relate to:
 - the condition of the fabric of the building
 - the condition of the facilities within it
 - the quality of insulation (impacting both on running costs and the environment)

¹⁴ As derived from *Cherwell Submission Local Plan (January 2014), Proposed Modifications to the Submission Local Plan (October 2014), Addendum to Topic Paper 2: Housing - Village Categorisation Update 2014.*

Village Hall floor space standards

25. Sport England has provided advice on the design of village halls: *Design Guidance Note, Village and Community Halls*, January 2001.
26. The guidance offers five illustrative designs. They range from what is described as a small hall with minimum support accommodation, the hall being suitable for activities such as aerobics classes and table tennis but not badminton; to a two-court badminton size hall with separate stage and a lounge/ meeting room. Badminton and Table Tennis are referred to as the most popular sports. Brief details of specifications are provided at Appendix 7.
27. Whilst it should not be the only factor to determine suitable provision of facilities to meet the needs of new and existing populations, most of the districts studied have examined a floor space per head standard for community space provision.
28. This table lists space standards referred to in this resume of district studies.

Authority	Metres ² per head
North Cornwall	0.037
Horsham	0.100
South Cambridgeshire	0.111
Aylesbury Vale	0.125
Wycombe	0.140
Mid Suffolk	0.150
Broxbourne	0.298
Cardiff	0.310
Colchester	0.322
West Dorset	0.347
South Somerset	0.400
Harborough	0.400
Milton Keynes	0.610
Peterborough	0.690
Average	0.289
Previous draft Cherwell Standard	0.052

29. This shows the broad range of metre per head standards that have been used across the authorities considered. The average of 0.289m² floor space per head is considerably higher than Cherwell District's present standard, but still falls short of the standards found, for instance, in the Harborough study. The Harborough study is notable in being the study to reach conclusions about the size of space/ type of hall that is appropriate to different sizes of settlement population.

New floor space standards for Cherwell District

30. The smallest hall design by Sport England provides a single hall suitable for activities such as aerobics and table tennis. This building is about 275m² in size (see Appendix 7). It might be reasonable to assert that any rural parish up to 500 people should have access to such a facility as a minimum. This equates to a floor space of 0.55m² per head.
31. The next size of community facility provides for a main hall of 18m x 10m, large enough for badminton. The basic design that allows for this space sits in a building of around 350m². For a village of 750 people this equates to 0.46m² per head; for 1,000 people it equates to 0.35m² per head.
32. The larger new developments proposed in Cherwell relate to existing towns with the exception of development proposed at Upper Heyford. Typically these larger new developments range between 300 to 3,000 dwellings – 750 to 7,500 people (average 2.5 persons per dwelling).
33. Roger Tym recommends that a 2-badminton court sized hall (approximately 750m²) is provided for a population of 2,000 and above. If this floor space standard is applied it gives a floor space per head of 0.375m² per head. And for comparison, if applied to 4,000 people it gives a floor space of 0.1875m² per head. Roger Tym recommends that the equivalent of a four court badminton hall be provided at a threshold of 6,000 people. If this was provided through two 750m² community centres it would equate to 0.25m² per head. For ease of comparison, the standards described above are set out in the table below:

Population	Hall description	Building size	Sq metres per head
500	Small hall (not badminton)	275m ²	0.55
750	1 court badminton	350m ²	0.466
1,000	1 court hall	350m ²	0.35
2,000	2 court hall	750m ²	0.375
4,000	2 court hall	750m ²	0.1875
6,000	2x 2court halls	1,500m ²	0.25

34. It is clear that facilities are likely to cost more to provide at smaller scale, and therefore in the more rural areas with small populations, than they will in an urban area that is taking larger scale developments. The above examples suggest that if it was necessary or helpful to apply a blanket floor space figure across Cherwell, it should probably fall in the region of 0.35 to 0.375m² per head. Noting that for the Harborough study Roger Tym uses a space standard of 0.4m², we suggest the 0.375m² community floor space per head would be a sensible benchmark figure for Cherwell to be used as a starting point to determine the quantum of space that should be provided.
35. Ultimately, the size of provision should be strongly influenced by the circumstances of the development, its location, and any spare capacity which may exist within facilities already locally available.

36. The 0.375m² per head figure is particularly pertinent to the rural areas of Cherwell District, where access to indoor sports facilities is not immediately available. It is different in the more urban areas of the District which already have the benefit of indoor sports provision at sports centres. Section D of this chapter examines the position in Bicester and Banbury and recommends a separate Urban Benchmark Standard for Community Hall provision where indoor sports provision is already locally available.

C. Benchmark standards and criteria: some recommendations

Introduction

37. This section uses the findings from the previous two sections (*Existing good practice in community space standards* and *Establishing indoor space standards for Cherwell district*) to reach conclusions and make recommendations for some benchmark standards and criteria that can be applied when deciding the community space requirements for new development in Cherwell.
38. The relevant findings from the previous two sections relate to:
- Size/design of community facilities
 - Population to support a new hall
 - Distance to travel to a new hall
 - Benchmark metre per head of community space (including indoor sport provision)
 - Cost of halls/ per head

These findings can be used to provide a criterion-based approach to community space provision in relation to any particular housing development site. The criterion-based approach can be informed by the benchmark standards recommended below.

39. Most importantly, the government's *National Planning Policy Framework* (NPPF) states at paragraph 17 that one of the core planning principles should be to deliver sufficient community and cultural facilities and services to meet local needs. Whilst the benchmark standards can be used as a guide, they are best not used too prescriptively where a development justifies provision of new free standing facilities. It is important to plan for the particular circumstance of the site, the other related facilities that might be planned with the development, together with nature and availability of community facilities that may already be available in the near vicinity.
40. Where new housing creates a new pressure on existing facilities, but does not generate the need for a new free standing facility, then the benchmark standards can provide a sensible mechanism to calculate a financial contribution that should be made to community hall facilities that will need to be improved/ expanded to help meet the needs of new residents.

Recommended benchmarks and standards for Cherwell District

41. **Size and design:** The Sport England publication (*Design Guidance Note Village and Community Halls*, January 2001) provides a range of community hall designs from the smallest with a main hall of 10m x 10m with a total floor space of 275m², through a single badminton court sized facility (350m²) to the largest described double badminton court hall with a total floor space of 750m². The Harrogate District study refers to a basic community hall with a 10m x 10m Hall totalling 201m².
42. **It is recommended that the Sport England design standards are used as a starting point for any provision.** These can be regarded as base templates when considering the facilities required in new halls. However, it may be that there are particular local circumstances where another design standard is used.
43. **Population to support a new hall:** The Wycombe study suggests a catchment of 4,000 people is required to sustain one community centre. Windsor and Maidenhead refer to a 'typical local population' of 6,000 for a community centre. At Barton, Oxford City have required a multi-use community space to complement the existing community centre in relation to a development that will generate around 2,000 people. Harrogate refer to a standard of 650 people per village hall
44. The Roger Tym study for Harborough District concludes that:
 - Population less than 1000 – village hall with 1-court badminton hall
 - Population of 2000 – 6000 – village hall including a 2-court badminton hall
 - Population of 6000 – 10,000 – village hall, 4-court badminton hall and other facilities
 - Population of > 10,000 – various community and sports facilities, including pool, arts facilities and community meeting halls

It is recommended that for urban and suburban developments, a new population of 1,500 should usually be the minimum size needed to ensure that a new freestanding facility has a sustainable future. In circumstances where indoor sport needs to be incorporated, a larger facility may require a larger population to ensure its sustainability. The presence of many halls serving smaller populations is evidence that such halls do succeed, but smaller populations mean for instance, increased running costs per head, which could be unduly onerous.

46. **Distance to travel:** Harrogate refer to a distance to travel to a hall – at 2 miles as the crow flies. Wycombe have carried out research which concludes that a 720 metre as the crow flies distance is appropriate for urban areas, and a 1440 distance is appropriate for rural more areas. The particular geography and circumstances of Cherwell District need to be considered, notably the fact that there is a mix of both urban and rural areas where realistic expectations of accessibility have to be different. Nevertheless, and importantly, part of the point of a community centre is that it is locally available for the immediate community and where possible within easy walking distance for most people.
47. **It is recommended that there should be urban and rural benchmarks of 800 metres/ 10 minute walking distance in urban areas, and 10 minute drive time/5 miles in rural areas.** These distances have been tested and found to be realistic.

48. **Metre per head of community space:** There is a wide variety of standards applied across the country ranging from 0.037 in North Cornwall to 0.690 in Peterborough which all taken together average 0.289m² per head. Conclusions are reached in the sub-section *New floor space standards for Cherwell district*, above, which inform the recommendation here.
49. **It is recommended that a figure of 0.375m² per head** be used as a benchmark guide across the district against which to consider provision where alternative indoor sports provision does not already exist within the immediate area. This is the floor space level that is equivalent to providing a 750 square metre hall for 2,000 people. **It is recommended that a figure of 0.185m² per head** is used as a benchmark guide where an indoor sports facility already exists. This figure is explained in Section D below.
50. **Cost of halls/ per head:** costs tend to be calculated either on a per head or per square metre basis:
- *Wycombe Infrastructure Delivery Plan*, May 2012: £1,500 per square metre
 - *Windsor & Maidenhead Planning Obligations SPD*, March 2014: £246 per person
 - *Harborough study*, 2010: £433 per person (BCIS) based on 0.4m² per person
 - *Harrogate SPD*, September 2014: £1,760 per m² including £44 per metre land costs
 - *Colchester SPD*, July 2013: £1,448 per m²
51. If the most recently documented costings are applied (i.e. Harrogate, 2014) to a 750m² community hall with free land cost, then this equates to £1,716 x 750m = £1.287m to construct this size of village hall. Or a contribution of £1,287,000 / 750 x 0.375 = £643 head.
52. For comparative purposes, the present Cherwell District Standard set out in *the Planning Obligations SPD* is:
- A per head standard of 0.052m²; a build cost of £1,350.10 per metre excluding land; equating to a cost per head of £70.20p per head.

The dramatic difference in costs arises because the present per head standard is some seven times less than the proposed benchmark standard.

53. **It is recommended that District Valuation Officers re-assess the local cost per metre figure and then apply it to the benchmark standard here recommended.**

A criteria-based approach

54. Flowing in part from the conclusions and recommendations above, a set of criteria are here proposed that can be applied when considering the need for additional provision of community facilities:
- a. Where new development creates a deficit in community provision the extent of that deficit should be mitigated by the new development (conversely: no deficit requires no additional provision).

- b. Where a deficit will exist, but it is not possible to provide a new facility or expand existing local community floor space, then contributions to increase the usability of an existing space may be sought – this may be to improve the fabric of the building, the standards, quality or efficiency of the building, and/or the facilities within it.
- c. Accessibility: In an urban area, where there is an existing community facility within 800 metres level walking distance of the new development, the availability of that facility can be taken into account in assessing the needs of new residents. In a rural area, the equivalent distances will be a 10 minutes/5 miles.
- d. As a general rule, a floor space per head figure of 0.375 square metres will be used as a guide for calculating the level or quantum of community space provision that should be funded where a deficit is created by the development.
- e. Notwithstanding the benchmark in d) above, what should drive the decision about provision is how best to meet the needs of the new residents generated by the development for local community space in a sustainable way. Developments that substantially exceed 2,000 people may provide community space more efficiently, but if a single facility provides for too wide an area, it may lack identity. The nature and extent of the facilities to be provided should be considered in the context of the size of the development proposed, the availability and condition of existing facilities in the immediate area, and any particular needs that might arise according to the nature/ makeup of the intended new residents.

D. Urban benchmark standards for Bicester and Banbury

- 55. This section takes the findings and conclusions from section C of the report and adjusts the metre per head figure to identify a benchmark standard for new community halls which do not need to provide for indoor sport.
- 56. Recent experience of community hall provision secured as part of major housing development schemes in Banbury and Bicester are reviewed here. The availability of existing indoor sports facilities is examined, and conclusions reached. Appendix 8 to the report then applies these findings to key development sites in Bicester and Banbury.
- 57. Bicester and Banbury are planned to grow considerably in size. The 2011 census indicates that Banbury had a population of 46,853. The table in Appendix 9 lists the main residential developments planned/ permitted/ proposed in Banbury. These strategic housing sites largely reflect the housing sites now allocated in the adopted Cherwell Local Plan 2011-2031 (see policies Banbury 1, 2, 3, 4, 5, 8, 10, 16, 17, 19).
- 58. Based on the Cherwell District average households at 2.5 people per dwelling (*Census Neighbourhood Statistics*) these planned new dwellings would add 15,828 to the population of Banbury. At 0.185m² (on an assumption that existing facilities were full), this is equivalent to 2,928m² of new indoor community floor space.

59. Similarly, the 2011 census indicates that Bicester had a population of 30,854. The table in Appendix 10 lists the main residential developments planned/ permitted/ proposed in Bicester. These strategic housing sites largely reflect the housing sites now allocated in the adopted Cherwell Local Plan 2011-2031 (see policies Bicester 1, 2, 3, 12 and 13).
60. Based on the Cherwell District average households at 2.5 people per dwelling these planned new dwellings would add 25,025 to the population of Bicester. At 0.185m² (and on an assumption that existing facilities are full), this is equivalent to 4,629m² of new indoor community floor space.

Developer contributions already secured for community hall provision in Bicester and Banbury are listed in Appendix 11.

Benchmark Standard comparison with provision in Cherwell District

61. As part of the set of criteria for determining community hall provision Section C identifies a benchmark standard = 0.375m² per head based on a need for inclusion of a sports hall.
62. The average of all the District Councils assessed was: 0.289m² per head. But this average does not necessarily distinguish between halls providing for indoor sport and halls not providing for indoor sport. The previous Cherwell Standard was: 0.052m² per head (Planning Obligations Draft SPD 2011), but this standard has not been reflected in recent indoor community facilities provided in the District.
63. Examples of standards most recently achieved in Cherwell are:
- Hanwell Fields = 585.3m² / 3,000 people (1,200 dwellings x 2.5) = 0.195m² per head
 - Langford Village = 222.92m² / 4,000 people (1,600 x 2.5) = 0.05573m² per head
 - Longford Park = 450m² / 2,705 people (1,082 x 2.5) = 0.166m² per head
 - Kingsmere S W Bicester = 958m² / 5,470 people (2,188 x 2.5) = 0.175m² per head
 - NW Bicester Eco town = 2,500m² / 15,000 people (6,000 x 2.5) = 0.166m² per head
64. These figures assume 2.5 persons per dwelling which represents the average household in Cherwell according to Census data. This gives an average community hall provision equal to 0.1515m² per head over these sites. However it is worth noting that the Langford Village facility was secured some time ago; if that significantly lower figure is excluded, then the average metre per head figure is 0.1755m². All five of these sites are situated in an urban context where indoor recreation is readily available at sports centres and schools elsewhere in the town.

Distance from indoor sports facilities

65. The distances of each of the five example sites above have been measured to the main sports centres in Bicester and Banbury.

Site	Distance from main indoor sports facility
Hanwell Fields	3,375 metres (2.1 miles) from the Spiceball leisure centre
Langford Village	2,350 metres (1.5 miles) on foot/cycling to the Bicester & Ploughley leisure centre Or 3,500 metres (2.2 miles) by road via ring road
Longford Park	3,750 metres (2.33 miles) from the access into Longford Park to the Spiceball leisure centre
South West Bicester	750 metres (0.5 miles) to edge of site to Bicester Leisure Centre; 2,000 metres (1.25 miles) to centre of site; 3,000 metres (1.9 miles) to far side of site
Bicester Eco Town	2,800 metres (1.75 miles) by from leisure centre into the northern end of the site 2,500 metres (1.5 miles) from the middle of the site 3,200 metres (2 miles) from the middle of the southern end of the site Farthest distance will be of the order of 4,000 metres (2.5 miles)

(Note: all distances are approximate and by road unless otherwise stated, using Magic map)

66. These distances are comfortably within the recommended guide for distance to travel by car to community facilities in a rural area i.e. 10 minute/5 mile drive time. In Bicester and Banbury the greatest distance to travel to a sports centre is 2.5 miles. At 20mph (urban speeds) this equates to 7.5 minutes car travel time. It is reasonable to expect facilities to be closer in towns. It may also be posited that travel to sports centres tends to be by car rather than on foot or bicycle, because the strenuous activity is to be undertaken at the sports centre.

67. In fact, the Sport England Strategic Assessment of need for Halls Provision in Cherwell (2014) identifies a wider range of premises that offer indoor sports facilities:

1. Bicester Leisure Centre, Queens Avenue, Bicester
2. The Cooper School, Churchill, Road, Bicester

3. Spiceball Leisure Centre, Cherwell Drive, Banbury
4. The Monsi Sports Centre, Addison Road, Banbury
5. Banbury School, Ruskin Road, Banbury
6. North Oxfordshire Academy, Drayton Road, Banbury
7. Sibford School, Sibford Ferris, Banbury

8. The Warriner School, Bloxham
9. Dewey Sports Centre, Bloxham School; Bloxham

68. In addition to these facilities the Wood Green Centre on the western side of Banbury is being developed as an indoor recreation centre which presently has indoor bowls, a gym and (summer only) a 50 metre outdoor swimming pool. Build in the availability of this longer list of facilities and the distances to indoor sports facilities in the towns will in some cases be shorter than those in the first list above.

69. In drawing from this analysis it is reasonable to plan community halls in the towns on the basis that the new halls do not need to be designed to accommodate mainstream indoor sport activity. This leads to the need to establish a different metre per head benchmark for halls to be provided at the major development sites within and immediately around Banbury and Bicester. This is discussed below.

Design for community hall facilities without a recreation facility

70. Sport England offer a 'smallest hall with minimum support accommodation' which includes:

10m x 10m hall - Foyer - Changing rooms – Kitchen – Office – WCs - Store
Approximate Floor space: 275m²

Note that the changing rooms provided in this design measure 5 x 5 metres i.e. 25 m². A design without changing rooms might therefore equal some 250 m².

71. Roger Tym argue that a community of 2,000 people is the minimum reasonable to sustain a recreational community – but importantly this assumes that recreation space is needed so it argues for a 2 court badminton hall of 750m² providing greater capacity but also greater consequential running costs.

72. It is reasonable to assume that a smaller hall with lower running costs can be supported by a smaller population. It might be reasonable to start with a base urban hall size of 250m². Note however the upward adjustment proposed for storage under paragraphs 76-77, below.

What size Community facilities have been built in Cherwell?¹⁵

73. The following table sets out the halls that have been provided in Bicester and Banbury and number of dwelling served, where known.

Community Hall	Floor space	No. of dwellings (where known)
Chasewell Community Hall, Banbury (estate early 1970's)	334.70 m ²	
Grimsbury Community Hall (late 1980's)	197.42 m ²	
Hanwell Fields Community Hall (early 2000's)	585m ²	1,200
Hardwick Community Hall	235.69 m ²	
West Bicester Community Hall (aka Jack & Jill Toddler Group)	124.18m ²	
Langford Village Community Hall (early 1990's)	222.92m ²	1,600
Ruscote Arcade, Banbury	271.45m ²	
Southwold Community Association, Bicester (mid 1980's)	209.02m ²	
The Hill Youth Centre(Willy Freund Boys Club), Banbury	351.16m ²	
Longford Park, Banbury (under construction)	450m ²	1,082 projected
Kingsmere SW Bicester (under construction)	958m ²	2,188 projected
NW Bicester Eco town (estate under construction) These dwellings are spread between 4 centres: <ul style="list-style-type: none"> • GIA Exemplar • Large hall over 2 floors GIA • joint with sports pavilion • South rail line hall 	2,500m ² 350m ² 1,200m ² 550m ² 400m ²	6,000

74. The largest halls planned are at Kingsmere which at 958m² is just shy of 1,000 square metres, and northwest Bicester Eco Town (1,200m²). Kingsmere will provide a facility for around 5,500 residents. These larger spaces have been designed with the benefit of a dedicated youth wing.

75. The smallest hall is West Bicester Community Hall (124.18m²). The average size hall excluding the two largest is: 329.5m².

Further considerations from experience in Bicester and Banbury

76. Discussion with Cherwell District officers has provided a number of important points of experience in relation to urban community space provision that need to be taken into account to help determine good practice for the future. They are as follows:

¹⁵ Source- CDC officers

- For the towns, indoor sport is preferably catered for in dedicated sport centres. Activity such as badminton does not therefore need to be catered for in community halls. Seeking to provide such tends to duplicate provision, and create unnecessarily larger and more expensive to run spaces
- Changing room facilities are not usually required at community hall facilities in circumstances where they are provided for through sports pavilions
- Many community hall facilities suffer from lack of storage space so as to allow a range of groups to safely store their equipment
- There can be a difficulty convening/resourcing a management committee to run a facility
- Management and maintenance costs can be significant in the continuing operation of a facility so should be considered in deciding initially what is to be provided
- A preferred (but not essential) model is a facility that combines youth centre space adjacent to a general facility all on one site and/or within one building – this means that all groups can be catered for in one place, bringing different elements of the community together

Discussion

77. All the halls listed in 4 above are urban and will therefore be within a 10 minute drive time of either Banbury or Bicester sports centres. They will also be within easy reach of sports and recreation grounds – so it is reasonable to exclude the need for changing facilities to be provided in indoor community spaces. One of the negative features of community facility design is that they invariably lack sufficient storage space to allow all user groups to store equipment and belongings.
78. It is therefore suggested that in effect the changing facility space effectively be replaced with storage space. It is recommended that a minimum size of hall to be provided where indoor sports facilities are not needed is 275m². But for reasons of development size, accessibility and local availability of other community halls, the appropriate scale of facility will vary to meet particular circumstances.
79. For reasons of viability it would not generally be desirable to build a free standing facility smaller than 275m² and to serve a minimum population of 1,500. In circumstances where a smaller population needs to be served it may be preferable to extend or improve existing community facilities within a reasonable distance.
80. This specification equates to approximately 0.185m² of community space per head. This figure provides an urban benchmark standard where indoor sports provision is readily available.
81. It is recommended these figures are used as benchmarks which form a set of criteria to be applied to each location that is under consideration for new or improved community hall provision.
82. Some of the urban facilities that have recently been built in the District benefit from a dedicated youth wing. Where a facility can be built as part of a larger strategic housing development this can be a beneficial approach to community provision creating a multi-purpose facility which has the potential to be less expensive to run.

Further Recommendations for urban community facilities:

83. The following benchmarks and standards are recommended for the urban areas of the District in circumstances where a community already has ready access to indoor sport provision.
- Metre per head standard of 0.185m^2 where indoor sports provision is already available
 - Minimum community facility size of 275m^2
 - Serving a minimum population of 1,500
 - 800metre maximum preferred walking distance from home to facility
 - Particular design considerations:
 - provide sufficient internal storage
 - larger facilities can be beneficial because of the range of facilities that can be provided, lower running costs per head, and fewer management organisations required
84. Appendix 8 provides an assessment of the community hall provision that needs to be planned for at major housing sites coming forward through the Cherwell Local Plan and as planning applications in Bicester and Banbury.

E. Conclusions

85. A review of a range of existing district community facility studies from around the country has been undertaken. These studies offer differing approaches and standards for community provision in new and existing developments.
86. Based on the research that has been carried out, a set of recommendations have been outlined in respect of size/ design of community facilities, the population to support a new hall, reasonable distances to travel, a benchmark square metre per head of community space and costs. It is strongly advised that a criteria-based approach be used to community hall provision, which is informed by the benchmark standards. For large sites, the criteria stress the importance of using standards to inform what is needed on a site by site approach. For smaller sites it is recommended that a metre per head floor space requirement is a fair and straightforward mechanism to achieve what is needed.
87. As illustration of the need for a flexible approach, it is apparent that community hall standards in particular need to take account of the proximity and availability of indoor sport provision. Where for instance, an indoor sports centre is locally available, this report recommends a benchmark metre per head figure of 0.185m^2 for an indoor community facility; where there is no such proximate facility, a benchmark figure of 0.375m^2 is recommended.
88. Indoor community space needs have been assessed for the main development sites in Banbury and Bicester in the final Annex to this report. The assessment takes into account the urban benchmark figure proposed together with local circumstances to suggest options for indoor community space provision at each of the key sites.

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CHERWELL DISTRICT COUNCIL

CHERWELL COMMUNITY SPACES AND DEVELOPMENT STUDY

Appendix 1

COMMUNITY INDOOR SPACE AND USAGE DATABASE

INTERIM REPORT: 18.1.16

Item No.	Description	Unit	Quantity	Rate	Amount	Remarks
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Year	Month	Day	Event	Location	Time	Duration	Cost	Notes	Responsible	Status	Comments
2023	Jan	15	Annual Meeting	Hotel Grand	10:00	2h	5000	Meeting with stakeholders	John Doe	Completed	
2023	Jan	20	Workshop	Conference Room	14:00	1h	2000	Product development workshop	Jane Smith	Completed	
2023	Jan	25	Training	Online	09:00	1h	1000	Employee training session	Mike Johnson	Completed	
2023	Jan	30	Conference	Convention Center	08:00	3h	10000	Industry conference	John Doe	Completed	
2023	Feb	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Feb	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Feb	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Feb	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Feb	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Feb	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Mar	05	Workshop	Conference Room	09:00	1h	2000	Customer feedback workshop	Jane Smith	Completed	
2023	Mar	10	Training	Online	13:00	1h	1000	Team building training	Mike Johnson	Completed	
2023	Mar	15	Workshop	Conference Room	10:00	1h	2000	Product launch workshop	Jane Smith	Completed	
2023	Mar	20	Training	Online	11:00	1h	1000	Communication training	Mike Johnson	Completed	
2023	Mar	25	Workshop	Conference Room	14:00	1h	2000	Business development workshop	Jane Smith	Completed	
2023	Mar	30	Training	Online	09:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Apr	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Apr	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Apr	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Apr	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Apr	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Apr	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	May	05	Workshop	Conference Room	09:00	1h	2000	Customer feedback workshop	Jane Smith	Completed	
2023	May	10	Training	Online	13:00	1h	1000	Team building training	Mike Johnson	Completed	
2023	May	15	Workshop	Conference Room	10:00	1h	2000	Product launch workshop	Jane Smith	Completed	
2023	May	20	Training	Online	11:00	1h	1000	Communication training	Mike Johnson	Completed	
2023	May	25	Workshop	Conference Room	14:00	1h	2000	Business development workshop	Jane Smith	Completed	
2023	May	30	Training	Online	09:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Jun	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Jun	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Jun	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Jun	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Jun	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Jun	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Jul	05	Workshop	Conference Room	09:00	1h	2000	Customer feedback workshop	Jane Smith	Completed	
2023	Jul	10	Training	Online	13:00	1h	1000	Team building training	Mike Johnson	Completed	
2023	Jul	15	Workshop	Conference Room	10:00	1h	2000	Product launch workshop	Jane Smith	Completed	
2023	Jul	20	Training	Online	11:00	1h	1000	Communication training	Mike Johnson	Completed	
2023	Jul	25	Workshop	Conference Room	14:00	1h	2000	Business development workshop	Jane Smith	Completed	
2023	Jul	30	Training	Online	09:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Aug	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Aug	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Aug	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Aug	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Aug	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Aug	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Sep	05	Workshop	Conference Room	09:00	1h	2000	Customer feedback workshop	Jane Smith	Completed	
2023	Sep	10	Training	Online	13:00	1h	1000	Team building training	Mike Johnson	Completed	
2023	Sep	15	Workshop	Conference Room	10:00	1h	2000	Product launch workshop	Jane Smith	Completed	
2023	Sep	20	Training	Online	11:00	1h	1000	Communication training	Mike Johnson	Completed	
2023	Sep	25	Workshop	Conference Room	14:00	1h	2000	Business development workshop	Jane Smith	Completed	
2023	Sep	30	Training	Online	09:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Oct	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Oct	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Oct	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Oct	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Oct	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Oct	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Nov	05	Workshop	Conference Room	09:00	1h	2000	Customer feedback workshop	Jane Smith	Completed	
2023	Nov	10	Training	Online	13:00	1h	1000	Team building training	Mike Johnson	Completed	
2023	Nov	15	Workshop	Conference Room	10:00	1h	2000	Product launch workshop	Jane Smith	Completed	
2023	Nov	20	Training	Online	11:00	1h	1000	Communication training	Mike Johnson	Completed	
2023	Nov	25	Workshop	Conference Room	14:00	1h	2000	Business development workshop	Jane Smith	Completed	
2023	Nov	30	Training	Online	09:00	1h	1000	Project management training	Mike Johnson	Completed	
2023	Dec	05	Workshop	Conference Room	10:00	1h	2000	Marketing strategy workshop	Jane Smith	Completed	
2023	Dec	10	Training	Online	13:00	1h	1000	Customer service training	Mike Johnson	Completed	
2023	Dec	15	Workshop	Conference Room	09:00	1h	2000	Product design workshop	Jane Smith	Completed	
2023	Dec	20	Training	Online	11:00	1h	1000	Leadership training	Mike Johnson	Completed	
2023	Dec	25	Workshop	Conference Room	14:00	1h	2000	Business plan workshop	Jane Smith	Completed	
2023	Dec	30	Training	Online	10:00	1h	1000	Project management training	Mike Johnson	Completed	

Item No.	Description	Unit	Quantity	Rate	Amount	Remarks
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Facilities, infrastructure and community groups- current usage, evidence of new demand and improvements needed

	Current community group, club, activity usage of community facilities and infrastructure and evidence of increased demand	Community Led Plan evidence for local demand for new groups, facilities, clubs, societies and infrastructure	Neighbourhood Plan evidence for local demand for new groups, facilities, clubs, societies and infrastructure	Additional evidence for local demand for new groups, facilities, clubs, societies and infrastructure	
Page 81	Adderbury	<p>VHMC (Institute) response to SCIP study 2015: Adderbury needs a bigger facility with better toilet facilities and parking. There is very little storage for users.</p> <p>District Councillor response to SCIP study survey 2015: IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - There is no community space that could meet the demands of a large group function (200+) that, for a village of nearly 3000 residents, is surprising. However, with so many small facilities vying for self-sufficient funding from within the community, no larger alternative has ever been agreed. IMPROVING COMMUNITY GROUPS AND ACTIVITIES - more recreational facilities for the elderly are required</p> <p>Parish Council interview for SCIP study 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - lots of activity in the village, not always just local but people coming in from elsewhere to use facilities - people are coming forward to run groups and activities but more are needed - a community developer worker could possibly with useful with regard to encouraging volunteering EVIDENCE OF INCREASING DEMAND FOR COMMUNITY GROUPS AND ACTIVITIES - some groups are very popular, their meetings packed out - new housing development [c. 300 new residents] could well create additional interest and demand for groups that can't be met IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - The Institute, Lucy Plackett Hall and Methodist church hall are sub-standard and need improved - have a lot of community spaces but generally they aren't large- some groups are very popular and need more space</p>	<p>Adderbury CLP 2009- outstanding Action Plan projects: - Provide play facilities for children - Support the Football Club in its search for new facilities - Refurbish, renovate or replace the Institute and Lucy Plackett Activity Centre - Support participation in adult activities using school premises - Lobby to reinstate a village GP surgery - Investigate the availability of a skate park and other outdoor activities</p>	<p>Adderbury NP- Residents Questionnaire 2013 (1090 individual responses) STANDARD OF COMMUNITY FACILITIES - 11% think the standard of facilities at the Institute is poor - 10% think the standard of facilities at the Methodist church hall is poor - 7% think the standard of facilities at St Mary's Church are poor - 43% think the standard of facilities at the Sports and Social Club is poor IMPROVING COMMUNITY FACILITIES - 36% think the village should enhance its facilities by building a new community centre - 38% think the village should improve its facilities by improving existing meeting places IMPROVING GROUPS AND ACTIVITIES - 7% respectively would participate in yoga and badminton, if it was available - 5% respectively would participate in cricket, keep fit and dance, if available - 4% respectively would participate in pilates, gym or cycling, if available FUNDING BETTER INFRASTRUCTURE - 25% think 25+ new houses should be built to secure developer funding</p>	
	Ambrosden	<p>Parish Councillor response to SCIP study 2015 (information provided in place of an interview): IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - Require playing fields, tennis courts, skate park, dog walking areas, youth facilities - Require enhanced green routes and cycle paths linking settlements to employment zones such as Bicester - Reuse vacant MOD sites for development, or leisure facilities</p> <p>Parish Councillor response to SCIP study survey 2015: IMPROVING COMMUNITY GROUPS AND ACTIVITIES - Rainbows has just been established, there is an MOD run youth club. There is a gap for cubs, scouts, brownies, etc. No groups for village elders. IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - Village Hall works well, MOD facilities work well for MOD staff but are not welcoming to the rest of the village. 4 small play areas, another large play area under construction</p>			
	Arncott	<p>VHMC response to SCIP study 2015: Not aware of any major developments in the village that would bring about significant population increase, and most current activities are undersubscribed, and there has been no requests for new or additional clubs.</p>			
	Begbroke	<p>District Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - village hall in good order - and hosts a bowls club, childrens play area and a kindergarten group IMPROVING COMMUNITY GROUPS AND ACTIVITIES - Not aware of many social groups in the community - in the absence of any community centre (e.g. local shop, primary school) residents, commute everywhere by car or public transport - and are unlikely to meet socially. - a local shop (perhaps community run) would be useful catalyst to bring residents together</p>			
	Bletchington	<p>Parish Councillor response to SCIP study survey 2015: IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - new hall due to open in August - will work well. Sports on Social club caters for part of the population. Playground works well for the kids and parents. IMPROVING COMMUNITY GROUPS AND ACTIVITIES - once the hall is open, groups and activities will improve. New housing, new school, new village hall and new shop, plus pub reopening should help to regenerate the community spirit</p>			

<p>Bloxham</p>	<p>VHMC response to SCIP study 2015: With Bloxham in line for another 250 homes at the present time demand will increase on the current venues, we need to anticipate this. Although there are three small halls in the village none can hold 150 persons and not one has a stage. With this in mind there is some thought being given to either extending the hall or at best to demolish the hall and build a new facility that could have a stage, host galas, fayres, dinners, Warriner School Ball, anniversary parties and other Community Clubs and Societies. A hall similar to others in the County. This will of course depend on funding and would be a three-year plan.</p> <p>Parish Council interview for SCIP study 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - there are lots of groups, clubs and activities, most of which are viable. The one activity which is not popular is the PC-run Youth Club - there are enough users and volunteers to sustain groups. Some new volunteers are coming forward. The problem is that young families get involved but there interest faded when the children get older - the Brownies, Scots, Cubs and Boys Brigades are all strong - the YC run by the church is well-attended - there has been difficulty getting coordinators to run groups for the elderly and transport for these users is an issue</p> <p>EVIDENCE OF INCREASING DEMAND FOR COMMUNITY GROUPS AND INFRASTRUCTURE - most of the village's halls are at capacity in the evening - there has been enough of an increase of use at the Jubilee Hall to justify a refurbishment. There are already capacity issues. With the increased population there will be increased need - Bloxham does not have a library- there is demand</p> <p>IMPROVING COMMUNITY GROUPS AND ACTIVITIES - a community worker could help with fundraising , redevelopment of community spaces and developing new ideas - People are interested in helping out but don't want additional responsibilities</p>	<p>Bloxham CLP 2010- outstanding Action Plan projects: - Discuss possibility of upgrading play facilities at Recreation ground/Jubilee Hall and providing a skate park/multi-use games area - set up Youth Club - Establish meeting place for older children - Consideration to be given to access for disabled in all community initiatives - Create Better access to Warriner/Bloxham School sports facilities, including tennis courts - Set up working group to assess use/viability of existing four village halls and make recommendations - Consideration to be given to access for disabled in all village venues</p>	<p>Bloxham NP- Residents Survey 2014 (605 household responses) IMPROVING OUTDOOR FACILITIES -14% think the village needs more outdoor play areas for 0-5 year olds - 27% think the village needs more outdoor play areas for 5-12 year olds - 54% think the village needs more outdoor recreation for teenagers -33% thinks the village needs more outdoor recreation for adults -28% would like an allotment - 47% think a multi-use games area would get most usage - 38% think existing outdoor facilities do not offer adequate recreational opportunities for children with physical disabilities</p> <p>IMPROVING INDOOR FACILITIES - 22% think Bloxham could support a large community venue in addition to existing venues</p>
<p>Bodicote</p>	<p>VHMC response to SCIP study 2015: The population of Bodicote is increasing rapidly and we are constantly turning people down who want to use the hall.</p> <p>Parish Council interview for SCIP study 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - good range of local groups. Most groups are very well attended - good amount of volunteers - very good usage- village hall and Church House used every day</p> <p>IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - village hall is small compared to the size of the village and needs to be extended, plus kitchen extension - Church House could do with an upgrade</p> <p>EVIDENCE OF INCREASED DEMAND - don't think there has been much increased demand with the Longford Park development- increased demand has been from villages further afield</p> <p>Parish Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - there are many and various groups and activities</p> <p>IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - a teenage/ youth facility is need (e.g. a ball court)</p>		<p>Bodicote Youth survey 2012: - 44% of respondents wanted a skate park</p>
<p>Chesterton</p>	<p>Parish Councillor response to SCIP study 2015: IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - we have just had a new Community Centre built where we will provide indoor sports facilities and other recreational events. In conjunction with this our Sports Field is being improved and the children's Play Area contained therein is being updated</p>		
<p>Cropredy</p>	<p>VHMC response to SCIP study 2015: We are not aware of any additional facilities being required.</p> <p>District Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITIES - Lot going on, village hall well maintained. Cinema, and lots of societies, clubs, youth club- community pretty well catered for. Also a sports pavilion</p>	<p>Cropredy CLP 2009- outstanding Action Plan projects (2011 update): - Establish a Youth action group - Re-site Village Hall in future - Improve Road Infrastructure - Provide a public toilet - Improve pavements</p>	
<p>Deddington</p>	<p>VHMC response to SCIP study 2015: Updated playground equipment is needed; Want to make children's play areas near to each other; Require more sports pitches, including rugby; Need a bigger all-weather pitch; Additional indoor sports space required as current hall monopolised by Badminton Club (wants a 2nd court); Need a lift to first floor; Need to upgrade kitchen</p> <p>Parish Council interview for SCIP study 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - volunteer capacity to run groups is fairly impressive but never enough - there may be gaps in groups and activities, such as a business networking group</p> <p>IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - current community facilities need some paid help to run them</p>		<p>Deddington NP survey 2014 (914 individual responses) IMPROVING COMMUNITY GROUPS AND ACTIVITIES -21% think the parish needs better provision of after-school clubs and holiday activities</p> <p>IMPROVING OUTDOOR ACTIVITIES - 24% would like to see land made available for allotments - 52% would like to see a fitness trail at Deddington Castle</p> <p>IMPROVING OUTDOOR FACILITIES - 46% would like to see a children's play area at Deddington Castle</p> <p>IMPROVING INDOOR FACILITIES -19% (on avg.) think sports facilities are in a reasonable condition - 4% (on avg.) think sports facilities are in a poor condition - Over 50% of respondents said that facilities at the Windmill Centre were in need of updating, particularly the toilets and playgrounds</p>
<p>Finmere</p>	<p>VHMC response to SCIP study 2015: Prior to the refurbishment of the VH, it was hampered by poor facilities (30 year old toilets and kitchen etc.). There has been a strongly positive reaction from the villagers to the refurbished hall and there is evidence of increased use. Planning permission for the addition of 50 new homes in the village, will be sought shortly by a developer and if successful, will likely further increase use.</p>		

Fringford
Fritwell
Hook Norton
Kirtlington
Launton
Milcombe

Fritwell CLP 2009- outstanding Action Plan projects:
 - Contact County Highways about provision of pavements in North Street
 - Work with Fritwell Primary School to see if a cycle path could be included in a revised school travel plan
 - Investigate possibility of more lighting, particularly in Forge Place
 - Create opportunities for age groups to mix
 - Organise events for older members of the community
 - Have regular community days that try to appeal to all ages

Hook Norton NP Survey 2013 (183 household responses)
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - 55% want improved youth facilities
 - 45% want a new car park
 - 29% want a kick-about area
 - 25% want additional footpaths and rights of way

Kirtlington CLP 2011- outstanding Action Plan projects:
 - Find a suitable site and build a tennis court
 - Improve playground facilities
 - Recruit more volunteers from the village to assist at least once a month with running the Youth Club
 - Develop the elderly/infirm contact network
 - Create a village IT club/support group
 - Prepare a strategic five year plan for Village Hall improvement
 - Establish the Kirtlington Footpaths Society
 - Install security lighting and CCTV at key village locations

Launton CLP 2009- outstanding Action Plan projects:
 - Improve pavements
 - Look at possibility of a new car park
 - Improve the children's playing field
 - Establish and meet recreational needs of older children
 - Improve bus shelters

Parish Council interview for SCIP study 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITY
 - a good number and variety of groups, though fewer than previously
 - Cubs and Beavers stopped through a lack of volunteers. Activities need individuals prepared to commit time and often rely on one or two people
 - relatively few people play an active volunteering role
 - most volunteers are older residents and a particular concern is how to engage with the younger generation

IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - clear need for better village facilities
 - need a decent village hall with enough car parking
IMPROVING COMMUNITY GROUPS AND ACTIVITIES
 - an outreach worker (or youth and play worker) could be brought in immediately
 - an outreach worker could go round and talk to people, get them involved
 - training could help the confidence of group leaders
 - volunteers need support to help them run groups and increase usage of facilities

Parish Councillor response 1 to SCIP study survey 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITY
 - all existing appear to be well supported
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - Sports and social club but always looking to increase business. Parish hall in dire need of updating and should come into community ownership again

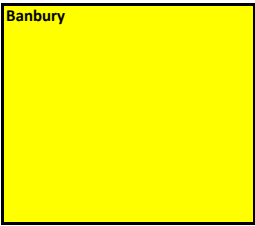
Parish Councillor response 2 to SCIP study survey 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITY
 - There are a big range of groups and activities in the village for all ages around charities, arts and crafts, music and theatre, sports, animal activities, religious activities, entertainment and village meetings. The latest activity is to take off the Community Cafe at the village hall

Milcombe CLP 2009- outstanding Action Plan projects:
 - Determine suitability of Multi use Games Area sited in Play Area
 - Ascertain suitable area for relocation of play/recreation area
 - Discuss feasibility of lease or purchase with landowner
 - Select suitable agencies and apply for grant funding
 - Select suitable routes for development of Village and/or Parish Boundary Walk
 - Ascertain suitability and costs of illuminated warning signs and chicanes
 - Investigate potential sites for a small car park adjacent to the Church/Village Hall
 - Discuss feasibility of lease or purchase with landowner
 - Discuss with Oxfordshire Highways the feasibility of providing a combined footway and cycle track from Milcombe to Bloxham Road and the A361
 - Discuss provision of Bus Shelter in New Road with District and County Council
 - Investigate likely areas of funding Promote interest in the formation of a youth club
 - Set up a working group to develop a plan for a conservation area, particularly in the Eastern end of the village
 - Select suitable area and develop a tree planting plan Develop a plan of action with OCC Rights of Way to improve access, stiles/gates and way marking of local footpaths and bridleways

<p>Sibfords</p>	<p>VHMC: Due to have further housing built in Sibford Ferris so there may be an increased demand. However, regular classes can take further participants and the hall will be able to cope with increased demand.</p>	<p>Sibfords CLP 2012- outstanding Action Plan projects:</p> <ul style="list-style-type: none"> - Identify a possible site for a 4-11 year old play area in the Gower Parish - Establish group to develop plan for Outdoor Adult Exercise Area and Equipment - Establish group to develop plan for the open area behind the Village Hall - Additional facilities adjacent to the MUGA, in conjunction with Sibford School - Create opportunities for the establishment of new voluntary groups to take forward activities that the community has expressed an interest in
<p>Steeple Aston</p>	<p>Parish Councillor response 1 to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - lucky to have a very good village hall which provides a venue for drama, badminton, singing, twice per year flower show etc. So these things take place as does football as the village has an excellent pitch and changing rooms. There is an active cricket club and the children's playground is well-used IMPROVING COMMUNITY GROUPS AND ACTIVITY - Participation rates seem to be declining - need a cricket pitch</p> <p>Parish Councillor response 2 to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - lots of activities for young and older. Excellent play space. Active village hall and sports centre with good recreational space although more space would be useful for such things as cricket. IMPROVING COMMUNITY GROUPS AND ACTIVITY - More help with existing organisations. Same people doing everything. Many new residents come from an urban background and find it difficult to interact with village life. Involvement with village organisations make for a better experience for all but hard to involve new residents.</p>	<p>Steeple Aston CLP 2010- outstanding Action Plan projects:</p> <ul style="list-style-type: none"> - Introduce traffic calming measures
<p>Weston-on-the-Green</p>	<p>VHMC response to SCIP study 2015: Further refurbishments being considered- carpark repair; replacement lighting; adding an industrial fast dishwasher; replacing radiative bar heaters. The village is required to expand its housing stock by 40% in the next 20 years, an addition of approx 90 new houses. The capacity of the hall should be capable of servicing this population increase for most events. For decades Weston on the Green has had an ageing population, however new build housing may encourage young families which may increase demand for child-focused groups which we only occasionally cater for currently.</p>	
<p>Upper + Lower Heyford</p>	<p>Parish Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - there is an abundance of groups and activities within the village, attended by villagers. Apart from the clubs at heyford park, clubs and groups such as dance and youth club at Heyford Park and various childrens groups. - village hall, community centre, playgrounds, reading room all work well for various events. IMPROVING COMMUNITY GROUPS AND ACTIVITY - there is always room for more activities. Perhaps more for older people and those without children - Heyford Park is expanding and with that expansion should ome the various services currently missing. Whilst the UP billage is a settled community and has a great deal of community involvement, it is very difficult to generate the same kind of community commitment form the mostly rental tenanted Heyford park with its more fluid resident situation. There is not much mixing of the village and HP, and there is a definite perception of "them and us". IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - we need an upgraded community centre. Older kids activity area. Library</p>	<p>Lower Heyford CLP 2011- outstanding Action Plan projects:</p> <ul style="list-style-type: none"> - upgrade towpath for walkers from Lower Heyford to Tackley Towpath - upgrade towpath for walkers and cyclists from Lower Heyford to Upper Heyford - Create continuous roadside footpath between Lower Heyford and Calcrott - Enhance sports and social club with emphasis on community use - Encourage development of new outdoor activities and new interest clubs
<p>Wroxton</p>	<p>VHMC response to SCIP study 2015: We have been upgrading the hall for the past 15 years and do not think there is much more we can do to it</p>	
<p>Yarnton</p>	<p>VHMC response to SCIP study 2015: Over the last 4 years Yarnton has seen major development with approx 160 new homes and two Care Homes being built. New users groups have already been established to meet the needs of residents: Mad Academy, Kidlington Children's Centre come to Yarnton, local resident meetings. Existing groups now have more users attending</p> <p>District Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - many community groups, WI, gardening club, historical society, etc. IMPROVING COMMUNITY GROUPS AND ACTIVITY - Yarnton is very well served for community facilities. Difficult to improve on what is there</p> <p>Parish Councillor response to SCIP study survey 2015: EXTENT OF COMMUNITY GROUPS AND ACTIVITY - the weekly lunch club, Seniors Club, and fortnightly shopping bus all work very well. As does the Village hall, centrally located park with a playground area, sports ground with pavilion and changing facilities. - there are a host of other groups initiated by residents i.e. gardening club, history society, WI IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE - parking in and around the village is at premium. New developments must provide adequate off road parking to accommodate use of public transport.</p>	

Facilities, infrastructure and community groups- current usage, evidence of new demand and improvements needed

Current community group, club, activity usage of community facilities and infrastructure and evidence of increased demand



General

Neithrop South

Town Council interview for SCIP study 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITY
 - community centres are bursting at the seams with groups and activities
 - all community centres are struggling financially with few management committee volunteers- not getting the level of support they used to from CDC and need support, a collective resource to draw on. Help with licensing, finances, PRS, health and safety et.c is needed
IMPROVING COMMUNITY GROUPS AND ACTIVITY
 - someone is needed to galvanise people, to act as a catalyst and go out and talk to people, bring them together and generate interest in new activities
 - the only thing that would sustain community activity and community buildings would be to transform volunteers into paid staff

Town Councillor response 1 to SCIP study survey 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITIES
 - lots of local community activities, incl. street parties
IMPROVING COMMUNITY FACILITIES
 - good community centre for people to meet
 - toilets in People's Park are needed if families are to be encouraged to use it more- refreshments would also attract more users

Town Councillor response 2 to SCIP study survey 2015:
EXTENT OF COMMUNITY GROUPS AND ACTIVITIES
 - there are not a lot of groups within the ward, most are town-wide
 - the Methodist Chapel and Church of England, St Paul's are well-used
IMPROVING COMMUNITY GROUPS AND ACTIVITIES
 - this is debatable, the Banbury-wide services are inclusive
 - it would be good to see community investment by interested parties (Housing Associations, large employers), with them being more proactive rather than waiting for communities to come to them
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - the facilities we have are generally ok, but we need more play areas

Ruscote

District Councillor response 1 to SCIP study survey 2015:
IMPROVING COMMUNITY GROUPS AND ACTIVITIES
 - there are bits of land which could be put to better use
 - a Resident's Association would be excellent
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - The Hill is in urgent need of restoration

District Councillor response 2 to SCIP study survey 2015:
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - the Hill needs to be demolished and replaced asap

District Councillor response 3 to SCIP study survey 2015:
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - the full, quick completion of the rebuilding of the Hill community centre would be a great asset to the young people of Ruscote, Banbury



General

Town Council interview for SCIP study 2015:
IMPROVING COMMUNITY FACILITIES AND INFRASTRUCTURE
 - Bicester has missed out on central infrastructure. It doesn't have a proper heart, a central space for drama groups, exhibitions etc. What is really needed is a central hub to draw the whole of Bicester together

May/ June 2015 residents survey (existing communities) for Cherwell Community Spaces and Development Study

	How old are you?	Are you male or female?	What best describes your household circumstances?	How often do you use a community hall or meeting space?	How important are the following to you? 1 = most important, 5= least important	To what extent are these already happening in your community? 1 = completely, 5= not at all	Is there anything preventing you taking part in community activities or groups?	Would your community be improved by the following?	Which new/ extended/ improved activities would you or your household take part in?	How far would you travel to take part in new/ extended/improved groups or activities?
Number of respondents	155	153	142	140	153	152	100	104	37 72 respondents/ 95 activities	
	25-44: 19.35% 45-64: 28.39% 65-74: 27.1% 75-84: 20.65% 85+: 4.52%	Male: 29.41% Female: 70.59%	Retired couple: 26.76% Family with school-age children: 21.83% Couple with children who have left home: 16.2% Single person (retired): 14.79% Couple with no children: 7.04% Household with multiple working adults: 5.63% Single person (working age): 3.52% Family with pre-school children: 4.23%	Daily: 6.43% Weekly: 55.71% Monthly: 45% Occasionally: 42.14%	Feeling of security: 1.52 (weighted average) Sense of belonging to the community: 1.72 Knowing your neighbours: 1.72 Effective consultation between the community and different authorities: 1.96 Regular community events: 2.03 Being near community facilities: 2.14 A wide variety of organisations and community groups: 2.28	Feeling of security: 1.97 (weighted average) Sense of belonging to the community: 1.91 Knowing your neighbours: 1.95 Regular community events: 2.07 A wide variety of organisations and community groups: 2.07 Being near community facilities: 2.22 Effective consultation between the community and different authorities: 2.81	Lack of time: 71% Health: 21% Transport: 16% Cost: 11%	New groups and activities: YES- 63.1% New services: YES- 64.29% New facilities: YES- 60.71% Other: YES- 74.19% Other detail: Improve community/ public transport: 8 More or improved footpaths and rights of way: 4 Traffic calming: 3 Improved roads: 1 Better streetlighting: 2 More parking: 1 More local volunteers: 1 Better local publicity of groups and activities: 1	Activities for pre-school children/ toddlers: 7 Sports activities: 4 Skate park: 2 Walking park: 2 Youth club: 2 Community shop: 2 Yoga: 2 Dancing: 2 Gardening: 1 History: 1 Cage (sports): 1 Cooking: 1 Running club: 1 Bell-ringing: 1 Zip wire: 1 Book club: 1 Arts and crafts: 1 Continuing education: 1 Dog walking: 1 Tai chi: 1 Keep fit: 1 Am-dram: 1	Up to 1 mile: 31.58% Up to 2 miles: 31.58% Up to 5 miles: 21.05% Up to 10 miles: 12.63% 10+ miles: 3.15%

May/ June 2015 survey of Kingsmere residents for Cherwell Community Spaces and Development Study

	How old are you?	Are you male or female?	What best describes your household circumstances?	Are you aware of plans to build a community hall for Kingsmere?	Which community halls or meeting space do you use?	How important are the following to you? 1 = most important, 5= least important:	To what extent are these already happening in your community? 1 = completely, 5= not at all	Is there anything preventing you taking part in community activities or groups?	Would the community be improved by the following?	Which new/ extended/ improved activities would you or your household take part in?	How far would you travel to take part in new/ extended/improved groups or activities?	What - if anything - might have helped you better settle into Kingsmere?	Do you think it is important for new communities like Longford Park to develop links with the adjoining neighbourhoods and communities?
Number of respondents	23	22	14	14	6 respondents/ 10 choices	23	20	8 see below	8 respondents/ 12 activities	12 respondents/ 17 activities	20	21	
	25-44: 60.87% 45-64: 30.43% 65-74: 4.35% 75-84: 4.35%	Male: 45.45% Female: 55.55%	Couple with no children: 35.71% Family with school-age children: 28.57% Family with pre-school children: 21.43% Couple with children who have left home: 14.29%	Yes: 85.71% No: 7.14% Don't know: 7.14%	St. Edburg's church, Bicester: 2 Bure Park hall: 2 Langford Village hall: 2 John Paul Centre, Bicester: 1 Emmanuel Church Hall: 1 Launton village hall: 1 Bure Park primary school hall: 1	Feeling of security: 1.61 (weighted average) Effective consultation between the community and different authorities: 2.04 Sense of belonging to the community: 2.24 Knowing your neighbours: 2.26 Regular community events: 2.45 A wide variety of organisations and community groups: 2.45 Being near community facilities: 2.61	Feeling of security: 2.4 (weighted average) Knowing your neighbours: 2.7 Effective consultation between the community and different authorities: 2.7 Regular community events: 2.8 Sense of belonging to the community: 3.1 A wide variety of organisations and community groups: 3.47 Being near community facilities: 3.5	Lack of time: 88.20% Transport: 11.11%	New groups and activities: YES: 50% (10 respondents) New services: YES: 100% (13) New facilities: YES: 71.43% (7) Other: YES: 50% (2) Other detail: - more parking	Children's activities: 3 Fitness: 1 Baking: 1 Youth club: 1 Drama: 1 Dance: 1 Coffee morning: 1 Car boot: 1 Dog walking group: 1 Nature walking group: 1	Up to 1 mile: 47.05% Up to 2 miles: 23.5% Up to 5 miles: 29.4%	A community centre with activities to take part in: 80% A resident's welcome pack: 60% A Community Association (to join or get information from): 30% A community worker/volunteer to welcome you to the community: 20%	Agree: 30.13% Strongly agree: 34.78% Neither agree nor disagree: 26.09%

May/ June 2015 survey of Longford Park residents for Cherwell Community Spaces and Development Study

Number of respondents	How old are you?	Are you male or female?	What best describes your household circumstances?	Are you aware of plans to build a community hall for Longford Park?	Which community halls or meeting space do you use?	How important are the following to you? 1 = most important, 5= least important	To what extent are these already happening in your community? 1 = completely, 5= not at all	Is there anything preventing you taking part in community activities or groups?	Would your community be improved by the following?	Which new/ extended/ improved activities would you or your household take part in?	How far would you travel to take part in new/ extended/improved groups or activities?	What, if anything, might have helped you better settle into Longford Park?	Do you think it is important for new communities like Longford Park to develop links with the adjoining neighbourhoods and
	34	34	24	24	24	10 respondents/ 13 suggestions	24	22	13	21	14 12 respondents/ 20 activities	10	11
	15-24 4.17% 25-44 58.82% 45-64 20.83 75-84 8.17%	Male: 20.83% Female: 79.17%	Single person (working age) 20.83% Couple with no children: 12.5% Couple with children who have left home: 4.17% Family with pre-school children: 25% Family with school age children: 25% Retired couple 12.5%	Yes: 58.33% No: 29.16% Don't know 4.17%	Bodicote church house: 3 Bodicote scout hall: 2 Bodicote village hall: 2 Bishop Inverley school: 1 St. Joseph church: 1 Hamwell Fields community centre: 1 Glenhays community centre: 1 Mollington village hall: 1 Barbury mosque: 1	Feeling of security: 1.54 (weighted average) Knowing your neighbours: 2.25 Effective consultation between the community and different authorities: 2.33 Sense of belonging to the community: 2.45 Being near community facilities: 2.7 Regular community events: 2.95 A wide variety of organisations and community groups: 3.09	Feeling of security: 3.02 (weighted average) Knowing your neighbours: 3.59 Sense of belonging to the community: 3.77 A wide variety of organisations and community groups: 4 Being near community facilities: 4 Regular community events: 4.21 Regular community events: 4.29	Lack of time: 80% Cost: 20% Health: 13.33% Transport: 6.67% Other: Other details: - too far to the carrol - not carboards - fitness area	New groups and activities: YES: 500% New services: YES: 100% New facilities: YES: 100% Other: YES: 100% Other details: - too far to the carrol - not carboards - fitness area	Keep fit/ exercise classes: 7 Children's activities: 4 Zumba: 1 Baby group: 1 Yoga club: 1 Pilates: 1 Wine club: 1 Book club: 1 Other people's group: 1 Tennis club: 1 Football club: 1 Art classes: 1 Residents Association: 1 Coffee meeting: 1 Dance classes: 1 Cycling club: 1 Walking club: 1	Up to 1 mile: 50% Up to 2 miles: 25% Up to 5 miles: 20% Up to 10 miles: 5%	A community centre with activities to take part in: 63.16% A community website/website to welcome you to the community: 21.05% A resident's welcome pack: 79.59% A Community Association (to join or get information from): 52.63%	Agree: 52.37% Strongly agree: 41.84% Strongly disagree: 4.19%

CHERWELL DISTRICT COUNCIL

CHERWELL COMMUNITY SPACES AND DEVELOPMENT STUDY: APPENDICES 2 - 13

INTERIM REPORT

18.1.16

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Formerly

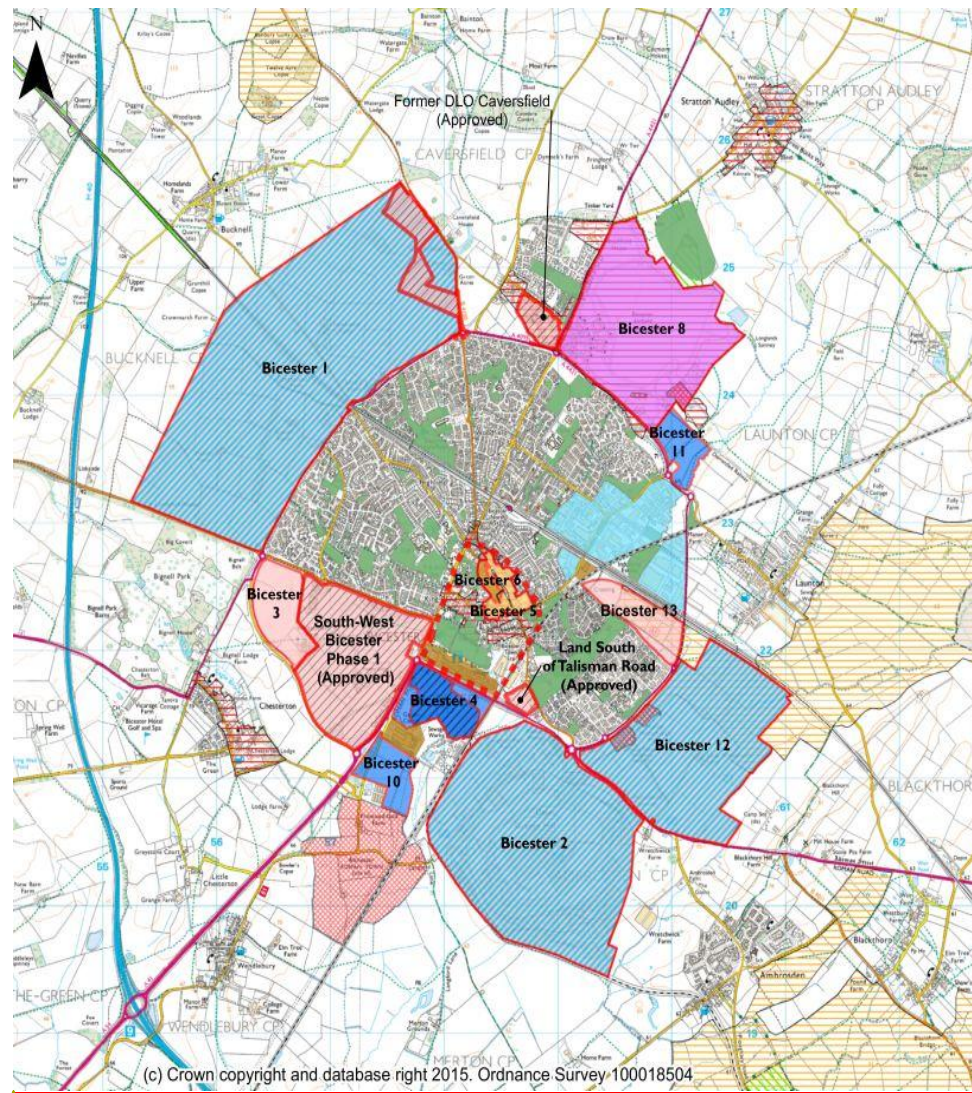
South Stables, Worton Rectory Farm,
Worton, Witney, OX29 4SU
01865 883488, info@communityfirstoxfordshire.org

ORC
Helping
communities help
themselves

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Appendix 2 Maps of proposed development in Cherwell district



Key:

- Primary Shopping Frontage
- Tourism Development
- Bure Place Redevelopment
- Existing Town Centre
- Town Centre Extension (Area of Search)
- Existing Retail Parks (Indicative)
- Approved Housing Sites
- Mixed Use (Housing and Employment)
- Strategic Housing Sites
- Existing Strategic Employment Sites (Indicative)
- Approved Employment Sites
- New Employment Sites
- Existing Green Space
- Conservation Target Areas
- Conservation Areas
- Sites of Special Scientific Interest
- Scheduled Ancient Monument
- Neighbouring Authority

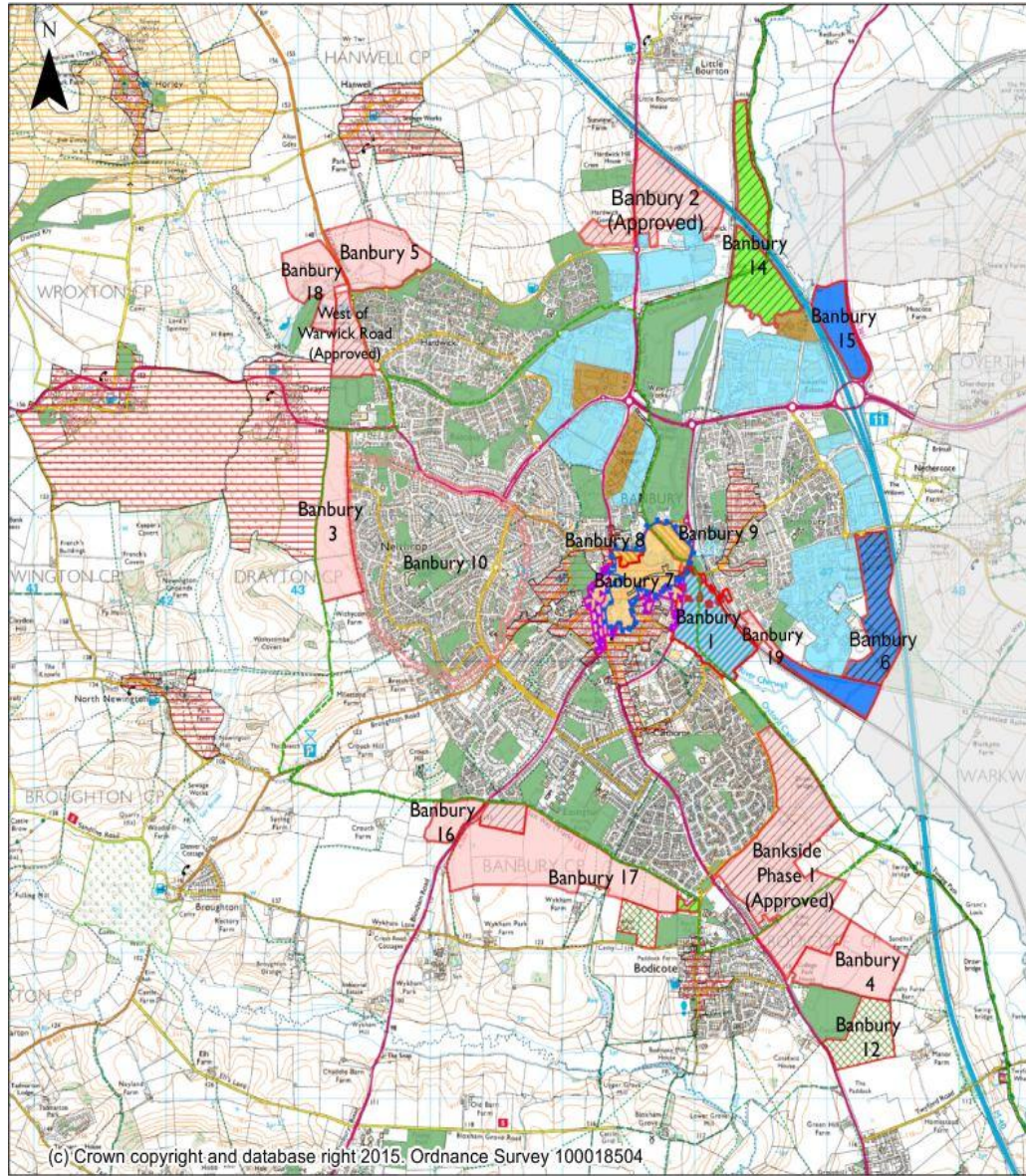
Strategic Developments:

- 1 North-West Bicester: Eco-Town
- 2 Graven Hill
- 3 South-West Bicester Phase 2
- 4 Bicester Business Park
- 5 Strengthening Bicester Town Centre
- 6 Land at Bure Place Car Park
- 8 Former RAF Bicester
- 10 Bicester Gateway Business Park
- 11 Employment Land at North-East Bicester
- 12 South East Bicester
- 13 Gavray Drive



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Source: Cherwell Local Plan 2015, Bicester-Banbury Key Policies Map

Appendix 3

Literature and best practice in community Development and placemaking review

COMMUNITY DEVELOPMENT	
Source	Key CD components for the Cherwell context
Future Communities, 2015. <i>Community ingredients</i> .	<ul style="list-style-type: none"> - provision of community facilities - community involvement in planning of facilities - community development support worker - community management of assets and facilities - (adaptable) community space (provided at an early stage) - community representation on governance structures - community management of assets and facilities importance of physical design to community cohesion - consultation and engagement with community - creation of social network maintain/ develop links with adjoining neighbourhoods
Drake, D. H., Simmons, K. and Smith, Kate, 2014. 'Building Communities Collaboratively: the Milton Keynes Community Mobiliser Service' in <i>Community Development Journal</i> , 49 (2)	<ul style="list-style-type: none"> -community development support worker -VCS involvement

COMMUNITY DEVELOPMENT	
Source	Key CD components for the Cherwell context
Wokingham Borough Council, 2014. <i>Shaping our New Communities 2014-2026</i> . Accessed via Wokingham Community Development Team, May 2015.	<ul style="list-style-type: none"> - community involvement in planning of facilities - community development support worker - community management of assets and facilities
Woodcraft, S., 2012. 'Social Sustainability and New Communities: moving from concept to practice in the UK' in <i>Procedia-Social and Behavioural Sciences</i> , 68.	<ul style="list-style-type: none"> - provision of (adaptable) community space - provision of community facilities - maintain/ develop links with adjoining neighbourhoods - ongoing consultation and engagement with community - importance of physical design to community cohesion
Department of Communities and Local Government, 2012. <i>National Planning Policy Framework</i> .	
Town and Country Planning Association, 2012. <i>Creating Garden Cities and Suburbs Today- policies, practices, partnerships and model approaches- a report of the garden cities and suburbs expert group</i>	<ul style="list-style-type: none"> - community development is a long-term commitment - early and ongoing consultation and engagement with community - community representation on governance structures - importance of green spaces to community cohesion - community development worker - community management of assets and facilities
Bacon, N., 2012. <i>Never Again- avoiding the mistakes of the past. A discussion paper to kick-start the Future Communities consortium</i> . Social Life	<ul style="list-style-type: none"> - provision of community space/ facilities - community involvement in planning of facilities - a community-'owned' network - a socially mixed community - importance of physical design to community cohesion - consultation and engagement with community

COMMUNITY DEVELOPMENT	
Source	Key CD components for the Cherwell context
Woodcraft, S., 2011. <i>Design for Social Sustainability- a framework for creating thriving new communities</i> . Future Communities	<ul style="list-style-type: none"> - (adaptable) community space (provided at an early stage) - community services (provided at an early stage) - community development workers - ongoing consultation and engagement with community
University of Birmingham, 2011. <i>Positively Local. C2- a model for community change</i> .	<ul style="list-style-type: none"> - community engagement with agencies - community integration - community capacity building/ release
SQW Consulting, 2008. <i>Neighbourhood Management Pathfinders: Final Evaluation Report People, Places, Public Services: Making the Connections</i> . Department of Communities and Local Government	<ul style="list-style-type: none"> - community engagement with agencies - consultation and engagement with community - community capacity building
Ipsos-MORI, 2007. <i>'What Works' in Community Cohesion- Research Study conducted for Communities and Local Government and the Commission on Integration and Cohesion</i> . Department of Communities and Local Government	<ul style="list-style-type: none"> - a socially mixed community - importance of physical design to community cohesion - consultation and engagement with community - engagement with disadvantaged and ethnic groups - engagement with young people - VCS involvement - access to funding for new community groups/ activities - agency involvement with community

COMMUNITY DEVELOPMENT	
Source	Key CD components for the Cherwell context
Oxford Brookes Department of Planning, 2006. <i>Transferable Lessons from the New Towns</i> . Department of Communities and Local Government.	<ul style="list-style-type: none"> - community development workers - access to funding for new community groups/ activities - VCS involvement - community management of assets and facilities - maintain/ develop links with adjoining neighbourhoods - (adaptable) community space (provided at an early stage) - importance of physical design to community cohesion - early and ongoing consultation and engagement with community - importance of green spaces to community cohesion
Home Office, 2004. <i>Firm Foundations: the government's framework for community capacity building</i> .	<ul style="list-style-type: none"> - community development is a long-term commitment - community space - access to funding for new community groups/ activities - community development support worker - a community-'owned' network - access to training for community members
Power, A., 2004. <i>Sustainable communities and sustainable development – a review of the sustainable communities plan Sustainable Development Commission</i>	<ul style="list-style-type: none"> - importance of physical design to community cohesion - community engagement with agencies - community management of assets and facilities - a socially mixed community - consultation and engagement with community - importance of green spaces to community cohesion - provision of community space/ facilities

COMMUNITY DEVELOPMENT	
Source	Key CD components for the Cherwell context
Groves, R., Middleton, A., Murie, A. and Broughton, K., 2003. <i>Neighbourhoods that Work- a study of the Bournville Estate</i> . Joseph Rowntree Foundation	<ul style="list-style-type: none"> - early and ongoing consultation and engagement with community - importance of physical design to community cohesion - community engagement with agencies - community management of assets and facilities - a socially mixed community
Knox, M. and Alcock, D., 2002. <i>Approaches to Community Governance- models for mixed tenure communities</i> . Joseph Rowntree Foundation.	<ul style="list-style-type: none"> - early and ongoing consultation and engagement with community - importance of physical design to community cohesion - community engagement with agencies
Community Renewal. <i>Building Strong Communities- social infrastructure for sustainable communities</i>	<ul style="list-style-type: none"> - community space (provided at an early stage) - access to funding for new community groups/ activities - community development support worker - a community-‘owned’ network - access to training for community members - VCS involvement
Bedfordshire and Luton Voluntary Services Council, 2006. <i>Strong communities: meeting the social infrastructure needs of new communities</i> .	<ul style="list-style-type: none"> - community development work - a community base - a representative community or residents group - grants for start-up and development of community and voluntary organisations - community learning/ leadership development - volunteer development.

MASTERPLANNING AND PHYSICAL DESIGN	
Source	Key CD components for the Cherwell context
Future Communities, 2015. <i>Community ingredients</i>	-poor design has social costs -Local Authority key role in maintaining 'vision' of new development
Wokingham Borough Council, 2014. Shaping our New Communities 2014-2026. Accessed via Wokingham Community Development Team, May 2015.	-consultation and engagement with community
Town and Country Planning Association, 2012. <i>Creating Garden Cities and Suburbs Today- policies, practices, partnerships and model approaches- a report of the garden cities and suburbs expert group</i>	- consultation and engagement with community - awareness of history/ heritage
Department of Communities and Local Government, 2012. <i>National Planning Policy Framework</i> .	- consultation and engagement with community - awareness of history/ heritage - community involvement in physical design - community involvement in planning new facilities
Woodcraft, S., 2011. <i>Design for Social Sustainability- a framework for creating thriving new communities</i> . Future Communities	-allow space in masterplanning for evolution of communities

MASTERPLANNING AND PHYSICAL DESIGN	
Source	Key CD components for the Cherwell context
Scottish Government, 2008. <i>Planning Advice Note- Masterplanning</i>	<ul style="list-style-type: none"> - (early) consultation and engagement with community - community involvement in governance
Commission for architecture and the built environment, 2008. <i>Creating Successful Masterplans</i>	<ul style="list-style-type: none"> - consultation and engagement with community - allow space in masterplanning for evolution of communities - community involvement in physical design
Oxford Brookes Department of Planning, 2006. <i>Transferable Lessons from the New Towns</i> . Department of Communities and Local Government.	
Matrix Partnership, 2005. <i>Harlow Area Study- masterplanning principles and sustainability criteria- report produced for Harlow District Council</i>	<ul style="list-style-type: none"> - consultation and engagement with community - community involvement in physical design - community involvement in planning new facilities -community involvement in management of new development

COMMUNITY OWNERSHIP OF BUILDINGS	
Source	Key CD components for the Cherwell context
Wokingham Borough Council, 2014. <i>Shaping our New Communities 2014-2026</i> . Accessed via Wokingham Community Development Team, May 2015.	-community trust models have been unsuccessful
Community Matters and HACT, 2012. <i>Sustainable Community Facilities: A Partnership between Housing Providers and their local communities</i>	<ul style="list-style-type: none"> - a community development approach - community asset transfer <ul style="list-style-type: none"> ➤ CAT not an easy option ➤ CAT not resource neutral ➤ Business planning, robust governance, management and finances needed ➤ Recognise the value and true worth of community contribution ➤ Champions needed from all parties
Big Lottery Fund, 2011. <i>Designing and Running a Community Building- reflections from our grant holders</i> .	<ul style="list-style-type: none"> - small, focused project team with appropriate skills - make sure financial commitments are secure from the start - Take time to secure the appropriate professionals from the start - Take time over the design - Request the true cost at the outset - Manage community expectations from the start - ensure good community consultation
Taylor, M, 2011. <i>Community infrastructure in new residential developments- JRF briefing paper: community assets</i> . Joseph Rowntree Foundation	<ul style="list-style-type: none"> - local communities need to be involved throughout the planning process - much greater attention needs to be given to future stewardship from the start of the planning process - the potential roles of community organisations (e.g. PC, CLT, VCS organisations) need to be planned from the start - creative approach to asset transfer to community ownership - need to ensure sustainable income streams from the start - [new residential settlement] offers the chance to plan from the outset resourced, empowered communities

COMMUNITY OWNERSHIP OF BUILDINGS	
Source	Key CD components for the Cherwell context
<p>Aiken, M., Cairns B., Taylor, M and Mora, R., 2011. <i>Community organisations controlling assets: a better understanding</i>. Joseph Rowntree Foundation</p>	<p>Benefits of community-controlled assets:</p> <ul style="list-style-type: none"> - a sense of identity and pride - the potential for increased social cohesion - increased confidence, skills and aspirations locally - improved access to services and activities - jobs, training and business opportunities - physical improvements to the area <p>What helps success?:</p> <ul style="list-style-type: none"> - Adequate financial and business planning when acquiring assets - Ensuring assets were fit for purpose - A constructive approach to asset transfer and community control on the part of public bodies - Capacity and leadership in the community - Effective governance - Financial sustainability

Appendix 4

What do people in Cherwell think about forthcoming development? An overview

1. Table 1 in Chapter 4 sets out a Best Practice in placemaking model that incorporates the key themes from our desk top research. We wanted to test the findings in the Cherwell context. To that end, we carried out a number of stakeholder interviews and resident surveys (listed in Chapter 4). This appendix summarises what people told us about future housing development and how the district should prepare for it.
2. Contrary to the often stated view that *'no-one wants any more housing'*, several parish and town council interviews made clear, some using Neighbourhood Plan evidence, that development was needed and supported in their communities: *'if we want the community to keep going we can't preserve it in aspic'*. However, the key issue was **proportionality** in development; communities want to feel that they are taking their fair share. Some felt that they have or will be taking (much) more than that.
3. Additionally, it was clear that different communities have different housing needs, depending on their demographic make-up. Therefore, a key aspiration of new development is building the **right type of houses**. It was stressed that these must be built in **the right place**.
4. **Transport** was a major issue. Interviewees laid out a range of well-evidenced local concerns, including community safety, increased traffic, the creation of rat runs, and the positioning of new roads. There was a general sense that higher level transport solutions were not keeping pace with forthcoming developments and that site-specific transport plans were often inadequate or poorly thought through. It was felt that the amount of imminent development in locations such as Banbury and Bicester, for example, would create critical pressures on already overburdened local road infrastructure. There was generally a strong feeling that more development would mean more cars and, in some areas, make parking problems even worse.
5. A feature of the interviews which was a less obvious aspect of the literature review and desk-top study related to **affordability**. An interview with a parish council concluded that more affordable housing for local people, underpinned by a transparent allocations process, could help make development more palatable. An interviewee from the voluntary sector also noted the difficulty in creating an inclusive and thriving community when individuals and families are struggling to make ends meet.

DISCUSSION POINT

House prices and private rents are ever-rising. Financially stretched families are often more stressed, with less time or energy to get involved in the community and less disposable income to spend on community groups or activities. What are the best ways to engage with and ensure inclusion of families and individuals in this situation?

6. **Isolation** was another concern. Limited public transport connections, combined with a lack of community facilities could make residents on large new developments feel isolated. There is also the challenge of building bridges between the old and the new and avoiding a new development looking in on itself while a neighbouring community turns its back.
7. It was suggested that new housing development could increase the viability of threatened **local services and infrastructure**. An example offered was the Horton maternity unit. At the same time, respondents told us that many local schools will struggle to take children from new developments. If local schools are unable to grow to accommodate new arrivals, parents will have to drive their children to other locations, with damaging effects on community cohesion. In fact, the local primary school is one of the most effective means of bringing people together and encouraging older and newer residents to mix. This happens naturally through parents meeting at the school gate and local children growing up together.

Appendix 5

Indicative monitoring framework for a Community Builder (CB) on a new development

Objective	Outcome	Performance indicator	Data Collected	Date	Collected by
COMMUNITY FACILITIES					
1. Welcoming, available and accessible community facilities	Community facilities are fit for purpose with robust management and able to accommodate a range of VCS activities	1a- number of VCS organisations using the community facility	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
		1b- % of residents utilising the community facility			
2. Better design in consultation with the community	Improved design and function of community facilities which are fit for purpose, well-used community hubs	2a- % of respondents involved in consultation	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
		2b- % of residents who think that a) sports and leisure facilities and b) parks and open spaces have got better	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB

COMMUNITY BUILDER					
3. Community Builder in post	Communities of place and interest are connected and positive relationships enhanced	3a- % of residents who fell they 'belong in' their local area	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
		3b- % of residents who have overall/ general satisfaction with local area	Local Authority Survey of Place	Annual	CDC
4. Opportunities to access activities for a range of needs and interests	The variety and range of activities represent a vibrant and diverse community	4a- % of residents who think that community activities in their area have improved over the year	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
		4b- number of activities delivered in a new community	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
5. Increased numbers of people volunteering in activities and service provision	Increased community capacity building for communities of place and interest	5a- % of residents who have engaged in formal or informal volunteering of an average of 2 hours p/w over the past year	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
6. Increased infrastructure support for volunteering	Increased volunteering by local people facilitated by local infrastructure organisations	6a- % of residents who find it easy to access key local services	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
7. Local services designed in partnership with	Better service provision and more effective allocation of public	7a- % of residents involved in service delivery	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB

local residents and agencies	money				
GROUPS AND ORGANISATIONS					
8. Build strong, sustainable community anchor organisations (Community Associations)	Number and range of issues that the VCS are involved with indicates an awareness of local, regional, national and international issues	8a-% of residents who know how to influence local decision-making processes	Standard Annual Survey to be completed by CBs	Annual	Organisation employing CB
9. Estate-based community forum supported by network of activists and workers signed up to community development principles	Communities that are active, welcoming and inclusive and a vibrant range of groups emerge from local need	9a-% of residents who believe that people from different backgrounds get on well together in their local area	Local Authority Survey of Place	Annual	CDC
10. Strengthened VCS infrastructure support	CBs signposting to a range of VCS organisations	10a- Level of activity from existing organisations delivered within or accessed by new communities	Annual survey of local organisations to be completed by CB	Annual	Organisation employing CB
GRANT FUNDING					
11. Start-up and development funding to be	Generate a range of activities including capacity building	11a- number of grants awarded for specific activities in	Annual survey of local organisations to be completed by CB	Annual	Organisation employing CB

available for community development projects	projects which reflect the needs of the community	communities			
LEARNING AND SKILLS DEVELOPMENT					
12. Creating, developing and sustaining Community Associations	Members develop skills through: informal and formal training opportunities	12a-number of CAs and residents accessing courses	Annual survey of local organisations to be completed by CB	Annual	Organisation employing CB
13. Creating access to community development learning and development opportunities	Increased levels of skills, qualifications and experience among local residents	13a-% of residents who think job prospects have improved or stayed the same	Annual survey of local organisations to be completed by CB	Annual	Organisation employing CB

Appendix 6

Existing good practice in community space standards

1. Studies, assessments and Infrastructure Delivery Plans prepared by and for the following Local Authorities have been considered as part of this study:

- Wycombe
- Windsor and Maidenhead
- Oxford City
- South Cambridgeshire
- Harborough
- Harrogate
- Colchester
- Wokingham

2. Findings from these studies are set out below.

Wycombe

3. Wycombe District lies just to the West of London. Like Cherwell District, much of Wycombe is relatively rural despite its proximity to London. The main centre of development is High Wycombe with smaller centres including Marlow and Princes Risborough.
4. The population of the district is set to rise from 162,500 in 2009 to 167,500 by 2026. Growth therefore is expected to be modest. The population of those aged 75 and over is set to increase most rapidly.
5. The District Council has been planning for an additional 5,328 dwellings at a rate of 355 per annum. (**Source:** *Wycombe Infrastructure Delivery Plan*, May 2012).
6. Wycombe's Community Facilities Strategy (2009, updated March 2014) identifies a standard for community facility provision to be applied to new development of 0.14m² per person. This standard is set using the *Sport England Village and Community Halls Design Guide* for a minimum size of building required in new developments as 575m² and dividing this by the *Shaping Neighbourhoods* Guidance which suggests that the catchment population required to sustain one community centre is around 4,000 people.
7. Wycombe use a standard catchment in urban areas of a 15 minute walk equates which they equate to 720m (in a straight line); and a catchment for a rural area equivalent to a 1,440m (in a straight line).
8. The Sport England Design Guidance Note Village and Community Halls January 2001 provides a range of designs for community halls of different sizes. The book to which the District Council refer is *Neighbourhoods: A Guide for Health, Sustainability and Vitality a handbook for planners, designers, developers and community groups*- Hugh Barton, Marcus Grant, Richard Guise, 2003.

9. Wycombe applied these standards to the projected population growth across the district and accordingly identified the following need:
- Current district population at mid-2009 = 162,500
 - Projected district population at 2026 = 167,500
 - Difference of 5,000 people
 - $5,000 \times 0.14\text{m}^2$ (standard floor space per person) = 700m^2
 - $700\text{m}^2 \times \text{£}1,500$ (cost per m^2 , **source**: WDC) = $\text{£}1.05\text{M}$ contribution to community space.

Windsor and Maidenhead

10. This district is similarly located to Wycombe, abutting the edge of London. It has Green Belt designated land and two main centres of development at Windsor and Maidenhead.
11. The district published *Planning Obligations and Developer Contributions: A Developers Guide* in December 2005. This contains a chapter on Community Facilities.
12. It attaches importance to the layout of community space, the proximity to dwellings and the timing of provision at new developments, but does not provide a standard per head of population. It explains that provision in major new developments will be determined on a case by case basis.
13. The district's *Planning Obligations and Developer Contributions Supplementary Planning Guidance Infrastructure and Amenity Requirements* (revised March 2014) provides the following mechanism to calculate the cost per dwelling of community hall provision:

Facility	Typical local population*	Indicative cost of construction	Cost per person	Cost per dwelling**
Community Centre	6,000	£1.475m	£246	£615

* Population and construction costs based on the type of multi-use centres that have been constructed within the Borough. The previous figure (for October 2012) has been increased by 1.3% in line with the *BCIS Quarterly Review of Building Prices*, May 2013.

** Using an average occupancy rate per dwelling of 2.5 persons.

Oxford City

14. The City has a population of some 151,000 projected to increase to 176,000 by 2026, plus 30,000 students. Its Core Strategy runs to 2026 and was adopted in 2011. Oxford City Council has considerable housing pressures within a confined boundary.
15. The Core Strategy adopted in March 2011 plans for 8,000 new dwellings. It identifies two key sites for housing at Northern Gateway and at Barton.
16. The City Council does not appear to have adopted any form of standard for social and community space provision. But *Barton Area Action Plan* provides an example of the City Council approach. The Plan was adopted in December 2012.

17. The site was planned to provide between 800-1200 homes on 36 hectares. Permission has now been granted for the Barton Development.

18. Key features of the planning permission 13/01383/OUT (decided 18/10/14) are:

- Up to 885 new homes, 40% of which will be affordable homes;
- Retail space suitable for a food convenience store or similar;
- Two children's play areas;
- A linear park, communal gardens and allotments;
- A new junction onto A40;
- A potential hotel; and
- A Community Hub that comprises:
 - A primary school;
 - A multi-use games area;
 - An adult sports pitch;
 - Two junior sports pitches;
 - A community sports pavilion; and
 - Multi-use community space which will complement the existing community centre

19. The Barton development will eventually house around 2,000 residents. Its community hub approach is potentially an efficient and effective means to providing facilities.

South Cambridgeshire

20. South Cambridgeshire is described by the District Council as a largely rural district which surrounds the city of Cambridge and comprises over 100 villages, none currently larger than 8,000 persons. It is surrounded by a ring of market towns just beyond its borders, which are generally 10–15 miles from Cambridge. Together, Cambridge, South Cambridgeshire and the Market Towns form the Cambridge Sub-Region. It has long been a fast growing district and in 2011 had a population of 146,800 persons (bigger than Cambridge itself) and has become home to many of the clusters of high technology research and development in the Cambridge Sub-Region.

21. The Spatial Strategy identifies a housing requirement for 19,000 new homes in the district over the period 2011-2031. With key strategic sites at: Northstowe, North West Cambridge; Cambridge Southern Fringe; and Cambridge East.

22. An assessment of community facility provision was carried out by Scott Wilson, *Community Facilities Assessment: A Final Report*, September 2009.

23. This assessment concluded there was indoor community facility provision in the district equivalent to 0.111m² per head of population. This was a calculation of main hall together with ancillary facility provision allowance of 20% (kitchen, toilets etc.).

24. The study sought to establish a metre per head standard. It refers to standards established by other district councils as follows:

Authority	Metres ² per head
North Cornwall	0.037

Authority	Metres ² per head
Milton Keynes	0.610
Horsham	0.100
Aylesbury Vale	0.125
Mid Suffolk	0.150
Broxbourne	0.298
Cardiff	0.310
West Dorset	0.347
South Somerset	0.400
Peterborough	0.690

25. The table shows there is a significant amount of variation across the country. The study also advised it was clear that the standards were reached from a variety of methodologies.
26. The South Cambridgeshire study recommended that the then current level of provision of 0.111 m² per head be adopted as the standard for future provision.

Harborough

27. Harborough District is located in the east Midlands. Its main towns are Market Harborough and Lutterworth. It is home also to the Magna Park distribution centre which relies significantly upon its location centrally in the country, close to the M1.
28. The District Council commissioned a study by Roger Tym, published in October 2010. This study reaches conclusions about the right level of indoor community space provision for the Harborough District as follows:
- Population less than 1000 – village hall with 1 court badminton hall
 - Population of 2000 – 6000 – village hall including a 2 court badminton hall
 - Population of 6000 – 10,000 – village hall, 4 court badminton hall and other facilities
 - Population of > 10,000 – various community and sports facilities, including pool, arts facilities and community meeting halls
29. Developer contributions are calculated using the Building Cost Information Service (BCIS) of the Royal Institute of Chartered Surveyors for community centres and a space standard based on the figure adopted for the *Leicestershire Infrastructure Study, 2009*.

It uses:

- Leicestershire's village hall space study standard of 0.4m² per head.
- BCIS cost of community centre per m² in October 2010, (including the Leicestershire locational factor: 0.93) results in a cost of £1,082.52 per m²

And calculates the cost per person of £1,082.52 x 0.4 = £433 per person. It also calculates a lower community hall refurbishment cost per head of £216 per person.

Harrogate

30. This largely rural district adopted revised *Supplementary Planning Guidance on Provision for Village Halls* in connection with new housing development in September 2014.

31. The guidance reminds us that the Government's *National Planning Policy Framework* (NPPF) states that one of the core planning principles should be to deliver sufficient community and cultural facilities and services to meet local needs. And that in order to support prosperous rural economies local plans should promote the retention and development of local services and community facilities in villages, including meeting places.
32. The District Council has a 'vision' for village Halls. They should be: a focal point for community activities for all age groups, providing a clean, warm, safe and well-maintained facility that meets equality of access and health and safety standards and that includes a main hall, a meeting room, a kitchen, toilets, storage space, and sufficient equipment, recycling facilities and appropriate car and cycle parking facilities.
33. It uses a 2 mile as the crow flies distance for accessibility to a village hall.
34. It has adopted minimum standards for a community building as follows:

Hall	= 100m ²
Meeting room	= 38m ²
Storage	= 17m ²
Kitchen	= 10 m ²
Toilets circulation ancillaries	= 36m ²
Total floor space	= 191m²

Though in fact when calculating village hall costs they use a minimum figure of 201m² which they base upon the average of 3 halls in the district which form the minimum size standard.

35. And uses the following formula to cost the provision of a hall:

Cost of building a new 'General Purpose Hall' ¹	£1,532 per m ²
Multiplied by fees ²	12%
Plus land costs ³	£44.00 per m ²
TOTAL cost per sq. m of providing a new village hall ⁴	£1,760 per m ²
Multiplied by minimum floor space of a new hall	201m ²
TOTAL cost of providing a village hall	£353,728

¹ Cost based on the Royal Institute of Chartered Surveyors publication *Building Cost Information Services* (BCIS), June 2014 rate of £1,532 per sq. m.

² Fees to cover architect, surveyor, structural engineer, building regulations officer etc. Harrogate Borough Council's Building Management team advises that 12% for fees is realistic for Harrogate District.

³ Harrogate Borough Council's Estates team has recommended a land value of £44 per sq. m.

⁴ 201 sq. m is the average floor space of the three village halls in the district which form the basis of the minimum size standards: Kettleing Millennium Hall; Coronation Hall, Milby; and Calcutt and Forest Moor Village Hall.

Divided by a quantity standard	650 people per village hall
Equals total developer contribution per bed space	£544 per bed space

36. The Harrogate guidance also provides a cost for hall refurbishment. This calculation is the same as for new halls but without the land cost.

Colchester

37. Colchester Borough Council has similarly adopted *Supplementary Planning Guidance: Provision of community facilities*, adopted September 2009 and updated July 2013.

38. This guidance defines the purpose of a community facility as:

'A building or space where community led activities for community benefit are the primary use and the facility is managed, occupied or used primarily by the voluntary and community sector. Community facilities can be located in a wide range of venues. These can include purpose-built structures such as community centres and village halls, as well as adapted venues, including: historic listed buildings, converted houses, flats, shops, scout huts and rooms or halls attached to faith buildings.'

And explains why they are important:

'Community facilities are a key factor in the development of sustainable communities, as set out in the Core Strategy. Two of the fundamental components of a sustainable community are: ensuring a community is well served with public, private, community and voluntary services that are appropriate to people's needs and accessible to all; fair, tolerant and cohesive with a strong local culture and other shared community activities'

39. The Guidance provides a mechanism for calculating contributions from new housing development:

- The average build cost for community centres in the 1st quarter of 2013 was £1448 per square metre of floor space as specified by the BCIS classification CI/SfB 532 (community centres general mean, Essex adjusted)
- The space standard requirement for community buildings is based on a provision of 0.75sq.m. floor space per dwelling provided on the subject site. As a guide the council uses a survey undertaken by Fordham Research Associates (0.33m² per head)
- The census 2011 indicated that the average number of persons per household in Colchester Borough was 2.33 persons
- The financial contribution per dwelling is £1448 (average build cost for community centres) multiplied by 0.75 per new dwelling) = £1086.

Wokingham

40. A study by Wokingham entitled *Shaping Our New Communities* dated January 2015 includes a section on the provision of community hall provision, maintenance and management. The Wokingham study identifies three approaches to justifying the size of community spaces:

1. *Like for Like Comparison*: comparing provision for the new development with that of a similar sized existing settlement.
2. *Size multiplier*: a number of local authorities have historically used a m² per capita or per dwelling multiplier to calculate S106 contributions for Community Centres or Village Halls. Wokingham refer to this as a crude tool which does not break down clearly around particular types of community use or allow for adjustment to reflect needs that may be specific to a local area.

The Wokingham paper looks at a range of district standards which give an overall average per head figure of 0.16m²

3. *A combination of comparison with existing provision and community consultation.*

Appendix 7

Size of Community Halls

Source: *Sport England Design Guidance Note Village and Community Halls*, January 2001

Note: Note: Although published some years ago the specification and guidance note does not appear to have been updated or replaced. Apart from the smallest hall size, the design is geared to the aim of providing a main hall large enough to play badminton. This requires a space of 18 x 10 metres which remains the preferred size. Badminton is the most popular community sport played in local community halls (ref Sport England report on Cherwell District sport and leisure 2014). Running cost for badminton halls are high because of the ceiling height required. There may be circumstances where an 18 x 10 metre hall is appropriate without the ceiling height to enable a range of other community -activities. Floor space sizes provided are approximate.

Comment [KL1]: Note for final draft replace "Equivalent Standards" with Cherwell Space standard and show how many people each hall should serve at 0.185 m²/head

Design options for village halls

1 **Smallest hall with minimum support accommodation:**

10m X 10m hall - Foyer - Changing rooms – Kitchen – Office – WCs - Store

Approximate Floor space: 275m²

Equivalent standards: 1,000 people = 0.275m² per head
2,000 people = 0.1375m² per head

2 **One Court Badminton Hall:**

18 x 10m hall - Compact ancillaries - Combined WC and changing – Foyer – Store – Kitchen – Office - Community room

Approximate Floor space: 350m²

Equivalent standards: 1,000 people = 0.350m² per head

2,000 people = 0.175m² per head

3 Symmetrical support accommodation around a hall with a separate stage:

18m x 10m hall – WCs - Changing rooms – Foyer – Store – Kitchen – Office - Community room - Bar and Cellar

Floor space: 550m²

Equivalent standards: 1,000 people = 0.55m² per head
2,000 people = 0.275m² per head

4 Centre with a second hall and a lounge/meeting room served by a bar as well as a kitchen:

18 x 10m hall - 10 x 10m hall – Lounge – Kitchen – Bar – Cellar – WCs - Changing rooms – Foyer – Store - Office

Floor space: 625m²

Equivalent standards: 1,000 people = 0.625m² per head
2,000 people = 0.312.5m² per head
3,000 people = 0.208m² per head

5 Two-court badminton size hall with separate stage and a lounge/meeting room:

18 x 17m hall – Lounge – Kitchen – Bar – Cellar – WCs - Changing rooms – Foyer – Store - Office

Floor Space 750m²

Equivalent standards: 1,000 people = 0.750m² per head
2,000 people = 0.375m² per head
3,000 people = 0.250m² per head

Appendix 8

Assessment of community facility requirements for strategic housing development sites in Bicester and Banbury

The benchmark standards discussed in part 6, section D of the main report have been used here to develop approaches to indoor community facilities for the major housing sites coming forward through the Cherwell Local Plan and as planning applications in Bicester and Banbury.

The sites assessed are as follows:

- Bicester 2 Graven Hill
- Bicester 12 S E Bicester
- Bicester 13 Gavray Drive

- Banbury 1 Canalside
- Banbury 4 Bankside phase 2
- Banbury 17 South of Salt Way
- Banbury 18 Drayton Lodge Farm

The reference numbers correspond to the Adopted Cherwell Local Plan (July 2015) policy numbers. These assessments have also been significantly informed by the research in the *Community Indoor Spaces Database*- see appendix 1.

Appendix 12 is a set of two tables which provide distances from the sites here discussed from indoor spaces identified in the main data base discussed in chapter 3 of the main report. Appendix 12 is used below to consider the 'present situation' in relation to each development site.

Bicester

Bicester 2 – Graven Hill

Local Plan designation: Site allocated for 2,100 dwellings

- Policy extract Bic2 (page 147): Predominantly a brownfield site for 2,100 dwellings, associated services, facilities and other infrastructure
- Dwelling mix informed by Policy BSC4. Primarily self-build. 30% affordable, extra care, and self-build

- Infrastructure to include a 2 form entry Primary School
- Community facilities - a local centre to include retail

Quantitative assessment:

- 2,100 dwellings x 2.5 persons per dwelling = 5,250 people
- A suitable population to provide at least one free standing facility
- Apply floor space per head figure 0.185 x 5,250 people = 971m² of indoor community space

Present situation:

Proximate: There are no existing community facilities within easy walking distance of the site. The nearest facility is Langford Village Community Primary School which lies about 775m from the edge of the site (as the crow flies). This is not close enough to the Graven Hill site to be considered suitable.

Further context:

The site lies to the south of Bicester about 1.5km from its centre. At its greatest it is a little over 2kms in distance from side to side.

It is set within a context of significant new adjacent housing planned at South West Bicester (2,200 dwellings) to the west and South East Bicester (1,500 dwellings) immediately to the north of the A41.

At present the developer has the option to either provide a community centre, or provide the land, plus a community centre contribution (£1,075,000, BCIS index linked).

Proposed approach:

Graven Hill is a significant sized development that will require its own community facilities. These can be provided in the following form:

- a. A single community facility located at/close to the centre of the community of some 971m² in size

This would give access to all to a facility capable of providing a range of spaces for all sectors of the community, albeit, the farthest reaches of the community would be up to ~~at least~~ 1km from the community centre. A single facility would be relatively easy to run and manage.

- b. Two facilities evenly spread across the site which might be of equal size, or one larger than the other e.g. 275m² and 700m².

Two facilities would ensure more local provision available to all the community, but involve two sets of management and costs.

Bicester 12 – South-East Bicester

Local Plan designation: Allocated for 1,500 dwellings

- Policy extract Bic12 (P168): 155 hectares mixed use housing and employment
- 1,500 homes to include 30% affordable. Dwelling mix as policy BSC4. To include extra care and self-build
- Community facilities: mixed use local centre to include multi use community hall. On site primary school and contributions to Secondary education provision

Quantitative assessment:

- 1,500 dwellings x 2.5 persons = 3,750 people
- A suitable population to provide at least one free standing facility
- Apply floor space per head figure 0.185 x 3,750 people = 694m² of indoor community space.

Present situation:

Proximate: Langford village community centre and Langford Village Community Primary School are within about 500 metres (as the crow flies) of the edge of the South East Bicester site.

That community Hall presently serves some 4,000 people, and at a space per head rate of 0.05573m² is significantly undersized for its population. It is notable that the adjacent School makes its hall and facilities available to the public, which will go some way to offsetting this deficiency.

The present facilities at Langford Village are most unlikely to have spare capacity available to meet the needs of new residents.

Further context:

The site lies about 1.5kms from the centre of Bicester. It is about 1,400 metres from north to south. It is set within a context of significant new adjacent housing planned at Gavray Drive (300 dwellings) and Graven Hill (2,100 dwellings) immediately to the south of the A41.

The Gavray Drive site is not a big enough development to justify a free standing facility and community space will need to be made available through existing facilities or in combination with SE Bicester.

Proposed approach:

The South East Bicester development site will lead to a significant new population which will need its own indoor community facilities. These can be provided in the following form:

- a. A single community facility of some 694m² in size, located at/close to the centre of the development.

This will give access to all, within a reasonable distance to a facility capable of providing a range of spaces for all sectors of the community.

- b. A larger facility could be provided toward the north of the site to additionally serve the new population at Gavray Drive. This could add up to 140m² to the facility (830m²), but could make the facility rather distant from residents in the south of the community.
- c. If viable, then two community halls could be provided, one to the south and one to the north of the site, the latter benefitting from additional floor space to meet the needs of Gavray Drive residents.

Bicester 13 – Gavray Drive

Local Plan designation: Allocated for 300 dwellings

- Policy extract Bic13 (P170): 23 hectare housing site with 30% affordable plus extra care and community self-build
- Contributions towards primary and secondary schools
- Contributions towards community facilities

Quantitative assessment:

- 300 dwellings x 2.5 persons = 750 people
- An insufficient population to justify a free standing community facility
- Apply floor space per head figure 0.185 x 750 people = 139m² of indoor community space.

Present situation:

Proximate: At first sight Langford village community centre and Langford Village Community Primary School (450m and 550 metres respectively as the crow flies), The Garth, (500m) and Longfield Primary School (550m) fall within the proximity of the Gavray Drive site.

However, both the Langford Village facilities already serve a large population such that they may not be readily able to meet additional demands. The Garth is a town wide facility. Longfield Primary School has a hall with spare capacity available to the general public which in 2016 is to double in size. However, from the school to the western edge of Gavray Drive site is almost a 900metre walk which includes use of a footpath under the railway line.

Whilst on the face of it there might appear the opportunity for the new Gavray Drive residents to use existing community facilities, in reality these are likely to be either too remote, or lacking in capacity.

Further context:

The site is about 850m walking distance from the town centre. It is set within a context of significant relatively recent housing at Langford Village together with a nearby major housing allocation South East Bicester ((1,500 dwellings).

Proposed approach:

This development site will introduce a new population which will need access to community facilities. The size of the development does not justify a new free standing facility on its own. Proposed approaches are as follows:

- a. Explore the scope to enlarge the existing community space at Langford Village to provide an additional approximate 140m²
- b. Provide about 140m² of additional space within the South East Bicester Development site in a manner that is proximate to Gavray Drive
- c. Contribute both to Langford Village and S E Bicester community facilities to support the Gavray Drive community based on a pro rata 140m² figure.

Banbury

Banbury 1 - Canalside

Local Plan Designation: Site allocated for 700 dwellings

- Policy extract Ban1 (P182): 26 hectares, homes, retail, office and leisure and open space. Dwellings: 70% houses, 30% flats, including 30% affordable
- Infrastructure needs identified: contributions to off-site primary and secondary, a nursery and contribution to indoor sports provision may be required
- Mix of high density age friendly dwellings including extra care housing
- Flats and smaller housing to the north and larger housing to the south
- Supplementary Planning Document in preparation

Quantitative assessment:

- Because the development is to be a high density houses with flats mix a lower than average household size of 2.0 has been assumed here
- 700 dwellings x 2.0 = 1,400 people
- Apply floor space per head figure of 0.185 x 1,400 people = 259m² of indoor community space

Present situation:

Whilst there are three potential community spaces that fall within an 800 metre two of these, the Peoples Church and the Depuis centre, are situated on the far side of the town centre. Only the Methodist Church within the town centre is reasonably positioned. This organisation has not responded to questions about its availability which in itself does not point to general public usage.

Further context:

Canalside is an urban site located just to the east and within easy walking distance of the town centre and its various amenities. Nevertheless, this makes it no less important to ensure that the community that emerges has its own sufficient dedicated space. The northern edge of the Bankside Phase 1 development is quite close to Canalside.

Proposed Approach:

The size of the population potentially generated by this development is below the recommended threshold for a free standing community hall, but it will be important to provide facilities for this substantial new population.

- a. The suggested approach is therefore that a dedicated community space should be provided as part of a multi storey mixed use building which might include provision amongst other things for a nursery
- b. A possible alternative would be to expand existing premises that might have or be suitable for public usage that are proximate to the Canalside site to a size that reflects the 0.185 metre per head standard.

Banbury 4 Bankside phase 2

Local Plan Designation: Site allocated for 600 dwellings

- Policy Extract Ban4 (P194): 27 housing hectare site, 30% affordable
- Dwelling mix is to be informed by policy BSC4 – mix of homes to meet current and expected future requirements to meet housing need and create socially mixed and inclusive communities. Includes extra care and self-build
- Contributions required to phase 1 primary school and to secondary education
- Contributions toward enhancement of the phase one community facility may be preferable to a new facility on site
- Contribution to indoor recreation may be required

Quantitative assessment:

- 600 dwellings x 2.5 persons = 1,500 people
- A suitable population to provide a free standing facility
- Apply floor space per head figure of 0.185 x 1,500 people = 277.5m² of indoor community space.

Present situation:

Bankside Phase 1 will have its own community centre of 450m² (equivalent to 0.166m² per head). This is to be located quite close to the 'boundary' between phases 1 and 2 of the development.

Bodicote village halls (Church/Scout/Parish) are across the far side of Bodicote and are not well located to meet community needs on this site.

Banbury Rugby Club is adjacent the site and has a hall which the Club is presently amenable to letting out. It may become more heavily used once the football club is relocated next door and management aspirations can change with time.

Indoor recreation facilities are available within Banbury at the Spiceball Leisure Centre and the North Oxfordshire Academy.

Further Context:

Phase 2 of Bankside will generate some 1,500 new residents in addition to the 2,500 residents that will occupy Bankside Phase 1 (known as Longford Park), development of which has commenced. Together these developments represent a major extension to the edge of the south eastern side of Banbury. The two phases are under the control of different builders. The farthest edge of Bankside Phase 2 lies less than 750 metres from the proposed Longford community hall.

Proposed Approach:

- a. First choice is to expand the Phase 1 planned village hall by about 275m² to create a larger facility to encourage unity of the new community
- b. A second option would be to join up with the rugby/football clubs to create a new facility with joint use providing there was a joint management agreement in place that gave adequate community access to the facility. In any event, use of the Rugby Club in the short term could provide an immediate meeting point for the first residents
- c. A third option would be a free standing community hall of 275m². This is the least favoured approach here because of the number of small halls that would then exist in close proximity.

Banbury 16 & 17 South of Salt Way

Local Plan designation: Up to 1,495 dwellings in total

- Policy extract Ban16 (P224): Allocated for up to 150 dwellings on 8 hectares inc. 30% affordable
- Contributions to education, and improvement of existing community facilities in the area
- Policy extract Ban17 (P226): 68 hectares. Up to 1,345 dwellings (includes 145 already permitted) to include 30% affordable
- On site primary school and contributions to secondary school
- On site local community facilities

Qualitative Assessment:

- 1,495 dwellings x 2.5 persons = 3,737.5 people
- a suitable population to provide at least one free standing facility
- apply floor space per head figure 0.185 x 3,737.5 people = 691.5m²

Present situation:

There are presently community facilities at Bodicote – a village hall, church Hall and scout hut, which are close to the eastern edge of the site. These serve the present Bodicote population of over 2,000 people.

The Banbury Academy is located close to the northern boundary of the site. There has been no response to date to questions about public availability of indoor space here.

Recreation facilities are already provided on the western side of Banbury in the form of the Woodgreen Leisure Centre, and Spiceball Leisure Centre in the Town Centre.

Further context:

The site extends the southern edge of the town but it remains just separated from Bodicote. It is some 500 – 600 metres deep but of the order of 2kms long extending to the west of the A361.

Contributions have so far been secured towards a community worker in relation to the permitted 145 dwelling scheme that is presently under construction. Planning permission is still to be secured for the remaining 1,350 dwellings.

~~The Banbury Sites map identifies a site for 187 dwellings north of Crouch Hill Farm just to the west of the Salt Way site. This site is not close to any existing community facilities so arguably requires a new facility though it would be small and could be difficult to sustain. £26,108 has been secured to improve an existing community facility or contribute to a new one. This money could support and increase a Salt Way facility.~~

Proposed approach:

Whilst the possibility might exist to make some use of surrounding facilities, capacity and availability is in doubt, and more importantly this substantial new community will warrant its own community space to help support the emerging community and enhance the sense of place. The proposed approach is as follows:

- a. A single community facility located at/close to the centre of the community of some 690m² in size

This would give access to all, within a reasonable distance to a facility capable of providing a range of spaces for all sectors of the community
- b. Two smaller facilities spread across the site either about 350m² each, or one larger than the other, perhaps reflecting the availability of facilities at Bodicote Village Hall

Banbury 18 Drayton Lodge Farm

Local Plan designations/proposals:

- Site allocated for 250 dwellings

- Policy extract Ban18 (P229) 15 hectares and 250 dwellings including 30% affordable
- Land for a primary school and contributions to secondary provision
- On site provision for community and or local retail facilities

But note that a pre application enquiry has been made for the site for 320 dwellings. And the adjacent site allocation Ban 5 is permitted for 544 dwellings.

Qualitative assessment:

- Local Plan figure 250 dwellings x 2.5 persons = 625 people
- Pre app proposal of ~~320350~~ dwellings x 2.5 persons = ~~800875~~ people
- Ban 5 permission 544 dwellings x 2.5 persons = 1,360 people
- Apply floor space per head figure of 0.185m² to 625 people = 115.5m²
- Apply floor space per head figure of 0.185m² to ~~800875~~ people = ~~148162~~m²
- Apply floor space per head figure of 0.185m² to 1,360 people = 251.5m²
- Maximum total new population of ~~800875~~ + 1,360 = ~~2,1602,235~~ x 0.185 = ~~399.6413.5~~m²

Present situation:

There are presently community facilities at Hanwell Fields and at Drayton and Hanwell villages. These are very small facilities unlikely to be able to provide additional capacity.

North Oxfordshire Academy lies some 800 metres to the south and has publicly available space.

Recreation facilities are provided in the centre and western side of Banbury in the form of the Woodgreen, North Oxfordshire Academy and Spiceball Leisure centres.

Further context:

A new community facility is to be provided on the Southam Rd West site to serve the Southam Rd east and west developments. This facility will be within about 800 metres to the north east of the existing Hanwell Fields Community Hall.

A financial contribution has already been secured for community facilities from the North of Hanwell Fields site.

The Banbury sites map also refers to the development site known as west of Warwick Road identified for 300 dwellings.

Drayton Lodge Farm is better considered with the neighbouring development site Ban 5 and Warwick Road, otherwise it will become an isolated community, too far to relate to and be served by Hanwell Fields and unable to sustain its own community space.

Proposed approach:

The 250 or ~~320350~~ dwelling Drayton Lodge development is not big enough on its own to justify a free standing Community Facility and is at risk of being rather isolated. The preferred approach is:

To combine contributions from Drayton Lodge Farm and North of Hanwell Fields and if possible West of Warwick Road, to provide a single well placed facility, possible in the corner of Drayton

Lodge Farm. This facility would be of the order of 413m² – 550m² in size, which would be large enough to offer a range of spaces and facilities within it.

Alternatively, if a new free standing facility is not achievable, then agreements might be pursued to achieve enhancements and access to Hanwell Fields Community Hall and North Oxfordshire Academy.

Appendix 9

Planned New Housing in Banbury for the Local Plan Period 2011 – 2031

Site	Ward	Planning Status	Increase in no of dwellings	Estimated no of people (assume 2.5 per dwelling CDC average)	0.375m ² community space per head
Old Stanbridge Hall, Banbury School, Ruskin Rd	Easington	Completed	70	175	65.6
62/64 Oxford Road	Easington	Completed	9	22.5	8.25
Neithrop House, Warwick Rd	Easington	Permitted	0 complete 7 by 2016/17	17.5	6.56
Orchard Lodge, Warwick Road	Easington	Application change care home to private res approved.	0 complete 16 by 2016/17	40	15.00
Warwick Rd/Foundry Street junction	Easington	Permitted/under construction	0 complete 22 by 2015	55	20.63
Land north west Crouch Hill Rd	Easington	Permitted/under construction	26 complete 2014/15	65	24.38

Comment [KL2]: This needs to be 0.185m²/head

Site	Ward	Planning Status	Increase in no of dwellings	Estimated no of people (assume 2.5 per dwelling CDC average)	0.375m ² community space per head
Land at AAT Academy	Easington	Permitted	44 by 2018/19	110	41.25
42 South Bar Street	Easington	Permitted	9 by 2015	22.5	8.44
South of Salt Way East	Easington	PP for 145 dwellings – strategic site allocation	1,345 by 2029	3,362.5	1,260.9
Land South of Salt Way (West)	Easington	Outline approval subject to legal agreement	350 by 2018/19	875	328.13
TC House Southam Rd	Easington	Permission	31 by 2016/17	77.5	29.01
NE Crouch Hill Farm	Easington	Outline PP granted	40 by 2017/18	100	37.50
Former Allotment Miller Rd	Ruscote	Completed	9	22.5	8.44
Rear of Methodist Church, The Fairway	Ruscote	Approved subject to legal agreement	11 by 2015	27.5	10.32
Dashwood School	Grimsbury & Castle	Completed	19	47.5	17.81
56-80 Calthorpe St	Grimsbury	Permitted	14 by 2016/17	35	13.13
Calthorpe House, C Street	Grimsbury	Permitted	15 by 2015/16	37.5	14.06

Site	Ward	Planning Status	Increase in no of dwellings	Estimated no of people (assume 2.5 per dwelling CDC average)	0.375m ² community space per head
Land at Higham Way	Grimsbury	Strategic site. Application expected summer 2015	150 by 2020	375	140.63
Land east Southam Rd	Grimsbury	Permitted	510 by 2021/22	1,275	478.13
Land west Southam Rd	Grimsbury	Permitted	90 by 2016/17	225	84.38
Canalside House, Tramway	Grimsbury	Permitted	14 by 2015/16	35	13.13
Crown House Christchurch Court	Grimsbury	Permitted	20 by 2016/17	50	18.75
Canalside	Grimsbury	Strategic allocation	700 by 2026/27	1,750	656.25
Bolton Road	Grimsbury	Strategic Allocation	200 by 2019/20	500	187.50
Bankside	Calthorpe/ Bloxham/Bodicote	Strategic site allocation, some approvals	1,090 by 2021/22	2,725	1,021.88
Land South of Hightown Rd	Calthorpe	Permitted	8 by 2016/17	20	7.50
Lincoln House, Lincoln Close	Neithrop	Permitted	18 by 2015/16	45	16.88

Site	Ward	Planning Status	Increase in no of dwellings	Estimated no of people (assume 2.5 per dwelling CDC average)	0.375m ² community space per head
N Hanwell Fields	Wroxton	Strategic Site with some homes with resolution to approve	544 by 2021/22	1,360	510.00
W of Bretch Hill	Wroxton	Resolution to approve	400 by 2020/21	1,000	375.00
Land W Warwick Rd	Wroxton	Permission	300 by 2019/20	750	281.25
Drayton Lodge Farm	Wroxton	Strategic site allocation	250 by 2020/21	625	234.38
Totals				15,828	5,935.07
Note: also a site described as Cotefield Farm	Bodicote parish		82		

Source: *Housing Delivery Monitor 2014* (period 2011 census to June 2015)

Notes:

1 sites and figures drawn from the AMR Housing delivery monitor – there are occasional apparent discrepancies within the tables

2 Base date of 1 April 2014

3 Doesn't account for any further windfall sites

Appendix 10

Planned new housing in Bicester for the Local Plan period 2011 – 2031

Site	Ward	Planning status	Increase in no of dwellings (See notes 1,2,3)	Estimated no of people (assume 2.5 per dwelling CDC average)	X 0.375 metres community space per head
Transco Depot, Launton Road	Bicester Town	Completed between 2011-2014	23 completed	58	21.75m ²
West Chapel/Bryan House	Bicester Town	18 sheltered homes demolished, replaced by 23 affordable homes.	5 completed	13	4.88m ²
St Edburg's School	Bicester Town	Outline application expected Spring 2015	0 completed 14 by 2018/19	35	13.13m ²
Old Place Yard St Edburg's	Bicester Town	Application expected shortly	0 completed 11 by 2015/16	28	10.50m ²
Bicester Community hospital site	Bicester Town	Permission granted Sept 2012	0 completed 14 homes 2016/17	35	13.23m ²
Cattle Market	Bicester Town	Non statutory LP allocation	0 completed 40 homes 2020/2022	100	37.50m ²
Bessemer Close, Launton Rd	Bicester Town	Non statutory LP allocation	0 completed 30 homes 2020/2022	75	28.13m ²
North West Bicester Exemplar	Caversfield	Permission granted	0 completed 393 to be completed by 2017/18	983	368.63m ²

Comment [KL3]: This needs to be 0.185m²/head

Site	Ward	Planning status	Increase in no of dwellings (See notes 1,2,3)	Estimated no of people (assume 2.5 per dwelling CDC average)	X 0.375 metres community space per head
North West Bicester phase 2	Caversfield/ Ambrosden & Chesterton Bicester West	Proposed strategic site allocation in submitted Local Plan	0 completed 2,900 by 2030/31	7,250	2,718.75m ²
South West Bicester phase 1	Ambrosden & Chesterton, Bicester Town	Outline permission for 1742 homes	280 built 1,462 to build by 2031	700 3,655	262.50m ² 1,370.63m ²
South West Bicester phase 2	Ambrosden & Chesterton	Proposed strategic allocation, resolution to approve 709 homes	0 completed. 726 by 2024/25	1,815	680.63m ²
South East Bicester	Ambrosden & Chesterton, Launton	Proposed strategic allocation in submitted LP	0 completed 1,500 homes 2016 - 2027	3,750	1,406.25m ²
Graven Hill	Launton	Proposed strategic allocation in submitted LP	0 completed 2,100 between 2016/2031	5,250	1,968.75m ²
Springfield Farm	Ambrosden	Scheme has planning permission and work has commenced	90		
Land south of Talisman Rd	Bicester south	Permission granted	0 completed 125 by 2018/19	313	117.38m ²
Former OCC highways depot	Bicester South	42 dwellings plus 20 extra care units permitted	20 completed by 2014, 20 to construct by 2015/16	50 50	18.75m ² 18.75m ²
Gavray Drive	Bicester South	Proposed strategic site allocation in submitted LP	0 completed 300 homes between 2016 – 2019	750	281.25m ²

Site	Ward	Planning status	Increase in no of dwellings (See notes 1,2,3)	Estimated no of people (assume 2.5 per dwelling CDC average)	X 0.375 metres community space per head
Skimmingdish Lane	Bicester East	Current application (2014)	0 completed 46 homes between 2016/18	115	43.13m ²
Launton		Development completed	40		
Totals				25,025	9,384.52

Source: *Housing Delivery Monitor 2014* (period 2011 census to June 2015)

Notes:

- 1- Sites and figures drawn from the AMR Housing delivery monitor – there are occasional apparent discrepancies within the tables
- 2- Base date of 1 April 2014
- 3- Doesn't account for any further windfall sites

Appendix 11

Community facility developer contributions achieved to date in Banbury and Bicester

Banbury

- 2012, 145 dwellings south of Salt Way – money towards cost of a community worker
- 2012, Hanwell Fields, 350 dwellings, £244,53p per dwelling to improve the Rotary Way Community Hall
- 2013, Warwick Road, 300 dwellings, £63,561.11p to improve Rotary Way Community Hall
- 2014, Warwick Road, 160 dwellings, £312.38p per dwelling
- 2013 Crouch Hill Farm, 117 dwellings £26,108.86p to improve/enhance existing facilities or provide a new facility

Comment [KL4]: Double check this one

Bicester

- 2012, Gavray Drive, £271,000, Extension of Langford village community centre (Is this the scheme granted on appeal, and now superseded by the 300 dwelling scheme listed in Appendix 10, *Planned new housing in Bicester for the local plan period 2011 – 2031*)
- 2012, 394 dwelling exemplar phase of eco town, £100,000 to community development of sustainable lifestyles (as referred to in Appendix 10, *Planned new housing in Bicester for the local plan period 2011 – 2031*)
- 2014, MOD Bicester, 1900 homes, £1,075,000 community centre contribution, £38,919 for 4 community workers (this is 1,900 of the 2,100 dwellings referred to in above schedule as Graven Hill)

Appendix 12

Community Facilities available within Banbury and Bicester and proximity to strategic housing sites

Bicester

Ref No.	Facility	Location	Available to community	Graven Hill		South-East Bicester		Gavray Drive	
				Comments	Proximate	Comments	Proximate	Comments	Proximate
1	The Garth	Launton Road, Just east of town centre	Yes	1,250m (crow)	No	1,250m (crow)	No	500m (crow)	yes
2	Bure Park Primary School (dual use agreement)	Lucerne Avenue	?	North of Town Centre	No	North of TC	No	North of TC	No
3	Langford Village Community Centre	Peregrine Way, Langford Village, South East of TC	Yes	875m (crow)	No	400m (crow)	Yes	450m (crow)	Yes
4	West Bicester Community Centre	Bowmont Square, Shakespeare Drive	Yes	West side of Town	No	West side of Town	No	West side of town	No
5	Bicester East Community Centre	Keble Road	?	North of Bicester North train station	No	North of Bicester North train station	No	750m (crow) but wrong side of railway line	No
6	Southwold Community Centre	Holm Square, Southwold	Yes	North side of town	No	North side of town	No	North side of town	No
7	St Mary's Catholic Primary School	Queen's Avenue	?	West of TC	No	West of TC	No	1,150m (crow)	No

Comment [KL5]: Non proximate facilities are proven by their crow-flies distances. Where the crow-flies distance suggests proximity (and the facility is available to the community), then the street distance (which could be considerably longer) is also required. I suggest combining the straight line distance from the site centre to edge (where there is no road network yet), plus the road distance from site edge to facility.

Ref No.	Facility	Location	Available to community	Graven Hill		South-East Bicester		Gavray Drive	
				Comments	Proximate	Comments	Proximate	Comments	Proximate
8	Emmanuel Church	Barberry Place, Bure Park	Yes	North of Town	No	North of Town	No	North of Town	No
9	Pingle Field pavilion	Between TC & Bicester Village	No	1,250m (crow)	No	1,500m (crow)	No	1,100m (crow)	No
10	John Paul II Centre	Henley House, The Causeway	Yes	Just west of Town Centre	No	Just west of Town Centre	No	900m (crow)	No
11	The Bicester School (formerly Bicester Community College)	Off Queens Avenue	Yes	NW of Town Centre	No	North West of Town Centre	No	North West of Town Centre	No
12	The Cooper School	Off Churchill Road	Yes	NE of Town	No	North East of Town	No	1,100m (crow)	No
13	Brookside Community School	Bucknell Road	Yes	NW of Town Centre	No	NW of Town centre	No	NW of Town centre	No
14	Five Acres Primary School	Ambrosden village	No	1,200m (crow)	No	800m (crow) to corner of site	Yes	Beyond south east of town	No
15	Southwold Community School	Lime Crescent, off Buckingham Road	Yes	North side of town	No	North side of town	No	North side of town	No
16	St Egburg's CofE (VA) School	Piggy Lane, off Church Street	Yes	West side of TC, 1,200m (crow)	No	West side of TC	No	1,100m (crow)	No
17	King's Meadow School	Shakespeare Drive	Yes	West side of Town	No	West side of Town	No	West side of Town	No

Ref No.	Facility	Location	Available to community	Graven Hill		South-East Bicester		Gavray Drive	
				Comments	Proximate	Comments	Proximate	Comments	Proximate
18	Langford Village Community Primary School	Peregrine Way, Langford Village	Yes	775m (crow)	Yes	450m (crow)	Yes	550m (crow)	Yes
19	Glory Farm Primary School	Off Sunderland Drive	Yes	NE segment of Town	No	NE segment of Town	No	1,250m (crow)	No
20	Longfield Primary School	Town Walk Way, Longfields	Yes	NE of Town	No	NE of Town, south of the railway 1,500m	No	550m (crow)	Yes
21	Kingsmere SW Bicester (under construction)	South west of Town	Yes (when built)	Two development sites are at least 1km distant	No	SW of Town	No	SW of Town	No
22	NW Bicester Eco Town	NW Bicester – development under construction	Yes (when built)	NW of town	No	NW of Town	No	NW of Town	No

Banbury

Ref no.	Facility	Location/Ward	Available to community	Drayton Lodge Farm		Canalside		Bankside Phase 2		Salt Way	
				Comments	Proximate	Comments	Proximate	Comments	Proximate	Comments	Proximate
1	Town Hall	Bridge St (Grimsbury)	No	Town Centre Too distant	No	Town centre 200m	Yes	Town Centre	No	Town Centre	No
2	Hanwell Fields Community Centre	Hanwell Fileds (Hardwick)	Yes	East of site 1,500m (crow)	No	North of town	No	North of town	No	North of town	No
3	Grimsbury Community Centre	Burchester Place (Grimsbury)	?	East of TC over canal	No	950 (crow)	No	East of TC over canal	No	East of TC over canal	No
4	Chasewell Community Centre	Avocet Way (Calthorpe)	Yes	South of town	No	South of Town Centre	No	1,400m (crow)	No	750m-1,500m (crow)	Yes
5	Ruscote Community Hall	Ruscote Arcade, Longlandes Way (Neithrop)	?	North of TC	No	North west of Town Centre	No	North of TC	No	North of TC	No
6	St Mary's CoE Primary School	Southam Rd (opposite Cope Rd) (Grimsbury)	No	Central north 2,500m (crow)	No	650 (crow)	Yes	North of TC	No	North of TC	No
7	The Grange Community Primary School	Avocet Way E of A4260 Oxford Rd (Calthorpe)	No	South side	No	1,000m (crow)	No	1,500m (crow)	No	675-800m (crow)	Yes

Ref no.	Facility	Location/Ward	Available to community	Drayton Lodge Farm		Canalside		Bankside Phase 2		Salt Way	
				Comments	Proximate	Comments	Proximate	Comments	Proximate	Comments	Proximate
8	William Morris School	Bretch Hill area (Ruscote)	No	1250m (crow)	No	Other side of town	No	Other side of town	No	Too far north of site	No
9	Queensway School	Jcn Queensway with Brantwood Rise (Easington)	No	School is south, site is north	No	Other side of town	No	Other side of town	No	775-1,300m (crow)	Yes
10	Orchard Fields Community School	Off Edmunds Rd (Ruscote)	No	1,500+ (crow)	No	Other side of town	No	West side of town	No	Too far north of site	No
11	Hardwick Community School of dance	Off Ferriston (Hardwick)	?	1,100m (crow)	No	West side of town	No	West side of town	No	West side of town	No
12	St Pauls Church Hall	Warwick Rd (Neithrop)	?	Central west of town	No	1,100 (crow)	No	Central west of town	No	Central west of town	No
13	East Street Centre	Calder Close, Daventry Road (Grimsbury)	No	N.E of Town Centre	No	1,000 (crow)	No	North east of TC	No	North East of TC	No
14	St Leonards Church hall, Middleton Rd	Off Middleton Rd (Grimsbury)	Describes itself as sports club	East of Centre	No	500m	Yes	East of Centre	No	East of centre	No
Ref no.	Facility	Location/Ward	Available to	Drayton Lodge Farm		Canalside		Bankside Phase 2		Salt Way	

			community								
				Comments	Proximate	Comments	Proximate	Comments	Proximate	Comments	Proximate
15	Peoples Church	Between Horsefair and Peoples Park (Neithrop)	?	Town centre	No	680 (crow) but other side of TC	Yes	Town Centre	No	Town Centre	No
16	The Hill Community & Youth centre	Bretch Hill (Ruscote?)	?	West side of town	No	West side of town	No	Est side of town	No	West side of town	No
17	St Pauls Church Centre	Prescott Ave (Ruscote)	?	West side of town	No	West side of town	No	West side of town	No	West side of town	No
18	St Hughs Church Hall	Ruskin Rd (Easington)	?	South West side of town	No	SW side of town	No	SW side of town	No	500-1,200m (crow)	Yes
19	Masonic Hall	Marlborough Rd (just off High Street)	?	Centre of town	No	Centre of town	No	Centre of town	No	Centre of Town	No
20	Methodist Church Hall	Marlborough Rd as above	?	Centre	No	400m (crow)	Yes	Centre of town	No	Centre of Town	No
21	Dupuis Centre, St Johns Church	South Bar/Dashwood Rd/A361	Yes	Centre	No	570 (crow)	Yes	Centre of town	No	Centre	No
22	Banbury Academy	Ruskin Rd Close to A361 (Easington)	?	South west side of town	No	1,500 (crow)	No	1,600m (crow)	No	250m (crow)	Yes

Ref no.	Facility	Location/Ward	Available to community	Drayton Lodge Farm		Canalside		Bankside Phase 2		Salt Way	
				Comments	Proximate	Comments	Proximate	Comments	Proximate	Comments	Proximate
23	Blessed George Napier RC School	Off Addison Rd Close to above	Yes	South side of town	No	1,500 (crow)	No	1,600m (crow)	No	250m (crow)	Yes
24	North Oxfordshire Academy	Stratford Rd (Hardwick)	Yes	800m (crow) N West side of town	Yes	West side of town	No	NW side of town	No	NW o town	No
25	St John R C Primary	Avocet Way E of A4260 Oxford Rd (Calthorpe)	No	SE of town	No	950m (crow)	No	1,700m (crow)	No	880m (crow)	No
26	St Leonards CoE Primary	Overthorpe Rd (Grimsbury)	No	E of TC over the Canal	No	850m (crow)	No	East of TC over canal	No	East of TC over canal	No
27	St Joseph Catholic Primary School	Nr Orchard Fields (Ruscote)	No	1,500 plus (crow)	No	West side of town	No	West side of town	No	Too far north of site	No
28	Hill View Primary School	Off Sinclair Avenue (Neithrop /Ruscote boundary?)	Yes	1,500m (crow)	No	1,800 (crow)	No	NW of town	No	NW of town	No
29	Hardwick Community School	Ferriston (Hardwick)	No	1,000m (crow)	No	West side of town	No	NW side of town	No	NW of town	No

Ref no.	Facility	Location/Ward	Available to community	Drayton Lodge Farm		Canalside		Bankside Phase 2		Salt Way	
				Comments	Proximate	Comments	Proximate	Comments	Proximate	Comments	Proximate
30	Harriers Banbury Academy	Bloxham Rd (A361)(Easington)	No	South of town	No	700m (crow)	Yes	2,500m (crow)	No	1,000m (crow)	No
31	Hanwell Fields Community School	Rotary Way (Hardwick)	?	1,500m plus	No	NW of town	No	NW of town	No	NW of town	No
32	Dashwood Banbury Academy	Merton Street (Grimsbury)	No	Due east of Canalside	No	Due east of canal 500m (crow)	Yes	Due east of Canalside	No	Due east of Canalside	No
33	Bishop Loveday CoE Primary	White Post Rd, Bodicote	Yes	South of the town	No	South of the town	No	900m (crow)	No	Almost adjacent east of site	Yes
34	Space Studio	Ruskin Rd (Easington)	Yes	South west of town	No	850 (crow)	No	2,000m+ (crow)	No	450m (crow)	Yes
35	Longford park Community Centre	Longford Park	Will be	South of town	No	South of town	No	Adjacent site 500m	Yes	South of town – 500m (crow) from east of site	Yes

Appendix 13

Community Indoor Spaces questionnaire

1. Does the facility allow equal access and usage for community groups and individuals in accordance with the 9 protected characteristics of the Equality Act 2010?
2. Are there any groups or activities which are not permitted with regard to any of the 9 protected characteristics?
 - a. Not permitted under any circumstances
 - b. Permitted with exceptions/ caveats
3. Do you consider your facility to be:
 - a. A community facility
 - b. A commercial facility
 - c. A private members club
4. Are there any groups or activities which are not permitted due to the location or nature of the facility (including due to planning/ licensing restrictions)?
 - a. Not permitted under any circumstances
 - b. Permitted with exceptions/ caveats
5. Is the facility fully disabled accessible?
6. Are there toilet facilities?
 - a. Dedicated to the facility?
 - b. Shared with another facility?
7. Do you have to be a member/ live in a certain area/ be an agreed user to hire the facility?
8. Who owns the facility?
9. When is the lease due for renewal, if applicable?
10. What is the total floor space of the facility? If unknown, what is the hireable space of each hireable room?
11. How many hours on average p/w is the facility hired out?
12. What groups currently use the facility?
13. What amenities does the facility have?
14. Have there been any refurbishments/ building work undertaken in the last 5 years?
15. Is there development potential? For example, is there available extension space,
16. Is a refurbishment, extension or rebuild required of the facility?
17. Are there pressures on existing facilities due to increases in demand and usage?

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