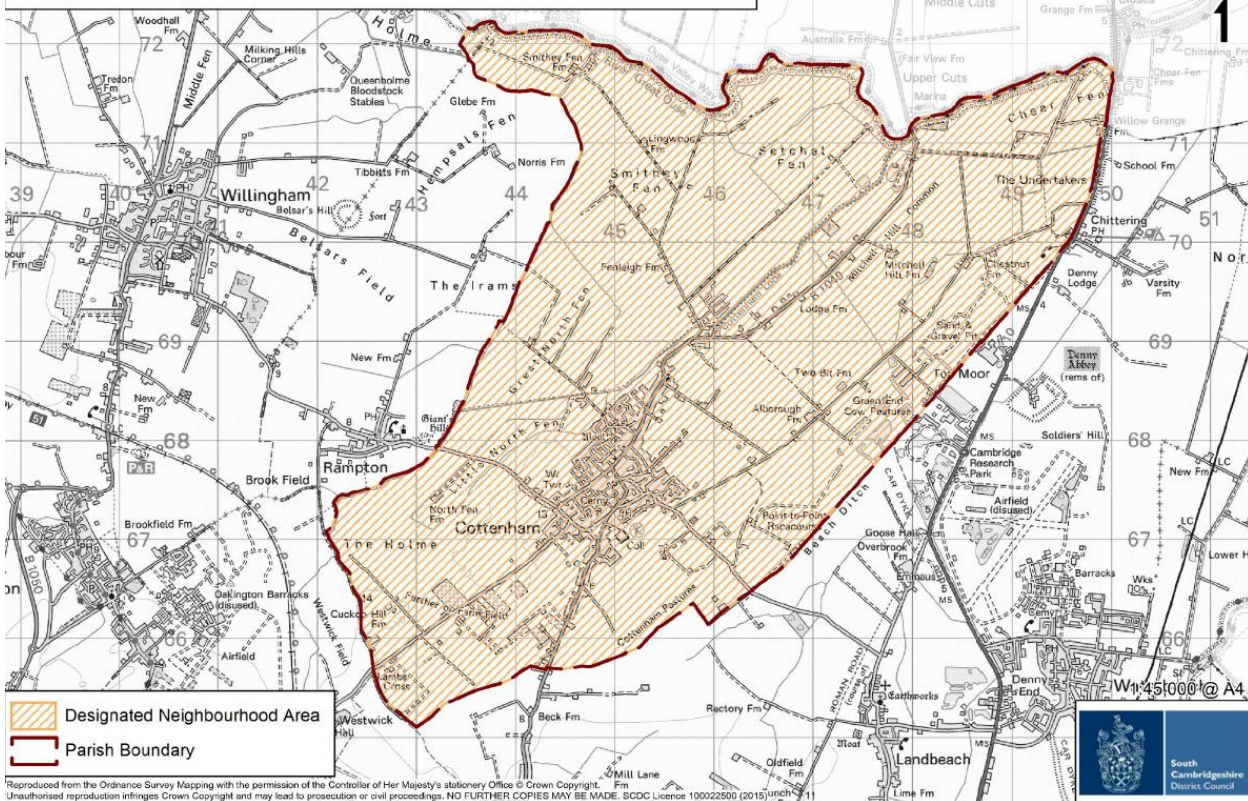


Cottenham Civil Parish

Neighbourhood Development Plan

2017 to 2031

Designated Neighbourhood Area: Cottenham - November 2015



Cottenham Parish Council
NP Evidence – Village Hall
December 2018

In 2031 Cottenham will still be an attractive safe rural village, proud of its character and retaining its sense of community with improved amenities and facilities, reduced impact of traffic, especially in the centre of the village, and having more affordable housing for the next generation of residents.



Cottenham Neighbourhood Development Plan Submission Plan – NP Evidence Paper E5



1 Summary

- 1.1 Cottenham has grown over recent years and now needs improved and extended indoor community facilities within easy reach of the village centre yet with adequate car parking so as not to exclude residents who live further afield in the village or wider parish or are less mobile.
- 1.2 This document outlines the reasoning for a replacement hall, its size and functionality.



Cottenham Neighbourhood Development Plan
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2 Situation

- 2.1 The SCDC Community Facilities Audit 2009 applied the SCDC average of 110m² per 1,000 head of population, to conclude that, based on a population of 6,100 at the 2011 census Cottenham, had a deficit of 383 square metres, with only 294 square metres of indoor community meeting space. In addition the Village Hall, accounting for some 200 m² of that provision was rated only as “poor” in terms of both quality and accessibility, leaving only 100 m² of “good” quality provision in a facility (Cottenham Salvation Army Hall^{G47}) with limited access to the public.
- 2.2 Nearly 250 m² was added when the Cottenham Community Centre opened, but with Cottenham’s population set to grow over the next few years to 8,000, the “need” is now around 880 m², a deficit of over 500m².

3 Complications

- 3.1 Cottenham has grown substantially over recent years with no commensurate improvement or extension to its community facilities beyond the regeneration of the former Methodist Chapel as a Community Centre in recent years.
- 3.2 To retain sustainability, SCDC's emerging Local Plan identifies a number of characteristics for indoor community facilities in Rural Centres like Cottenham:
- Rural Centres^{G53} should feature at least one large facility which offers extended access to all community groups at competitive rates.
 - The centre should have at least one high quality main hall space suitable for a variety of uses, potentially including club sport and physical activity; theatrical rehearsals/performances and social functions, ideally in a central and accessible location in the community. The facility should also offer smaller, separate meeting spaces and significant storage.
 - All facilities, including toilets, should be fully accessible, or retro-fitted to ensure compliance with Disability Discrimination Act^B legislation wherever possible. Additional facilities, for example changing rooms, should be fit for purpose and compliant with design best practice (for example Sport England).
 - Facilities should include a sizable kitchen/catering area (potentially professionally equipped) for the preparation of food and drink. It is desirable that the hall be licensed, with a personal licence holder, to permit a larger number of events. The facility may also require employed staff.
 - All new-build facilities should be designed with significant energy-efficiency measures in place. This includes energy efficient lighting (including timers and automatic sensors); double/triple glazing; draught proofing; insulation; appropriate central heating etc. Additional measures, such as the capture and use of grey water, photovoltaic cells, Combined Heat and Power (CHP), should also be explored.
 - All current facilities should be upgraded where appropriate and feasible to ensure that management / revenue costs are kept to a minimum.
- 3.3 Apart from required facilities, key location criteria include:
- proximity to the primary school, to limit traffic and improve child safety for children attending the out-of-school club
 - location within the village centre for easy walking distance for most village residents
 - site scale to provide secure parking facilities for those further afield in the parish or less mobile
 - potential to integrate and safeguard multiple users, improving utilisation and reducing costs
 - distance from neighbouring residences to minimise noise disturbance
- 3.4 Cottenham has only limited "village hall" facilities in other venues:
- Cottenham Club – in a central location with low fees and parking, but ageing
 - All Saints Church Hall – limited availability and parking and far from the village centre

**Our plan
Our village
Our future**

**Cottenham Neighbourhood Development Plan
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- c) CVC – good facilities but high fees and limits on availability, especially in day-time due to child safeguarding
- d) Community Centre – central, moderate fees and good facilities but no parking
- e) Cottenham Salvation Army Hall – central, but limited availability and no parking

4 Possible solutions

- 4.1 A considerable amount of research was conducted during 2015 and 2016 into how the limitations of the existing building might be overcome by refurbishment.
- It was initially thought possible to create disabled access toilets by using space freed up by relocating the existing changing rooms into the new Sports Pavilion. However the space available was insufficient to meet both the need for additional storage and toilet space.
 - Extending the building footprint is difficult due to the attached ladybird pre-school, adjacent Primary School, proximity of underground waste water arrangements and encroachment onto the main football pitch.
 - Adding an upper floor would require substantial re-engineering of the building structure, necessitating a similar outage period would not address the building's inherent energy-inefficiency and yield an inferior building to a complete replacement.
- 4.2 Architects were commissioned to create a conceptual replacement building and, as part of the preparation of a Neighbourhood Plan, various potential locations in the central area of the village appraised for suitability.

5 Criteria

5.1 The new facility must meet a number of design and location criteria:

	Requirement	Approach	Nearest comparator
Size	Concurrent safe use of separate spaces from 30m ² to 200m ²	Flexible spaces capable of being used separately for a variety of purposes	Community Centre
Accessibility	Disability-friendly	Disabled toilets for each main space with additional “changing place” for future-proof accessibility	Community Centre
Noise	Neighbour- friendly	Separation from neighbours to minimise noise disturbance	Village Hall
Drop-in meeting spaces	Community group and small-business friendly - allowing drop-in WiFi-enabled meeting or work spaces throughout the day and evening	Drop-in business /community group meeting spaces available throughout the day and evening	Community Centre
Safeguarding	Protecting vulnerable elderly and young	Spaces capable of being “locked-down” when occupied by vulnerable groups	None
Car-parking	Adequate not to exclude residents from within parish but outside village	Adequate parking space with restricted access during school drop-off and pick-up times to deter additional traffic.	Village Hall
Cycle storage	Adequate to encourage use by all village residents	Per SCDC policy	Village Hall
Centrality	Within village central area to maximise walking	Site is within 800 metre walking distance of the village centre	Community Centre
Control	Building under Community or Parish Council control	Parish Council favoured	Community Centre or Village Hall
Location	Proximity to Ladybird pre-school and Cottenham Primary School to provide safe “one-stop” drop-off and pick-up	Site adjacent to existing village development framework and within Recreation Ground	Village Hall
Height	Below that of the immediate environment	Key likely to be the Primary School	Village Hall or Primary School
Style	Imaginative and original so as to extend and renew the distinctive character and traditions of Cottenham’s built environment	Two-storey pavilion-style within slightly extended village development framework	Village Hall or Primary School

- 5.2 As part of the Neighbourhood Plan research, six central sites (see Figure 1) were considered for extension, new build or refurbishment:
- a) Cottenham Club - not listed but is located in the Conservation Area close to neighbouring residences. It is privately operated and has limited scope for extension without sacrificing some of the relatively few parking spaces; in addition the building fabric is around 100 years old making expensive renovation essential.
 - b) Community Centre - not listed but is located in the Conservation Area close to neighbouring residences. It is operated by a charity but has negligible scope for extension and no parking spaces; in addition the building fabric is around 100 years old making renovation expensive.
 - c) Cottenham Salvation Army Hall – not listed but is located in the Conservation Area close to neighbouring residences. It is privately operated, has limited scope for extension and no parking spaces; in addition the building fabric is around 100 years old making renovation expensive.
 - d) Co-op site is a brownfield site located in the Conservation Area close to neighbouring residences. It is privately operated and has some scope for new build but has vehicles access issues.
 - e) Durman Stearn is a brownfield site located in the Conservation Area close to neighbouring residences. It is privately operated and has some scope for new build but has vehicles access issues.
 - f) Watson’s Yard is a brownfield site located in the Conservation Area close to neighbouring residences. The site is in multiple ownership and has some scope for new build but has vehicles access issues.
- 5.3 None of the above sites is within Parish Council control, creating additional complexity for a community facility investment.
- 5.4 Four sites on or near the Recreation ground were also considered; all of which offer improved safety for children attending both the out-of-school club and Primary School, especially if siblings attend the adjacent Ladybird pre-school:
- g) Land between Rampthill Farm and the Cottenham United Charities Allotments – land owned by Cambridgeshire County Council with strong aspirations to develop as housing.
 - h) Part of the Cottenham United Charities Allotments – the Trust and allotment holders are reluctant to move from this location which would, in any case, be close to neighbouring residences.
 - i) Adjacent to the recently-built Sports Pavilion – land outside the village development framework and dedicated as King George V Playing Field and would need substitution and, in any case, is close to neighbouring residences.
 - j) On or near the site of the existing Village Hall – although the land is just outside the village development framework, it is adjacent to the expanding Primary School and inside the framework proposed in the emerging Neighbourhood Plan.

- 5.5 The site was considered suitable for community facilities in the AECOM site assessment³.
- 5.6 The study concluded that no other sites in the village can provide a “safe cluster” to safeguard children and minimise traffic. The “safe cluster” of Primary School, Ladybird Pre-School and the planned new Nursery permit minimum-distance safe off-road transfers between the facilities when children transfer between Primary School and out-of-school club or parents are dropping off or collecting children from any of these facilities.

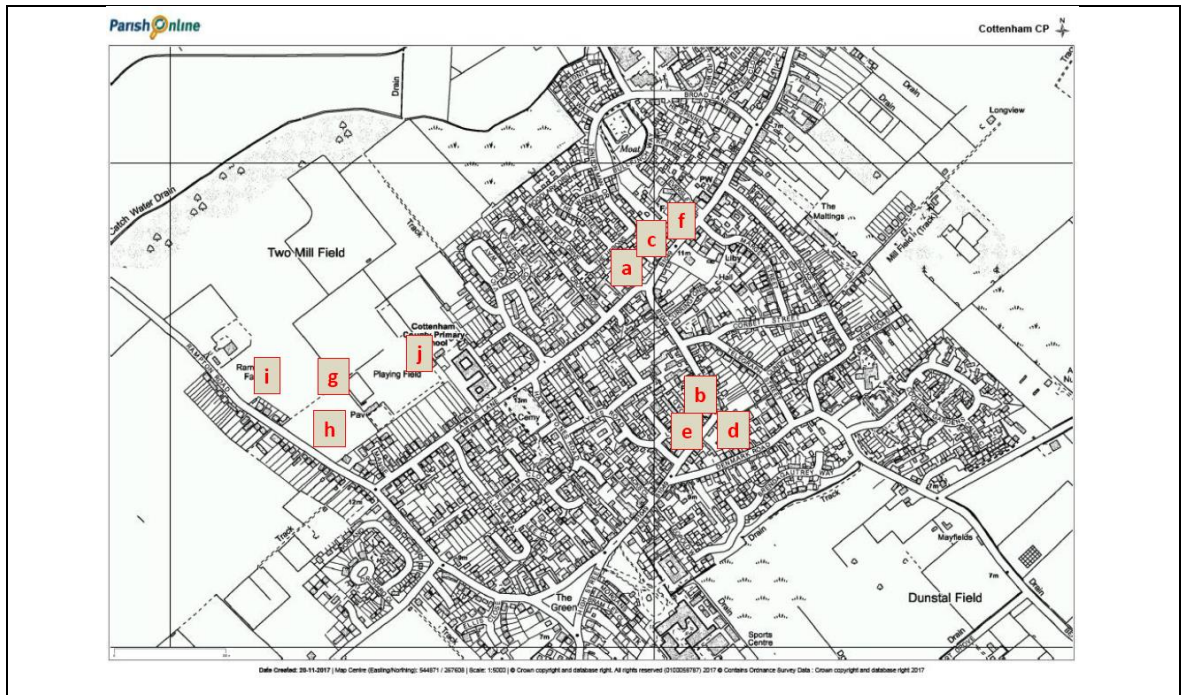


Figure 1: Sites reviewed as potential locations for Village Hall

- 5.7 The Recreation Ground site is at one end of the route served frequently by Citi8 buses although improved access and control of on-site car parking will also be necessary for residents living some distance from the site and beyond the range of more sustainable walking, cycling or bus services.

6 Evidence of community consultation and support

6.1 In addition to many informal consultations by email, social media or face-to-face, there have been four principal sources to the NP:

- **Vision Plan** – this parish-wide survey in 2014, with 217 responses, focused on improvements to facilities:
 - 46% of respondents thought we needed a new or refurbished Village Hall
 - 23% wanted additional facilities for small and start-up businesses
- **NP survey** – this parish-wide survey in the winter of 2016, with 973 responses, tested residents’ views on a wide range of issues:
 - Four findings relate to an improved or new Village Hall
 - 68% thought we should improve leisure and recreation facilities
 - 79% thought we should improve welfare and day care facilities for the elderly and less-mobile.
 - Many thought we should identify land and/or money for a day centre.
 - There was also considerable support for a business centre.

Figure 22 – Q7. Importance of improving leisure and recreation facilities
Base: All respondents (973)

		Important	Not important	Don't know / no reply
Gender	Male	66%	21%	13%
	Female	71%	14%	15%
	Prefer not to say / no reply	63%	25%	12%
Age	16-24	68%	23%	10%
	25-34	79%	19%	2%
	35-44	86%	10%	5%
	45-54	80%	15%	5%
	55-64	65%	22%	14%
	65-74	63%	17%	20%
	75+	42%	24%	34%
	Prefer not to say / no reply	49%	26%	26%
Area	Beach Road area	75%	11%	15%
	Fens & Twenty Pence Road area	50%	27%	23%
	High Street / Conservation area	69%	20%	11%
	Histon Road area	71%	19%	10%
	Oakington Road area	67%	14%	19%
	Rampton Road area	66%	19%	16%
	Tenison Manor area	80%	12%	8%
	The Lanes	59%	22%	19%
	Outside or no reply	43%	17%	40%

Figure 2: Support for improved leisure and recreation facilities

Figure 20 – Q7. Importance of improving welfare and day care facilities for older and less able residents
Base: All respondents (973)

		Important	Not important	Don't know / no reply
Gender	Male	77%	11%	12%
	Female	81%	9%	10%
	Prefer not to say / no reply	85%	8%	7%
Age	16-24	73%	18%	9%
	25-34	71%	19%	10%
	35-44	72%	17%	11%
	45-54	81%	14%	5%
	55-64	86%	5%	9%
	65-74	86%	5%	10%
	75+	77%	1%	22%
	Prefer not to say / no reply	77%	9%	14%
Area	Beach Road area	77%	13%	9%
	Fens & Twenty Pence Road area	70%	7%	23%
	High Street / Conservation area	81%	9%	10%
	Histon Road area	77%	18%	5%
	Oakington Road area	74%	14%	12%
	Rampton Road area	77%	12%	11%
	Tenison Manor area	84%	7%	9%
	The Lanes	78%	8%	14%
	Outside or no reply	77%	9%	14%

Figure 3: Support for improved welfare and day care facilities

- **Ballot** – this parish-wide ballot in late 2016, with 453 responses, tested residents’ views on whether or not “a new Village Hall and Nursery is worth £1/week on each home’s Council Tax”?
 - 60.5% were in favour; some raising clarification questions or urging progress.
 - 39.5% were against; many thinking the use of Council Tax was unfair or the Tax was too high
- **7 issues** – this parish-wide survey in late 2017, with 466 responses, tested residents’ views on:
 - separating the Village Hall and Nursery to improve the probability of obtaining planning permission
 - 68% were in favour and a further 19% had no preference
 - Proximity of the Nursery to the Primary School
 - 71% were in favour and a further 17% had no preference

Figure 34 – Q9. Should the Neighbourhood Plan identify land and/or money for a day centre for older residents?
Base: All respondents (973)

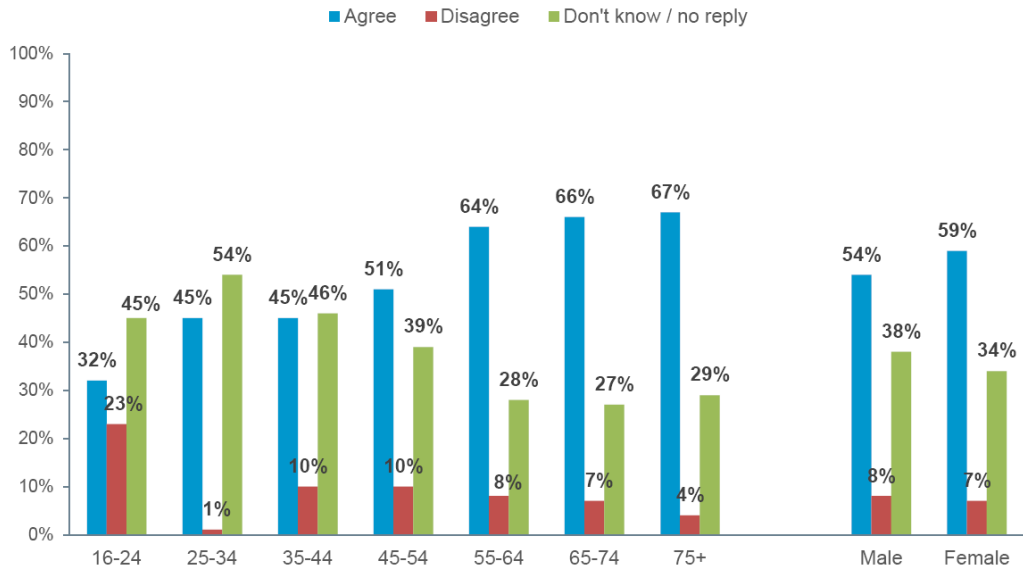


Figure 4: Support for a Day Centre

Figure 29 – Q9. Should the Neighbourhood Plan identify land and/or money for a business centre with low cost space for local business start-ups?
Base: All respondents (973)

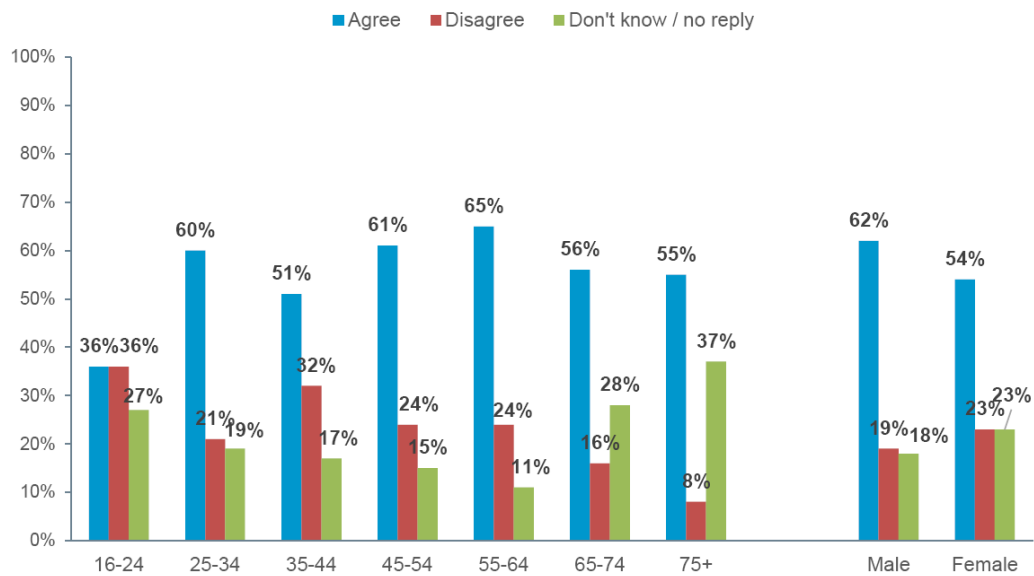


Figure 5: Support for a business centre

7 Planning implications

- 7.1 The site of the existing Village Hall and adjacent Ladybird pre-school is technically in “open countryside” and “Local Green Space”. However, as can be seen in Figures 6 and 7, the proposed site is already surrounded on three sides by housing and the Primary School buildings. A further expansion of the Primary School is imminent to cater for recent planning permissions on the south-west side of Rampton Road.
- 7.2 Cottenham’s emerging Neighbourhood Plan reconfigures the Local Green Space, (segments L, K, M₂ N₃ AND M₂) shaded in green on Figure 6. The reconfiguration increases the amount of land designated as Local Green Space.

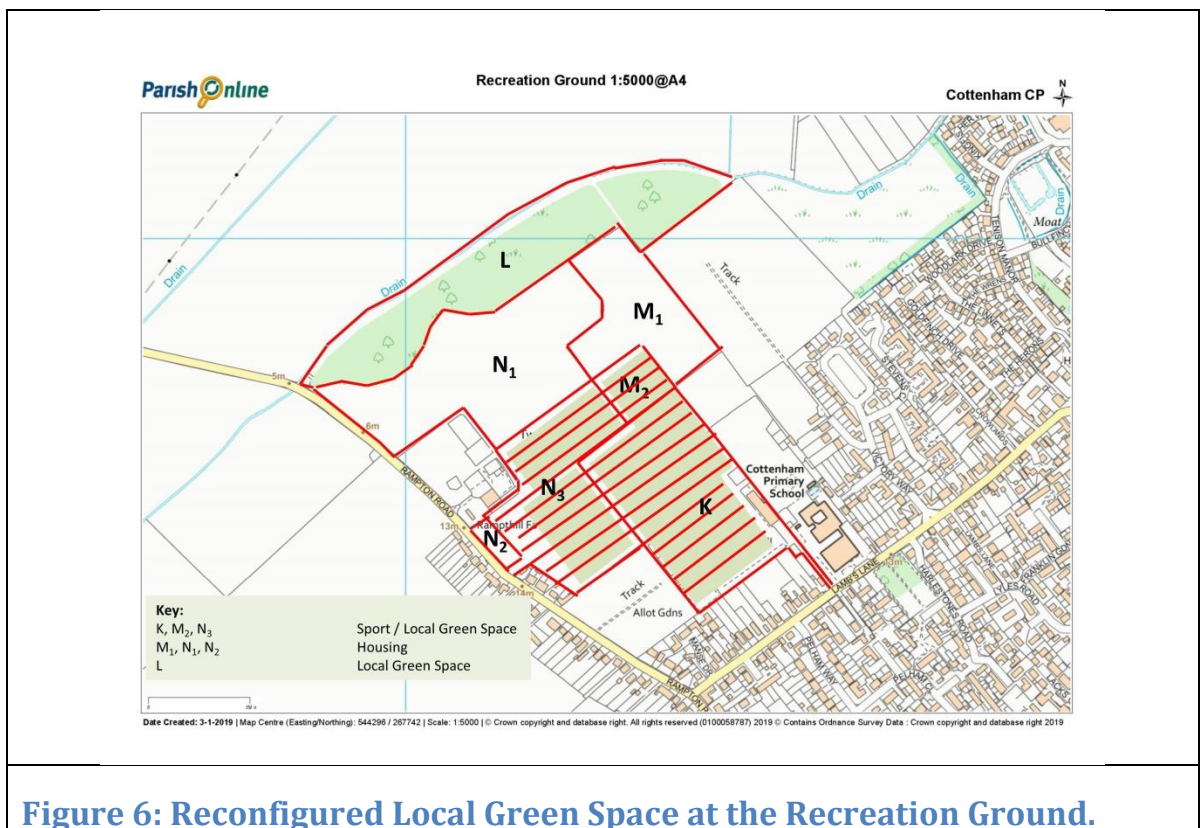


Figure 6: Reconfigured Local Green Space at the Recreation Ground.

- 7.3 The Neighbourhood Plan also (figure 7) repositions the Development Framework to bring the planned Community Facilities inside the framework and not in “open countryside”. The extension is represents a minor adjustment, mostly to include established buildings.
- 7.4 It is not really extending the framework into “open countryside” and involves no loss of recreational space.

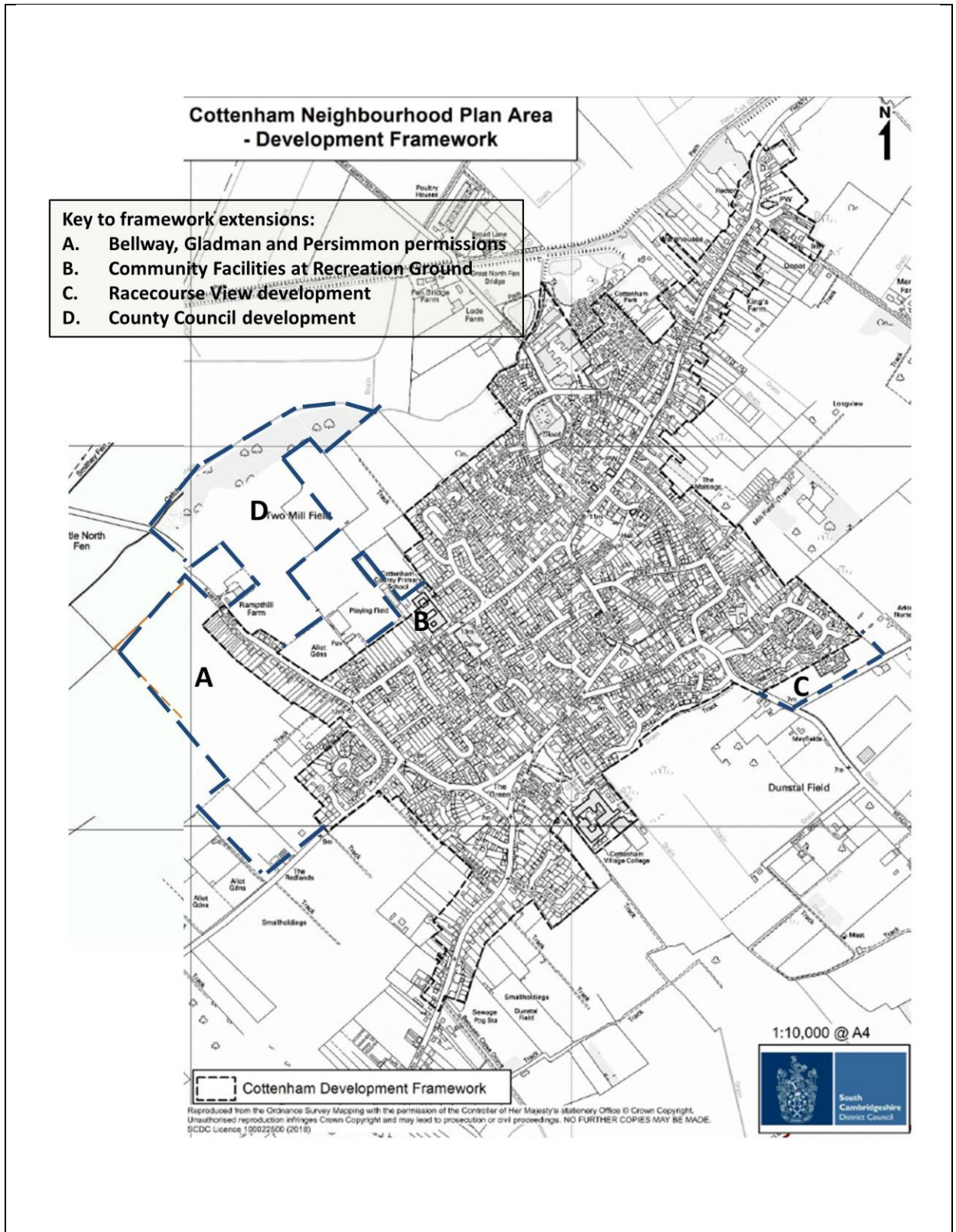


Figure 7: Cottenham’s repositioned Development Framework

8 Policy from Pre-submission draft Neighbourhood Plan

Policy AF/2: Multi-purpose Village Hall

Support development of a modern multi-purpose Village Hall on the Recreation Ground adjacent to the Primary School to provide more appropriate community facilities, including out-of-school child-care*, an informal day centre for the elderly**, and drop-in meeting facilities for small businesses and community groups*** provided the design:

- a) does not lead to loss of any sports pitches, and
- b) is imaginative and original so as to extend and renew the distinctive character and traditions of Cottenham's built environment, and
- c) includes Wi-Fi and printing technology to facilitate small business or community group drop-in working in a central village location, and
- d) encourages pedestrian access, and
- e) contributes to safer traffic movements by inclusion of appropriate on-site parking and site access improvements

Policy terminology

*Out-of-school child-care – pre-school and post-school care for primary years children during term-time; all-day in vacations

** Informal day centre for the elderly – supervised meeting place and hot meal for the elderly and less mobile

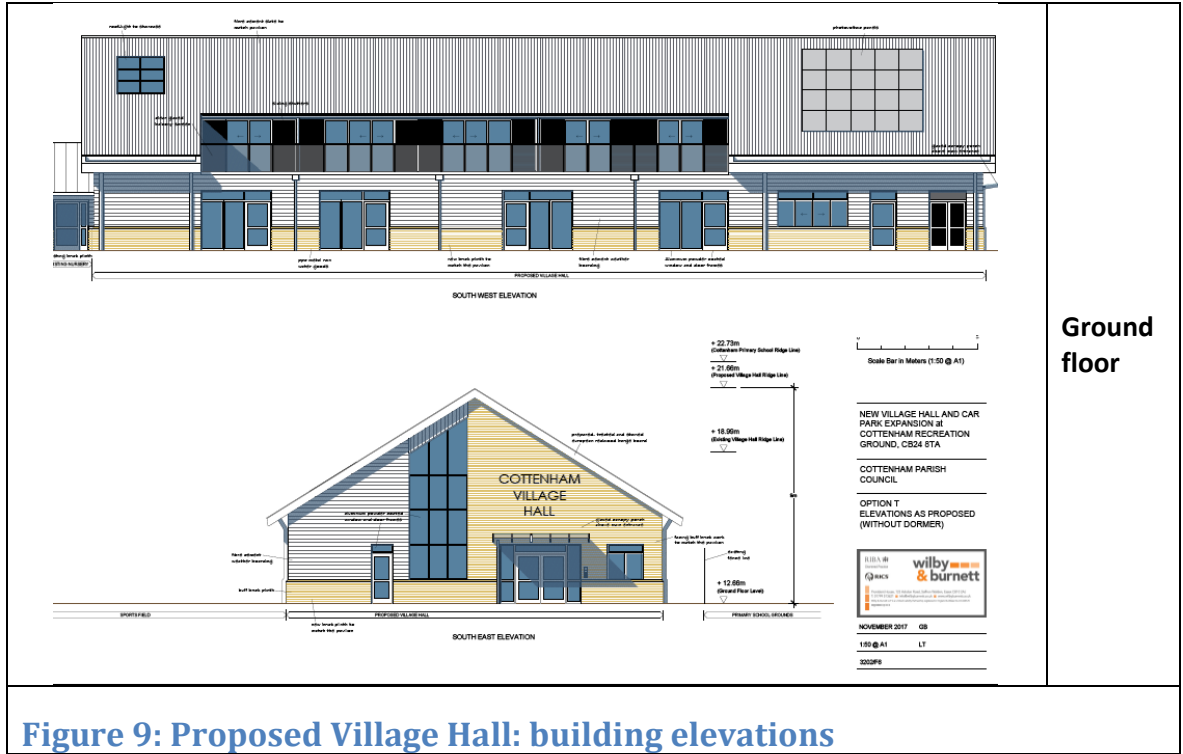
*** Drop-in meeting facilities for small business and community groups – “ad-hoc” rental of space within a shared room with business support facilities such as Wi-Fi, printing etc.

9 Proposed solution

- 9.1 The current proposal (Figure 8) suggests a two-storey building with gross internal areas below 975 m² yet providing five flexible spaces.
- 9.2 The building is accessed from a main entrance and lobby area which includes a “changing place” for adult disabled.
- 9.3 The two main ground floor spaces can be:
- combined into a single space with bar, stage, and all associated facilities including kitchen and toilets for special community events, or
 - operated separately in “lock-down” for two vulnerable groups such as an out-of-school club or day centre for the elderly.
- 9.4 The three upper floor spaces, which has a balcony to maximise light and views over the King George V Playing Field, can be used:
- separately as a Parish Council Office or Community group meeting room, drop-in business space or social club, or
 - a Council / Committee room and a larger function space with bar.



9.5 Externally, the design (Figure 9) provides views south-west across the King George V Playing Field to the recently-built Sports Pavilion, whose style it partly echoes, and views to the west of the adjacent “second field” which hosts cricket and football in season with open “big sky” (especially sunset) views through poplar trees.



Ground floor

Figure 9: Proposed Village Hall: building elevations

9.6 Figure 10 shows the proposed buildings on the site which extends the building line along the site's perimeter fence which currently marks the edge of the village development framework adjacent to the Primary School.

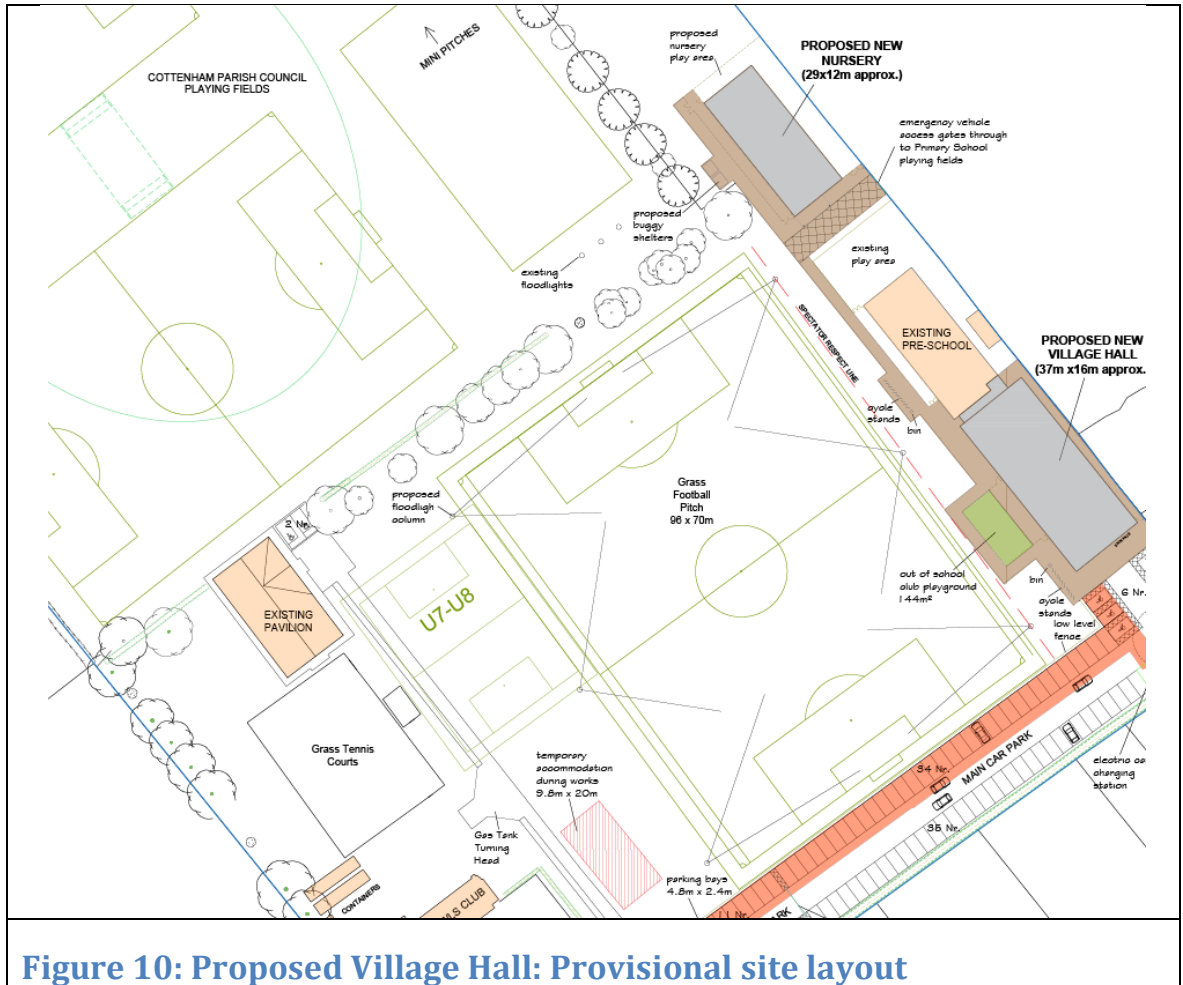


Figure 10: Proposed Village Hall: Provisional site layout



**Cottenham Neighbourhood Development Plan
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Appendix A: General References

Reference	Paper
B1	Cottenham Neighbourhood Plan Survey – Final Report (NPS)
B2	Cottenham draft Pre-submission Neighbourhood Plan v2.1
B3	Cottenham draft Pre-submission Neighbourhood Plan v3.1
B4	AECOM Housing Needs assessment
B5	AECOM Site assessment
B6	AECOM Heritage & Character assessment
B7	Evidence Paper E1 Housing need and supply
B8	Evidence Paper E2 Brownfield sites
B9	Evidence Paper E3 Rural Exception Sites and Community Land Trust
B10	Evidence Paper E4 Recreation Ground
B11	Evidence Paper E5 Village Hall
B12	Evidence Paper E6 Nursery
B13	Evidence Paper E7 Medical and Drop-in & Chat Centre
B14	Evidence Paper E8 Village heritage and character
B15	Evidence Paper E9 NP Golden thread
B16	Evidence Paper E10 Burial ground extensions
B17	Evidence Paper E11 Drainage & Flooding
B18	Evidence Paper E12 Village Design Statement 2007
B19	Evidence Paper E13 Traffic & Transport Strategy
B20	Evidence paper E14: Community Transport
B21	Evidence paper E15: Play
B22	Evidence Paper E16: Open Space
B23	Cottenham draft Pre-submission Neighbourhood Plan v4.2
B24	Strategic Environment Screening Opinion
B25	Consultation statement
B26	Cottenham Submission Neighbourhood Plan v5
B27	Strategic Environment Assessment
B28	Basic Conditions Statement