

# Overview & Scrutiny Committee 1

REGENERATION, PLANNING,  
COMMUNITY ENGAGEMENT &  
SAFETY

St James Community Centre



## Community Centres

TASK AND FINISH GROUP

April 2010



**NORTHAMPTON**  
BOROUGH COUNCIL

## Index

Chair's Foreword	2
Executive Summary	3
Final Report including recommendations	10

## APPENDICES

Appendix A	Scope of the Review
Appendix B	Doddridge Centre, Emmanuel Church Rooms, Lings Forum – Fees and Charges and pricing structure for hire of Private Finance Initiative (PFI) schools
Appendix C	Condition Surveys – Summary Report

## Foreword

The objective of this Task and Finish Group was to support the development of policy in relation to:-

- the provision of premises for community use, and
- the role of Northampton Borough Council in such provision
- to monitor any budget proposals in relation to community centres

The Task and Finish Group noted that some Community Centres did not hold an Agreement and had not done so for many years and felt that this was an area that required a Policy so that the people of Northampton could get the most out of these facilities.

This piece of Scrutiny activity started out as an Appreciative Inquiry and became a Task and Finish Group in December 2009, with available resources, to conduct this in-depth piece of work.

The Task and Finish Group was set up by the Overview and Scrutiny Committee for Regeneration, Planning, Community Engagement and Safety and comprised non-Executive Councillors Tony Clarke, Keith Davies, David Palethorpe, Tess Scott and myself.

The Task and Finish Group visited various community centres throughout the borough and compared the Council's management of the services against those of number of Local Authorities by desktop research. The two that were specifically relevant to this Review were Stevenage Borough Council as it had undertaken similar work to that of this Task and Finish Group and North Tyneside Borough Council as its Asset Transfer Policy and its assessment template were useful documents for the Task and Finish Group.

A number of expert witnesses attended a meeting of the Task and Finish Group, forwarding their comments and advice, which informed the evidence stage.

The Task and Finish Group held interviews with the Portfolio Holder and Senior Staff at Northampton Borough Council.

The Task and Finish Group was made very welcome on all of its visits and the Group was generally impressed with what it saw however, there are some areas that need attention and recommendations are contained in the report.

The Review took place between August 2009 and April 2010.

I would like to thank everyone who took part in this piece of work.



*Portia Wilson*

**Councillor Portia Wilson**  
Chair, Community Centres Task and Finish Group

## **Acknowledgements to all those who took part in the Review: -**

- Councillors Tony Clarke, Keith Davies, David Palethorpe and Tess Scott , who sat with me on this Review and attended various site visits obtaining valuable evidence to support the final report
- Councillor Paul Vansverry, Portfolio Holder (Community Centres) for providing a response to the Task and Finish Group's core questions
- Thomas Hall, Head of Policy and Community Engagement for his support to this Review
- Trevor Dickenson, Community Centre Co-Ordinator, for taking the Task and Finish Group on a tour of the Community Centres
- Chris Murray, Independent Living Manager, for furnishing the Task and Finish Group with details of the review of Community Rooms
- Simon Dougall, Asset Manager, for providing details of current and past legal agreements in relation to self managed Community Centres
- Community Centre Co-Ordinators, NBC, for spending time with the Task and Finish Group on its site visits
- Toby Birch and Stephen Richards, Alliston Gardens Community Centre, Naomi Diamond, The Development Trusts Association (DAT), Richard Powell, Area Base Coordinator, Community Partnerships, Northamptonshire County Council
- Tracy Tiff, Scrutiny Officer, for her advice and support, in particular desktop research and organisation.

## **EXECUTIVE SUMMARY**

The purpose of the Task and Finish Group was to support the development of policy in relation to: -

- the provision of premises for community use, and
- the role of Northampton Borough Council in such provision
- monitoring any budget proposals in relation to community centres

The Council embarked upon a Review of the Management of its Community Centres and it was agreed that Overview and Scrutiny could assist this piece of policy development work by undertaking research and providing assistance and recommendations to support the Review. The Review commenced in August 2009 as an Appreciative Inquiry and converted to a Task and Finish Group in December 2009 with available resources, to conduct this in-depth piece of work.

A Councillor Task and Finish Group was established comprising Councillor Portia Wilson (Chair); Councillors Tony Clarke, Keith Davies, David Palethorpe and Tess Scott.

The Task and Finish Group agreed that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

- List of all premises currently available (or potentially available) for community use, including Northampton Borough Council's Community Centres, Community Rooms, School Facilities, premises owned and/or run by community organisations and faith groups.
- For the above, location, ownership, patterns of use, charging regime, accessibility, condition and similar
- Costs and income for Community Centres
- Current Northampton Borough Council's Policy, whether explicit or implicit
- Examples of good practice adopted elsewhere

## **CONCLUSIONS AND KEY FINDINGS**

A significant amount of evidence was heard, details of which are contained in the report. After gathering evidence the Task and Finish Group established that: -

- 5.1 After all of the evidence was collated the following conclusions were drawn:
  - 5.1.1 The Task and Finish Group realises that there needs to be accessibility to community facilities for all Groups.
  - 5.1.2 Community Centres need to look like a Community Centre first and foremost and hirers should return it to that state when their session concludes.
  - 5.1.3 The Task and Finish Group highlights the need for a stated percentage of the

usage of Community Centres and the number of Groups hiring the Centre to be documented. It would be advantageous for a monitoring system to be introduced. Other performance related monitoring could be tailored on a case-by-case basis.

- 5.1.4 The Task and Finish Group emphasises that 'one size does not fit all' and that each Community Centre needs to be looked at differently. When looking at any proposal for Community Centres, there is a need for clear Equal Opportunity Policies to ensure it is open to all. The Community Centre needs to be clearly signposted and look like a Community Centre. The responsibility and ownership of the building, together with booking details, should be clearly displayed on the outside of the Community Centre.
- 5.1.5 The Task and Finish Group has no objections to a specific Group, for example a Faith Group, taking on the management of a Community Centre but access has to be open to all and it has to be clearly labelled a Community Centre and not the Faith Group's Centre.
- 5.1.6 If there is a dominant use of a Community Centre, it can change the perception to the rest of the Community of what the Centre is. Some Centres are known as 'the nursery' or 'play group'. The same could happen if a specific Group managed a Community Centre.
- 5.1.7 The Task and Finish Group acknowledges the need for a clear Policy detailing specific categories for commercial and subsidised hire charges. Categories should comprise local Third Sector Groups, Third Sector Groups and Commercial Groups.
- 5.1.8 The Task and Finish Group noted that one particular Community Centre is unique in the way that it pays for its own Coordinator.
- 5.1.9 The current fees and charges for Northampton Borough Council managed Community Centres do not appear to be competitive. It is further realised, however, that there are occasions when the Council needs to subsidise some Groups, such as those known to be of low income.
- 5.1.10 The Task and Finish Group felt that all commercial businesses should pay commercial rates for the hire of Community Centres.
- 5.1.11 The Task and Finish Group highlights that there is a huge difference in hire rates between Community Centres.
- 5.1.12 The Task and Finish Group notes that the majority of Pre-School groups are being charged the community group rate for the hire of Community Centres and conveys its concerns about this charging regime. It has particular concerns, as often Pre-School groups appear to use Community Centres for their exclusion.
- 5.1.13 The Task and Finish Group has particular concerns regarding the minimal usage at one Community Centre. Due to the fact that a pre-school uses this Community Centre during school hours it cannot be used after 3pm because the Pre School leaves its kit in the Room. The Task and Finish Group felt that this Community Centre is a vital link with the community and it would be advantageous to ascertain whether the room is available for bookings after 3pm. It is further

acknowledged that Community Centre is set out as a school.

- 5.1.14 On its tour of the Community Centres, the Task and Finish Group was provided with an example that some bookings had been turned away. The Community often sees the Community Centre Coordinator as the contact for bookings but the Task and Finish Group realises that it is not within their' job description to take bookings. The need for the clear display of contact and booking arrangements was noted.
- 5.1.15 The Task and Finish Group recognises the need for Centre Coordinators to have ownership of a Community Centre or a clusters of Community Centres.
- 5.1.16 It is noted that arrangements for providing cover for some Community Centre Co-Ordinators is not consistent. The Task and Finish Group felt that weekends in particular are income-generating and that there is a need for cover to be provided. Community Centres should be available for seven days a week usage.
- 5.1.17 It was queried why some public bodies were using venues such as Sixfields and Franklins Gardens for their meetings but not utilising Community Centres. Community Centres are not marketed and there is a strong need for this. Often the image of Community Centres is 'run down' not the ideal place to hold a meeting. The Task and Finish Group appreciates that there are no available resources to market Community Centres. There may be potential for considering the role of Centre Managers.
- 5.1.18 It is realised that it is not just about acquiring bookings but also about how the Community Centre plays a role in the community, for example how the Community Centre supports the community. The Task and Finish Group concludes that at present, the Council 's role in the management of Community Centres appears to be as a caretaker only.
- 5.1.19 There is a need to explore the arrangements that the Council has with Management Committees to ascertain whether they require amendment and updating. It is apparent that many of the Legal Agreements are often decades old, most of which have expired.
- 5.1.20 On the tour of the Community Centres the Task and Finish Group was pleased to note that in the main the standard was high but it is felt that there is a lack of a maintenance schedule, such as. painting of window frames. A number of the Community Centres were built a number of years ago and the Task and Finish Group felt that if there were more modern buildings, they would be easier to let and cheaper to run.
- 5.1.21 The Task and Finish Group acknowledges the Council has recently approved a Corporate Asset Management Strategy, which recognises the benefits, which can accrue from Community Asset Transfers and is addressing the need for a policy to document its approach to such transfers. It emphasises the need for the Council to give support to organisations and Groups, such as help with business planning. Awaiting confirmation about this Review
- 5.1.22 It emphasises the need for the Council to give support to organisations and Groups, such as help with business planning.

- 5.1.23 From the evidence provided, the Task and Finish Group notes the comments that there is a need for more youth groups and youth activities. It is highlighted that Northampton Borough Council has nine community centres, only three of which host youth provision.
- 5.1.24 The Task and Finish Group agrees that the Equality Impact Assessment for Community Centres is very comprehensive and the majority of areas are covered. There is a need to ensure that all buildings that the Council has direct or indirect input into have a clear Equality Standards Policy.

## RECOMMENDATIONS

The above overall findings have formed the basis for the following recommendations. The Task and Finish Group therefore recommends to Cabinet that: -

- 6.1.1 All leases for self managed Community Centres are reviewed to ensure that they meet consistent standards; based on a common core document. Leases be on a term of at least 25 years. .
- 6.1.2 In assessing the business cases, Management Committees must be able to demonstrate they are maintaining a local focus and provide evidence to support it can manage a number of Community Centres fitting the set criteria.
- 6.1.3 Northampton Borough Council provides information, such as building surveys, details of running costs to Self Managed Community Centres to aid business planning.
- 6.1.4 Management Committees are charged with ensuring that Community Centres are kept in a good state of repair. Northampton Borough Council provides an allocated sum of money to the Management Committees for general maintenance and repair of the Community Centres. Northampton Borough Council remains the budget holder for major repairs.
- 6.1.5 Suitable Community Groups are given the opportunity to submit an application for the management of a Community Centre(s). Existing Management Committees are given first refusal for Community Centre(s) that they currently manage.
- 6.1.6 Where appropriate, Community Groups taking on the management role of the Community Centres, the Council or other partners provide a grant towards running costs, with the proviso that the Groups work in partnership with the Council to achieve community outcomes.
- 6.1.7 Northampton Borough Council works with Community Groups that take on the management of a Community Centre regarding the employment of a Centre Coordinator and/or Centre Manager.



- 6.1.8 The Council works with Management Committees to ensure that the Community Centres meet the needs of the Community.
- 6.1.9 A Policy, containing particular components such as an Equality Impact Assessment, Health and Safety issues, Terms of Access, booking and contact details to be clearly visible from the outside of the building, details of the condition in which the Community Centre should be left when the hirer has concluded its session, be introduced and issued to all Community Centres. The Policy is renewed on an annual basis.
- 6.1.10 Monitoring of the management of Community Centres is introduced, using management tools.
- 6.1.11 Cabinet considers, within appropriate resources, a method of promoting and marketing Community Centres.
- 6.1.12 The Task and Finish Group supports the development of a Community Asset Transfer Policy.
- 6.1.13 Centre Coordinators are responsible for a particular Community Centre/clusters of Community Centres to encourage ownership.
- 6.1.14 Community Centres are available for hire seven days a week.
- 6.1.15 A review of the fees and charges for Northampton Borough Council managed Community Centres is undertaken.
- 6.1.16 New builds for Community Centres achieve the same standard, or better, of the design of the floor space, accessibility and layout of Parklands and Pastures Community Centres.

# Northampton Borough Council

## Overview and Scrutiny

### Report of the Community Centres Task and Finish Group

#### 1. Purpose

1.1 The purpose of the Task and Finish Group was to support the development of policy in relation to: -

- the provision of premises for community use, and
- the role of Northampton Borough Council in such provision
- monitoring any budget proposals in relation to community centres

1.2 A copy of the Scope of the Review is attached at Appendix A.

#### 2. Context and Background

2.1 This Review was included onto the Overview and Scrutiny Work Programme following some short pre-decision scrutiny of the issue and a presentation to the parent Overview and Scrutiny Committee by the Head of Policy and Community Engagement that included: -

- The reasons to review Community Centres
- Communities and their Centres
- Value for Money
- Active Management
- Emerging Proposals

2.2 The Council embarked upon a Review of the Management of its Community Centres and it was agreed that Overview and Scrutiny could assist this piece of policy development work by undertaking research and providing assistance and recommendations to support the Review. The Review commenced in August 2009 as an Appreciative Inquiry and converted to a Task and Finish Group in December 2009 with available resources, to conduct this in-depth piece of work.

2.3 A Councillor Task and Finish Group was established comprising Councillor Portia Wilson (Chair); Councillors Tony Clarke, Keith Davies, David Palethorpe and Tess Scott.

2.4 The Task and Finish Group agreed that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

- List of all premises currently available (or potentially available) for community use, including Northampton Borough Council's Community Centres, Community Rooms, School Facilities, premises owned and/or run by community organisations and faith groups.

- For the above, location, ownership, patterns of use, charging regime, accessibility, condition and similar
- Costs and income for Community Centres
- Current Northampton Borough Council's Policy, whether explicit or implicit
- Examples of good practice adopted elsewhere

2.5 This Review links to the Council's corporate priorities as it demonstrates the Task and Finish Group investigating how the Council delivers quality services to its customers and communities. Corporate priority 5 – We will strengthen our commitment to partnership working and engaging with our communities to deliver better outcomes refers.

### **3. Evidence Collection**

3.1 In scoping this review it was decided that evidence would be collected from a variety of sources:

#### **3.2 Head of Policy and Community Engagement**

3.2.1 The Head of Policy and Community Engagement provided baseline data.

#### **3.2.2 Charges for Community Centres within the Borough**

#### **3.2.3 Northampton Borough Council managed Community Centres**

3.2.4 Key points of evidence: -

- Charges fall into two broad groups – community and commercial activity. Community Groups are subsidised, commercial charges covers costs.
- As part of the General Fund Budget, all fees and charges are reviewed. As part of this process an inflationary increase was proposed to Community Centres fees and charges.

#### **Self Managed Community Centres**

3.2.5 Key points: -

- There are a variety of cost differences, some maximised on commercial party usage. One Community Centre charged up to £50 per hour for a party. However, due to this rate for parties the Community Centre could offer a much smaller fee for the hire of the small room for community use.
- Some Community Centres do not open on Sundays/Saturdays because the Centre Co Coordinators do not work on these days.
- There is a huge difference in comparison of hire rates between Community Centres with no consistency.
- One Community Centre had the facility of a bar.
- Each Community Centre needs to be looked at differently
- The Council has no control over what bookings self managed Community Centres take.
- Hire charges are varied. Northampton Borough Council's charges for the

hire of its Community Centres are within the mid range of the fees and charges for self managed Community Centres.

- Two Community Centres charge pre schools £2.50 per hour, which is cheaper than both Community and Commercial rates.

### 3.3 **Patterns of Usage for Community Centres within the Borough**

- A number of Community Centres are not being used every evening, with a lot of empty bookings
- Surestart/pre schools take up a lot of block bookings at a number of Community Centres
- One particular Community Centre was noted to have a relatively full schedule
- The information details patterns of usage reflect regular bookings, but do not include casual hire. There is not a high volume of casual hire bookings.
- Preferred bookings for a number of Community Centres, which is often early evenings, are often taken by regular Groups.
- A Community Centre has an arrangement with Northamptonshire County Council whereby it operates as a Children's Centres. There are limited or no bookings over the weekend.

### 3.4 **Income and Expenditure Data for Community Centres within the Borough**

Key points of evidence: -

#### 3.4.1

#### **Northampton Borough Council managed Community Centres**

#### 3.4.2

- The cost of telephone usage for some Community Centres appears high.
- Three Community Centres were self managed and are now managed by the Council; therefore there are no income figures available for these Centres.
- There are some unusual features around some utility bills for example two Community Centres had gas bills of £20,000 and £14,500.
- Income figures are variable.

#### **Self Managed Community Centres**

- Income and expenditure data was received in relation to three self managed Community Centres. The Task and Finish Group felt that a number of self managed Community Centres had not felt the need to share this data with the Task and Finish Group

### 3.4 **Proposals in relation to Community Centres – General Fund Budget 2010/2013**

#### 3.4.1 Key Issues;

- A consultation document, containing proposals, which requires comments and observations, was put out to consultation in February 2010.

- Substantive discussions on the budget proposals are not within the scope of this Task and Finish Group, however if as a result of the work of the Task and Finish Group it is identified that Community Centres play a pivotal role in communities and should therefore have a more active role such as a need for more of them together with a Centre Manager and the possibility of generating income is also identified; any potential recommendation would have significant impact of who should be employed. Supporting evidence, such as a business case would be required.
- Services do change, and Community Centres have not changed enough over the last fifty years. There is also the need to look at improving the service.
- It is a possibility that issues such as employment may have to be revisited in say 12 months time, however, economies in the budget need to be looked at now.

### 3.5 **Desktop Research**

3.5.1 Desktop research was carried out to obtain the fees and charges of other organisations that offered facilities for community use: -

3.5.2 Key points:

3.5.3 A number of organisations and community venues were contacted regarding their fees and charges for room hire: -

- Schools (Private Finance Initiative (PFI))
- Schools (non PFI)
- Caroline Chisholm School (PFI school)
- Quentin House School – Private school
- Village and Church Halls
- The Doddridge Centre
- Sunley Centre
- The Gateway Centre
- The Inn Place
- Bellinge Community House
- Abbey Centre
- Cripp Centre
- Folke Centre, Duston
- Hotels

3.5.4 The following responded to the request, supplying hire charge details: -

#### 3.5.5 **St Peter's Church Hall**

3.5.6 The charges for room hire are the same all week, with no increase for weekend hire. The fee for the hire of the large hall room is £25 for the first hour and £12.50 for each subsequent and part of hour.

3.5.7 A small Committee Room is also available for hire, which holds up to 30 attendees. The hire cost is £25 for the first hour and £6.50 for each subsequent

and part of hour.

### 3.5.8 **Hardingstone Village Hall**

3.5.9 There are two levels of charges: -

3.5.10 **Regular bookings**, which are charged at £8 per hour to £8.50 per hour

**One off bookings**, such as parties. If the hirer requires the whole building they are charged £23.50 per hour. Should just the main hall be required the charge is £16.90 per hour.

3.5.11 There is also a small (committee sized room) that can be hired at a rate of £9.10 per hour.

### 3.5.12 **Moulton Church Centre**

3.5.13 The Church Centre main hall hire charges are as follows:

- Church members - £12 per hour
- Voluntary organisations - £18 per hour
- External hirers (private hire) - £22 per hour

### 3.5.14 **Doddridge Centre**

3.5.15 Fees are separated from peak, off peak, regular and one off. Statutory bodies and commercial organisations have different set rates. Attached at Appendix B are details of the fees and charges for the Doddridge Centre.

### 3.5.16 **Kingdom Church Life Centre**

3.5.17 Hire charges for the Kingdom Church Life Centre are as follows: -

ROOMS REQUIRED	TICK	CAPACITY	COST up to 4 hour session
MAIN HALL		150/350	200.00
REFRESH CAFÉ OUR STAFF ONLY		50	40.00
BASEMENT ROOM		20	40.00
UPSTAIRS LOUNGE		40	60.00
P.A. WITH OPERATOR			60.00
VIDEO DATA PROJECTION			100.00

3.5.18 **Emmanuel Church Rooms**

3.5.19 Attached at Appendix B are details of the fees and charges for the Emmanuel Church Rooms

3.5.20 **Lings Forum**

3.5.21 Attached at Appendix B are details of the fees and charges for Lings Forum.

3.5.22 **Hilton Hotel, Northampton**

3.5.23 In order to obtain examples of fees and charges, the Scrutiny Officer was required to submit potential booking dates. Therefore detailed below are three examples of different bookings for meetings at the Hilton Hotel:

Tuesday 23 February 2010	10am to 12 noon –	40 attendees	£700
Wednesday 17 March 2010	2pm to 6pm	- 110 attendees	£900
Thursday 22 April 2010	6pm to 10pm	- 52 attendees	£700

Prices include VAT

3.5.24 **Park Inn, Northampton**

3.5.25 The daily retail hire rates are as follows: -

Buckingham Suite - £4000.00 - the room holds 600-theatre style, 300-classroom style, 80 u-shape, and 100-board room and 240 cabinet

Kent Essex and Norfolk Suite - £1800.00 – 150 theatre, 60 classroom, 60 u-shape, 70 boardroom and 80 cabinet

Kent - £600.00 150-theatre style, 20-classroom style, 24 u-shape and 22-board room and 25 cabinet

Norfolk - £600.00 - 40 theatre, 20 classroom, 80 u-shape, 100 boardroom, 240 cabinet

Essex - £600.00 – 40 theatre, 20 classroom, 24 u-shape, 22 boardroom and 25 cabinet

Hertford One - £600.00 - 60 theatre, 36 classroom, 26 u-shape, 24 boardroom, 32 cabinet

Hertford Three - £600.00 - 50 theatre, 32 classroom, 22 u-shape, 24 boardroom and 32 cabinet

Hertford Four - £400.00 – 32 theatre, 20 classroom, 14 u-shape, 25 boardroom and 16 cabinet

Hertford Two - £400.00 - 24 theatre, 16 classroom, 10 u-shape, 10 boardroom and 12 cabinet

Modern Meeting Room - £400.00 – 30 theatre, 18 classroom, 12 u-shape, 14 boardroom and 16 cabinet

Syndicate Rooms 1,2 and 3 - £250.00 each – 8 theatre and 6 boardroom

### 3.5.26 **Private Finance Initiative (PFI ) Schools**

3.5.27 There are 43 PFI schools in Northampton, 42 of which are let by a Company called Amey. There is a standardised rate for these 42. Caroline Chisholm School is also a PFI school and has different letting details. Contained within Appendix B is the pricing structure for PFI schools.

### 3.5.28 **Caroline Chisholm School**

3.5.29 Hire charges at Caroline Chisholm School vary dependant upon the activity that the booking is for. Prices range from £4.48 per hour (adult charge) to £67.50 per hour.

3.6 The Asset Manager provided details on the condition surveys of Community Centres: -

#### 3.6.1 Key Points:

- The Condition Surveys represent a 'snapshot' of condition at the time of inspection. The reports do not reflect any work that may have subsequently been undertaken to repair/ improve the Centres. Similarly, there may have been deterioration in condition since the date of inspection.
- The Condition Surveys were undertaken by a building surveyor, but did not include any detailed assessment of the condition of plant and machinery or electrical installations within the properties or any estimated costs related to those items.
- The Council no longer employs Officers with detailed relevant knowledge of building services, although Northampton Borough Council's in house electrical staff do carry out regular checks of installations to ensure compliance with Electricity at Work Act Regulations and other relevant legislation.
- Where works have been identified as necessary within certain periods of time, and the Task and Finish Group realised that no assumption should be made that these works have in fact been completed. Budget pressures on central repair and maintenance budgets over a period of many years has meant that planned works have had to be prioritised and the emphasis has been upon compliance with statutory requirements, at the expense of desirable works such as decoration.
- The Summary Report showed that there is a variety of Community Centres – some old buildings in good repair, newer ones that are not of such a good standard. The Summary Report also details the surroundings of the Community Centres and whether they are welcoming

3.6.2 A copy of the Summary Report is attached at Appendix C.

3.7 The Asset Manager also provided details of Legal Agreements that were in place for self-managed Community Centres.



### 3.7.1 Key points: -

- The Leases and Legal Agreements in the main are very old.
- Some Agreements have expired and some there is no Agreement in place for others.
- The timescale of the lease is not consistent of all Community Centres.
- There is no clear defined role for either Northampton Borough Council and the self managed Centres.

### 3.8 The Independent Living Manager provided details of community room usage: -

#### 3.8.1 Key Points:

- A Review of the use of the Community Rooms is taking place and this will likely see a reduction in the total number, and a change of use for some.
- There are 27 HRA buildings. Some are very purpose built. Some are modified flats. Community Rooms are HRA assets and not General Fund assets.
- In the main, Community Rooms are managed by Committees drawn from the local community. There is a need to ensure that provision is equitable and consistent across the borough.
- Similarly the activities vary too, for example from coffee mornings and bingo to day centres and Age Concern running courses. At present, they do not facilitate community use, excepting one pilot currently underway, and another, which is scheduled to go live in the New Year.
- Many of the Community Rooms are fit for purpose; there is an enormous amount of capacity that can be drawn out of them. Partner Organisations such as Age Concern and SureStart have expressed willingness for them and others to become involved. Finance is essentially important but if an increase in Community Room hours can be provided, assistance in kind can probably be provided.
- There is an historical Protocol that in referring to Community Rooms states that they can only be used by those living within a two-mile radius and for there to be no use by children. By the nature of sheltered housing stock, the two-mile radius was drawn up to capture a number of small 6-8 unit sheltered housing blocks. This has not been strictly adhered to but the no attendance of children ruling has been.
- Community Rooms incur costs of £80,000 per year, which includes lots of cleaning and utility costs.
- From discussions and recent history, lunch clubs at the Community Rooms was seen as a positive way of resident involvement. Research is being undertaken regarding best practice models. There is no aspiration that every Community Room should have a set number of bookings/usage.
- There is no 'one size that fits all' Policy, Community Rooms are all different, some have superb kitchen facilities, others have facilities such as plate glass (e.g. an Art Club may take an interest in this activity).
- There is the need to link in with a transport initiative.
- If there is a Community Room that has the capacity to provide excellence, it must be ensured that anyone around the borough has the opportunity to use it.

3.9 The Neighbourhood Co-ordinator for Delapre, Briar Hill, Far Cotton and Camp Hill provided information on youth groups using Community Centres: -

3.9.1 Key points: -

- There are other blockages to youth groups using Community Centres, in addition to some Management Committees' unwillingness to host. Many Centres in the Delapre Briar Hill Far Cotton and Camp Hill area lack storage space, so Groups have to bring along whatever is needed to each session.
- Briar Hill has a quantity of youth club equipment that is not used
- Generic youth clubs are often ill-equipped to cater to the well developed tastes of young people and so either struggle to attract or suffer from vandalism/bad behaviour due to lack of stimulation. This is not to excuse such behaviour, but suggests that more structured sessions should be investigated, in better equipped Centres as well as engaging young people through better and more consistent outreach work in the streets.

### 3.10 **Site Visits to Community Centres within the Borough**

3.10.1 On 4<sup>th</sup> and 5<sup>th</sup> January 2010 the Task and Finish Group had a tour of the Community Centres within the Borough.

3.10.2 Members of the Task and Finish Group made particular comment to in relation to each Community Centre: -

- In the main the standard was high but there is a lack of a maintenance schedule, such as painting of window frames.
- Problems were noted with the external environment to one Community Centre. Footpaths were cracked. The Car park to the rear had evidence of anti social behaviour.
- Some Community Centres are heavily used by Pre-Schools.
- Access roads to Community Centres are not always of the required standard and there can be a problem with access to other Community Centres
- Not all Community Centres have the provision of car parking.

311

### **Witnesses**

3.11.1 **Portfolio Holder (Community Engagement)**

3.11.2 The Portfolio Holder (Community Engagement) attended a meeting of the Task and Finish Group and provided details of the Administration's Policy on the Council's role in the provision of Community Centres and related services

3.11.3 Key points:

- The Council requires a new Policy covering the provision of local community facilities.
- The Administration recognises the essential role local community facilities, such as Community Centres, play in creating and sustaining vibrant,

cohesive communities.

- Community Centres also play a part in enabling the key components of the council's Sustainable Communities Strategy to be achieved:
  - Allow local communities (based on geography and/or interest) to articulate their aspirations, needs and priorities
  - Co-ordinate the actions of the council, and of the public, private, voluntary and community sector organisations that operate locally.
  - Focus and shape existing and future activity of those organisations so that they effectively meet community needs and aspirations
  - Contribute to the achievement of sustainable development both locally and more widely.
- Access to community facilities, such as community centres, should be unobstructed (so far as is reasonable) and encourage all sectors of society and our diverse communities to make use of them.
- The Administration sees the Council's role as being that of an enabler and facilitator, working with partner organisations, such as the police and Primary Care Trust, not solely a provider and not the sole provider.
- The traditional concept of 'a Community Centre' may not be an appropriate or effective way in which to deliver local community facilities. Consideration should be given to alternatives where, for example, existing facilities are inadequate or no longer located where the need lies.
- The Administration recognises that there is no 'one size fits all' approach to the way in which Community Centres are managed.
- The Administration has identified the need for a new Policy for Community Centres and several issues had been noted from the recent site visits.
- There is improved joint working between the Council and partner Authorities to meet their corporate objectives
- The role of Community Centres also includes enabling the Council's sustainable communities Strategy.

#### 3.11.4

Representatives from Alliston Gardens provided evidence to the meeting on 22 February 2010. Key points: -

- Alliston Gardens Management Committee is fully constituted with Policy documents that are reviewed annually. The Committee has been in operation for 14 years and is taking steps to apply for Charitable Status.
- Following a grant from the National Lottery eight years ago, the Committee appointed a full time Centre Manager. Prior to this, volunteers ran the Community Centre. Day to day and Centre Management work is undertaken by the Manager.
- The Group is funding itself and looking for new funding streams. The Committee also employs two more employees – a part time cook and a bookkeeper. The Management Committee consists of seven voting members and three advisors.
- The Centre also has the regular services of four further volunteers.
- There are approximately 550 regular users of the Community Centre per week, topped up with one off meetings such as craft fairs, parties etc.
- The Centre Manager is tasked with developing the Community Centre, bringing in new Groups, looking to secure funding. He heads up the small

team.

- The Community Centre has facilities to make sure Groups are properly constituted and to ensure that they have common use of the building. It is important that the Community Centre works with the Groups and Volunteers in order to help them to know each other and work together. Some volunteers gain skills from the Community Centre and go on to paid work.
- Alliston Gardens Community Centre offers many opportunities to the community with over 20 regular groups using the Centre.
- The Centre Co-ordinator is a key member of the team who, amongst other roles, keeps the building clean and in good care and repair. The coordinator is a good advocate for the Centre and makes people welcome too, knowing them all virtually by name which adds value to the warmth and satisfaction levels.
- Alliston Gardens Community Centre does not need to advertise much and it has groups coming from further afield to hire the Centre.
- Alliston Gardens Community Centre administers some of Northants PCT funds and administers groups for the PCT. The Management Committee has time to care for the quality of service that it offers. It was noted that the building is a converted doctor's surgery.
- Should the Management Committee be able to extend the lease it would look to adapting the building.
- The Management Committee also cares about the area and becomes involved in the Community Forums and vice versa. It has helped to fund bulbs and plants for around the Semilong area. It is able to be more proactive in what it does than other Community Centres.
- Alliston Gardens Community Centre is open to almost everyone but the Management Committee does not want it used by commercial organisations as a business.
- There is real value at giving power to people in the community; if they are involved in the Community Centre they get more out of it.
- Northampton Borough Council does not have a definition of a Community Centre or a Community Centre Policy. There is a need to get people involved in developing such a Policy and a need to put together a paper for some bids, which would help to employ others in community areas. There is also the need to change the focus on quality of service and value added.
- Alliston Gardens Community Centre offers value added subsidies to Groups that hire its facilities. When Groups go on to seek funding they can seek in-kind support from Alliston Gardens Community Centre for the hire of the building.
- Should the in-kind support from NBC be at a minimum it will hinder Alliston Gardens Community Centre's chances of successfully acquiring external funding.
- The Policies that the Management Committee has in place include Health and Safety, Equal Opportunities, Vulnerable Adults and Children, insurances, complaints and comments. Volunteers and staff are vetted.
- The Management Committee has limited income, and already runs at a loss. It does not want to price people out of using the building but to charge £3 or £4 an hour is unrealistic. Mr Richards went on to provide an example - he had looked at other Centres and had spoken to a lady running a Child Care Group who was paying £4.50 an hour and had total

usage of the building. He felt that there should be a Pricing policy.

Business Groups should subsidise the hire charges for Community Groups.

- A lease of a 25-year term would be acceptable as funding can be attracted easier. There would be no capital gain to NBC. Disabled access is important and funding for this is required.
- The number of Community Centres that Alliston Gardens Management Committee could manage to make the operation more sustainable and management, would be in the region of half a dozen to ten.
- Alliston Gardens Community Centre is a good example of how a good service can be provided without costing the Borough Council too much. More external money would be brought in and training provided. It is within the Management Committee's remit to offer advice and training.
- The Community Centre Manager is the Centre's biggest expense – if this cost was being taken from a series of buildings, it would free up money for other issues such as caretaking. Caretaking costs could then be factored in to external funding bids.
- Alliston Gardens has a community printing facility. Other centres have also used this facility.
- What is going on in the Community Centre makes a difference. There is a need to bring people together and for them to want to be part of it. The Community Centre is more than just a building. Community Centres are for the community. Interaction is important to people such as sharing food he gave examples of lunch clubs and general café days. Previously Christmas dinner events have been held where younger people of the community have sat with older individuals and served them too. The Centre has a Youth Group that produced a curry for the next Group. The earlier you get hold of members of the Community the less likely they are to vandalise the building.
- The Management Committee would like to see more Youth Groups using the Centre.

### 3.11.5

The Regional Director, the Development Trusts Association (DTA) and a partner in the Northamptonshire Community Assets, addressed the Task and Finish Group at its meeting on 22 February 2010. Key points:

- DTA is running the Community Assets Programme and the work DTA has been doing on Asset management.
- DTA is a national network of community led regeneration organisations or community development trust. There are around 450 members trusts nationally, all of which are community owned organisations. They use self-help, trading, charitable funding and ownership of land and buildings to bring about long term social, economic and environmental benefits in their community. They are community 'anchor' organisations providing services and facilities, finding solutions and helping their communities have a voice in local decision-making. Most run some kind of community hub or centre. They also run other types of enterprises and facilities including managed workspace, affordable housing, nurseries, cafes, shops, job centres, youth centres, community transport, gardens, security solutions, festivals etc. Members have leased, gifted or freehold properties and are looking at community asset transfers. Community Anchor organisations are receiving property through a Community Asset Transfer from the Local Authority.
- In response to the Quirk Review, central Government asked DAT to run a

demonstration programme for Community Asset Transfer. Known as advancing Assets for Communities, is now coming into its fourth year and has worked with 72 local authorities and their community partners across the country to look at different approaches to community asset transfers. It is run in partnership with partners including Community Matters, Bassac and ACRE.

- Last year the Government commissioned DAT to set up the Asset Transfer Unit to disseminate learning from the programme and support other partnerships for asset transfer.
- The Regional Director looks after East Midlands region. DTA defines interest and ownership of land or buildings of LA to community. Transfer can be in form of lease or freehold. Not too many restrictions on use of the buildings – transfer is less than market rent. Quirk said the benefits could outweigh the costs. DAT has minimised these – Managed risks in asset transfer. Need for partnership approach. Planning should be part of the asset management approach.
- DTA completed a baseline survey of 119 Local Authorities and 350 asset transfer projects are in progress – 34% of which are Community Centres. 40% of Local Authorities have some kind of Policy promoting asset transfer. The importance to transfer assets not liabilities was emphasised, as was the need for legal support, for example support to carry out condition surveys, leases etc. Asset transfer is a process and not a sale; it needs to be seen as a project management approach. It is worth thinking out some kind of endowment to go with some assets; most successful transfers are those with a strong business case. There are potentially economies of scale; risk is undermining community empowering objectives.
- Northamptonshire County Council (NCC) formally finished its Asset Transfer Programme last month. The draft Community Asset Transfer Policy is currently out to consultation. It considered a number of possible transfers including redundant schools, redundant libraries, and open space. NCC has a positive approach with staff resources behind the agenda.
- Northamptonshire Community Assets Programme led by DAT with partners Doddridge Centre and Enterprise Solutions, funded by NEL is due to complete in March 2011. The project is looking to fund asset based community organisations, provide business support and capacity planning, strategic and planning support, skilling up organisations to provide support in the future and promoting asset management and in general community development trusts. It brokers partners where it can and is a revenue project with no capital.
- DAT at Northampton provides advice and information to both NBC officers and community organisations at various points since the transfer of Community centres was first mooted.
- It was DAT's suggestion that NBC took a more considered approach to this decision by setting up a members' review and the Regional Director was pleased to see that this Review was underway. .
- The Regional Director provided some advice should NBC go ahead with the transfer of any Community Centre, the prerequisites would be: -
- Up to date survey, running costs, long lease offered, depending what the group wanted minimum of 20-25 years to help access Unlikely most groups can take on centre without any revenue funding – can be tied to impact monitoring - monitoring should be proportionate to revenue funding. Management should have strong governance and business plan – and

have a greater stake in the area: -

- Up to date condition survey available
- Up to date running costs available
- Lease offered – minimum of 25 years, not full repairing
- Service Level Agreement with revenue funding to fill any gap between income and expenditure whilst new sources of revenue are secured. It was commented that this could be tied to outcomes or impact monitoring by Management Group but any monitoring requirement should proportionate to the level of subsidy.
- The Management Group should be incorporated and have strong governance and an appropriate business plan.
- Ideally the possibility of making an endowment along with the Centre should be considered and regarding strategic asset development, opportunities such as co-location, commissioning neighbourhood services, building the organisation etc should be investigated.
- No one size fits all. Each transfer needs negotiation and tailoring to the specific circumstances. She emphasised that it is not an easy or cheap option in the short-term but has the potential to deliver long-term benefits.
- There is never a guarantee that Groups will not 'fizzle out', but its about a joint project between the Council and the organisation. There is a need for capacity building, as is the need to work with local infrastructure organisations and for Groups to have a robust building.
- Community Centres are not easy to make viable, but a good Group can turn things around. There is a need to work with a Group with issues such as succession planning. A Group that is able to employ a part time Centre Manager is in a stronger position but there are risks. Endowing organisations with a bigger asset base makes them stronger and attracts people with higher skill levels.
- In respect of one Management Committee managing a number of Community Centres is dependent upon where they are located. However, it is likely that this will become more widespread - collaboration and mergers. Caution should be applied if an organisation is unknown to a community, unless it has been invited in by the community, but there would still be the need to be careful. Naomi Development confirmed that she is aware of Trusts that have been asked to take on community centres in the vicinity.
- The savings that the Council could gain from a Community Asset Transfer are savings such as repair costs. In some cases Councils go down this route because they have a building unable to sell on open market and in various examples community organisation may be able to make use of the building. Can quantify the savings at various levels can be quantified but the main reason for the transfer is for the stronger thriving community sector – a community that owns and manages its own assets. Clearly DAT is seeing transfers going ahead for reasons of cost savings. There are no easy options but there are many opportunities.
- The Regional Director had not seen cash endowments but more of a contract where the Trust gets some housing land and the housing will subsidise the community or have a building that is converted to a workspace, the Trust can then employ a manager. An endowment could be something as simple as a car park. Another option could be for the Council to give a certain amount of support and advice.
- The lease should not contain too many conditions, but for Community

Centres it should state that it is for community use. A Community Agreement should also be produced. It is about enabling flexibility. The Council also has to have some safeguards how the building is used.

3.11.6 The Area Based Coordinator, Community Partnerships, Northamptonshire County Council, attended the meeting on 22 February 2010. Key points:

- In the late 1980s/early '90s, Arts Development, a community arts organisation, rented the front part of Spencer Dallington Community Centre as an office. This put them in their key delivery area of Spencer and close to their other delivery area of Semilong. The self-managed Centre had a regular income. The rest of the Community Centre was available as usual to let. More recently this room was set up permanently for Age Concern to hold an Alzheimer's Group four days a week.
- The Area Base Coordinator suggested a possible way forward:
  - • In Centres where weekday daytime usage is low and the layout permits, consider offering the Centre to third sector groups who would appreciate a building with adjacent car park and flat access. They would have first usage of the whole Centre during weekday daytimes in return taking on the management of the Centre, either entirely or in part. The arrangement could possibly combine a mix of management and pay
- A report on what is available for children and young people in the seven wards to the west of the town when they are not at school.
  - • The area covered is:
    - • Castle
    - • Delapre
    - • New Duston
    - • Old Duston
    - • St James
    - • Spencer
    - • West Hunsbury
- The age range is 5 to 19 years plus, as 5 is where is starting to school to finishing.
- The aim is to inform plans to plug any identified gaps and to see where more joined up working would create opportunities.
- A survey was sent out to youth clubs, uniformed organisations, sports groups and other through umbrella group mailings and personal contacts. Whilst the latter stages are being compiled, there are some clear trends in terms of venues; there have been 24 responders delivering 54 activities. Overwhelmingly these are faith based.
- Northampton Borough Council has nine community centres, three of which host youth provision: -
  - Alliston Gardens – NCC Youth Service –Bangladeshi Boys
  - Camp Hill – Youth club starting up
  - Duston community centre- as organised by the Parish Council and sports groups
- The Area Base Coordinator highlighted that it is clear that no voluntary



youth provision exists without the support of some form of community, be it faith, residents association, working men's club or parish council. No provision exists in the centres managed by Northampton Borough Council. For the Community Centres to hold regular activities there needs to be a willingness by self managed centres to 'risk' any impact to their premises that hosting a club may incur. Where a Centre hosts a provision, there needs to be structured and sustained support for those running the provision from the local community. Community provision for youth needs communities itself. The final report is expected to be completed by mid-March 2010. Most self-managed centres are not keen to host youth clubs.

- A proposal for Community Management of Kings Heath Community Centre has been produced following a meeting of the Kings Heath Forum and submitted to NBC on Wednesday 15<sup>th</sup> July 2009.
- The proposal from the Kings Heath Forum (eleven statutory, faith, and voluntary groups on the estate) has suggested proposals for the Need to Know shop to be based at the Community Centre including the former housing office. The doctor's surgery would remain in the other part of the building thus together offering a seamless service to residents. The Community Centre could be used in the daytime for a whole range of services such as courses, the credit union, training, and Internet café, in future support youth club. The Spencer Safer Communities Team would make regular use of the former housing office for surgeries and discreet drop-ins
- Having the Community Centre open every day, through having the Need to know there, more community use would be generated– there are not many external bookings at present. It would be dual use. There is a need to make sure people know the Community Centre is there. Having the centre open all day every day would, for example, make the toilets available for parents of young children playing on the nearby swings and again increase general usage of the Need to Know's services and make residents generally aware of the centre.

The proposal suggested: -

- Need to Know Shop move into the Community Centre, run its current services from the building and take on the bookings and management of the Centre
- This to be on an interim basis, pending NBC's decision on the future of its Community Centres, but the intention is for this to be a permanent situation.
- The suggested purpose was:
 

*"To address well being on Kings Heath through further integrating the service delivery of the voluntary, faith and statutory groups on Kings Heath."*
- To reach the more vulnerable members of the community, who do not engage with mainstream services. They will be able to use the Need to Know component of the Community Centre as a 'risk free' doorway. Here, as at the current location on Park Square, they will either receive the help they need or to be supported in accessing services elsewhere.

- Importantly with the Health Care Centre sharing the same front door, those members of the community who are not currently accessing health can be facilitated and supported in making first contact with the Health Care Centre. This is anticipated to have considerable impact on health on the estate especially mental health and lifestyle related illnesses.
- There would be a single building for a seamless service.
- Need to Know will be able to run a greater number of courses and drop-in sessions
- Handling bookings locally, Need to Know will generate increased use of the Community Centre by the residents of Kings Heath and elsewhere
- Current community activity in the community centre to remain and be integrated into the services provided. Further innovative provision will be generated by increased joined up working by the partners. The partners in the this proposal are drawn from the Kings Heath Forum:
  - Church on the Heath
  - Kings Heath Health Care Centre
  - Kings Heath Residents Association
  - Need to Know Shop
  - Spencer Neighbourhood Management Board
  - Spencer Safer Communities Team
  - With the lead body being the need to know shop
  - Sustainability issues would include:
- The sum currently paid to NBC for rent by the Health Care Centre would be retained by Need to Know for maintenance and upkeep of the whole building.
- This direction of travel is firmly within the communities in control agenda and therefore would be able to access funding. The Kings Heath Network is already being funded by NCC in this context. A big Lottery application will be instigated as part of this Strategy. Success at the Well Centre, Hemmingway Estate Wellingborough, suggests that NEL and EMDA would have substantial buy-ins
- Need to Know would be able to draw down funding that NBC is not able to in order to improve the premises and make them more suitable for this development.
- Kings Heath has a strong track record of dogged determination. The Residents Association has been in continual existence for 22 years.
- They were instrumental in bringing the three year CASPAR 4 to the estate in 2003 such as campaigning for improvements such as the children's playground, for many years have run weekly bingo sessions- an important social event for those attending, addressing isolation issues on the estate
- The Need to Know Shop has remained open for eleven years through soon some challenging times and has emerged robust
- The Church on the Heath has come about through the Anglican and Baptist

congregations merging to make the best use of the faith buildings available. It has become an active partner in addressing well-being. Facing decline they re-invented as a vibrant church for the community.

- The Adventure Club has struggled for some considerable time. A resident has brought about its transformation into a boxing club in 2008. Open four weekday nights and at weekends. Attendances regularly exceeds thirty a night
- The risks identified are mostly long term and relate to Kings Heath having full control and responsibility of the whole building.
- When the development of Dallington Grange seemed likely, the Health Care Centre indicated that it would eventually re-locate to the new development. However, this would not be until there had been sufficient build on the estate to warrant the move. This would be two to three years after building starts, which in turn would commence at the earliest a year after the master plan was passed. It would therefore seem unlikely that the Health Care Centre would move before 2016, if at all.
  - By then the direction of travel would indicate the best sustainable use of the vacated space. The partnership working would continue wherever the centre eventually ends up, the role of the Need to Know being even more critical should the distance to the surgery increase.
- The governance of Need to Know would benefit from strengthening in line with its wider role. This will be addressed through management board membership, which, with this proposal, would be increasingly attractive to those wishing to be involved in cutting edge third sector activity.
- The building is modern and in generally good repair. However appropriate surveys may identify problems.
- Skills around property management and maintenance will be required at governance and day to-day levels. The Area Base Coordinator advised that appropriate recruitment to governance would address this issue.

3.11.7 The Head of Policy and Community Engagement, as a witness, addressed the meeting on 22 February 2010 advising of the main considerations for a Policy for Community Centres should consist of. Key points: -

- The best way to use public money should be investigated and the value needs to be considered in the widest possible sense. The ability to assess cannot be escaped from.
- There is a need to investigate how Northampton Borough Council works effectively with other organisations that own the buildings and recognise that they have timescales and financial pressures too.
- There is no real regular way of monitoring community centres as effectiveness has not been defined nor has the data been collected.
- There is a need to be clear about a form of evaluation to assure that the goals are being achieved.
- Any Group that wants to take on the management of a Community Centre would have to explain its aims and objectives. Evidence should be supplied detailing that the Group is providing a venue for the purposes that it has stated which would contribute to the long-term outcomes.
- Key principles must be built into the Policy with appropriate safeguards.

3.11.8 Public representations were made to the parent Overview and Scrutiny Committee at its meeting on 25 January 2010. Key points:

#### **Alliston Gardens Community**

- The Centre had been running for around 14 years, it has 40 volunteers, employs its own staff. It is a very busy centre with approximately 500 people using centre a week, plus parties and other bookings. A lot of people use the Centre. It is important that people that use the Centre get the best out of it. It would be useful to have some kind of value added so that the Community Centre could show what it is doing in a positive way. It would be good to have a list of aims and objectives for Community Centres. There is a range of services provided by Community Centres such as ICT, which could be developed further. There is a need to demonstrate that Community Centres are providing value for money to the local communities. It is important that community activities are fully developed and Community Centres are used.

#### **Kingsheath Residents' Association**

- The Management Committee has the preference for Northampton Borough Council to continue to run Community Centres and if this were not possible the Management Committee would like to see them run by Community Groups. The Need to Know shop had offered to take over the management of the Kingsheath Community Centre, which would ensure its long-term viability.

#### **Community Matters**

- Community Matters is a national community organisation with 1300 members. Community Matters had received concerns from a number of members regarding the work of the Task and Finish Group and the proposals for caretaking. Some centers have 170 volunteers with a footfall of 2,000 and provide services such as surgeries for police, mental health support, counseling, adult learning sessions, legal and debt advice, exercise. Members of Community Matters are concerned that changes being discussed without consultation and are keen to engage with the Council and help to look for further efficiencies and make sure any changes do not have a detriment on the community. Community Matters would encourage the Council to provide leases to organisations who are managing the Community Centres, without a lease, the management committees cannot access external funding. Members of Community Matters had further concerns regarding the proposals for reduced caretaking, which in their opinion would invalidate insurance and create insufficient time to clean therefore making Community Centres less appealing. The Community Builders Fund is Open till 31 March 2011 with funding of £70million across England.

#### **Abington Community Centre**

- This Centre was opened in 1949. Many groups such as mums and tots, camera club are still operating from Abington Community Centre. Regarding the proposals for floating caretaking, caretaking would not be

covered by insurance; it would not allow enough time to clean. The Centre gives free use to youth and youth clubs.

### **Parklands Community Centre**

- This Centre is perceived to be very well run; it started off as a wooden hut. The Management Committee would like to work with NBC but feel they are not being included in discussions. Parklands Community Centre has security cameras and outside shutters. A lot of local groups use the Community Centres and if the Management Committees had to pay for a caretaker, the hire of use of the Centre would have to be increased. Parklands Community Centre has a lot of volunteers who help to run the Community Centre. Parklands Community Centre has around 50 volunteers.

### **Doddridge Centre**

- The Doddridge Centre has been asked to put in a bid to run St James Community Centre but since the initial suggestion there had been no further contact. There is a lack of consistency in approach in informing the Community Centres. Users of the Community Centres should be consulted. To diminish Community Centres is a detrimental step.

### **Duston Community Association**

- The Centre was built with public subscription and the Association has owned the building for 28 years but it is now owned by NBC. The Centre is made up of sections – each runs itself, such as photography, two bowls sections.

3.12

### **Specific Groups taking on the Management of Community Centres**

3.12.1

The Task and Finish Group discussed the issues around specific Groups taking on the Management of Community Centres. Key points: -

- Other groups of the Community could use the Centre but the Task and Finish Group felt that it would not like a specific Group, for example Faith Group, to take over a Centre and for it to become sole use for that Group. A Community Centre needs to be open to the whole Community.
- If there is single use of a Community Centre, it can change the perception to the rest of the community of what the Centre is. Some Community Centres are known as 'the nursery' or 'play group'. The same could happen with if a specific Group took over the management of a Centre. There could be resentment.
- When looking at any proposal, there is a need to look at the Equal Opportunities Policies to ensure it is open to all. The Community Centre needs to be clearly signposted and looks like a Community Centre. The Task and Finish Group had no objections to a Faith Group taking on the management of a Community Centre but access has to be open to all and it has to be clearly labelled the Community Centre and not the Faith Group's Centre. There can be a danger of there being racial prejudice

against some Faith Groups.

- The benefit of a Faith Group managing the Centre is that the succession of planning and continuity is likely to be there.

### **3.13 Looking at Best Practice and other Local Authorities**

#### **3.131 Local Authorities**

##### **3.13.2 Stevenage Borough Council**

- The Council advises that it has the vision to recognise that local people, with the support from the Local Authority, are best placed to run Community Centres. A scrutiny Review was undertaken that noted that many examples of excellent practice were found and the Scrutiny Panel was keen to ensure that where successful approaches to meeting community need had been developed they could be shared widely.
- Stevenage has fourteen Community Centres, which are managed by Community Associations. Community Matters, the National Federation of Community Associations, defines Community Associations as follows:

*'Community Associations are empowered to bring together local residents, local groups, local authorities and other statutory agencies to work together in partnership to identify and meet a whole range of social, recreational and educational needs.'*

- Stevenage Borough Council in the main owns the Community Centres and provides grant aid to each of the Community Associations. A Centre Manager manages each centre.
- A Scrutiny Review into the Council's Community Centres was completed in 2005 and contained the following recommendations: -

#### **Developing Partnership Working**

- Council to facilitate networking opportunities to allow community centre managers to meet and share best practice
- Where not already the case, community associations to consider becoming members of organisations that support the voluntary and community sector
- Community associations to explore closer links with local businesses and statutory agencies
- Community associations, with support from Council, to establish arrangements for sharing equipment

#### **Stevenage Borough Council Involvement**

- Improve understanding of community centres among Council officers
- Improve awareness of the role played by the Council's Community Development Officers
- Council to improve the way it communicates on issues relating to

community centres, especially where they impact on more than one Service Delivery Unit

### ***Finance***

- Community associations to work towards putting in place an effective reserves policy
- Community associations to develop a medium term business plan. The business plan should include a strategy for maximising all forms of income
- Community associations to work toward following best practice in charity accounting

### ***Management***

- The management agreement between the Council and community associations to be redrafted and renegotiated in the form of a partnership agreement
- The partnership agreement to be reviewed annually to assess the value each community centre provides to the community
- With support from the Council, each community centre to conduct an annual monitoring exercise to determine extent to which users needs are being met

### ***Community Buildings and Grounds***

- Leases to be agreed between the Council and all community associations and a rolling programme of lease renewal to be developed
- Council to explore how the process for reporting, responding to and carrying out requests for maintenance works might be further improved
- Council to review ground maintenance agreements with community associations to ensure a standard service
- Council to conclude the Disability Discrimination Act (DDA) improvement programme

### ***Health and Safety***

- With support from the Council, and where not already in place, all community associations to develop an effective health and safety policy
- Partnership agreement to specify health and safety responsibilities of community associations
- Community associations to undertake regular health and safety risk assessments
- Council to conduct regular health and safety inspections of community association buildings

### ***Equalities***

- With support from the Council, and where not already in place, all community associations to develop equalities and diversity policy
- Council's Equalities Officer to develop effective link with community associations

### **Outreach**

- Council and community associations to work together to develop 'community profiles' to assess whether the wider community is being sufficiently engaged
- Community associations to work toward developing a balanced programme of activities that meet wider community needs

### **Promotion**

- Council and community associations to work together to raise awareness; and promote activities and facilities available to wider community
- Community associations to develop joint promotional initiatives

### **Training and capacity building**

- With support from the Council, community associations to identify training needs of all staff including volunteers
- Community associations to be included on relevant Council training programmes
- Training on IT to be provided as a priority
- Recruitment drive to take place for new community association management committee members
- Recruitment drive to take place for community association treasurers
- Community associations to consider use of CVS community accountant services
- Community associations to consider membership of CVS Treasurers Forum
- Council's Community Development Officers to develop specialist expertise in a particular policy, legal or operational area

3.13.3

### **North Tyneside Borough Council**

3.13.4

Key points: -

- North Tyneside has a number of Community Centres.
- Five Community Centres are managed by staff working in the Serving Communities Delivery Team. Information regarding the activities the centres provide, and their pricing policies are detailed on the Council's website. The services provided at each centre vary and the Council offers a diverse range of services across the centres to the community in North Tyneside.
- Serving Communities delivers a range of services directly to the citizens of North Tyneside through a team of over 400 staff across 24 sites. The Council works in partnership with the community, the voluntary sector and other organisations. Its vision is *to serve its communities through excellent value for money services, high quality accessible facilities and meaningful engagement.*



- There are also a number of Community Centres managed through the Community and Voluntary Sector, some of which receive funding from North Tyneside Council and a variety of other funders North Tyneside Council also has an Asset Transfer Policy (copy attached at Appendix C). However, the Council is in the process of reviewing this in light of a new lettings policy - The new Asset Transfer Policy will aim to have a greater focus on the Council identifying buildings / land - at present an organisation can approach the Council
- Newcastle City Council provides funding to Community and Voluntary Organisations to run Community Centres

#### **4 Equality Impact Assessment – Community Centres**

- 4.1 An Equality Impact Assessment of the Community Centres was carried out in 2009 which was reviewed by the Task and Finish Group. It was very comprehensive and further work was not required on the document by this Task and Finish Group as all areas were covered.
- 4.2 All buildings that the Council has direct or indirect input into should have a clear Equality Standards Policy.

## 5. Conclusions and Key Findings

- 5.1 After all of the evidence was collated the following conclusions were drawn:
- 5.1.1 The Task and Finish Group realises that there needs to be accessibility to community facilities for all Groups.
  - 5.1.2 Community Centres need to look like a Community Centre first and foremost and hirers should return it to that state when their session concludes.
  - 5.1.3 The Task and Finish Group highlights the need for a stated percentage of the usage of Community Centres and the number of Groups hiring the Centre to be documented. It would be advantageous for a monitoring system to be introduced. Other performance related monitoring could be tailored on a case-by-case basis.
  - 5.1.4 The Task and Finish Group emphasises that 'one size does not fit all' and that each Community Centre needs to be looked at differently. When looking at any proposal for Community Centres, there is a need for clear Equal Opportunity Policies to ensure it is open to all. The Community Centre needs to be clearly signposted and look like a Community Centre. The responsibility and ownership of the building, together with booking details, should be clearly displayed on the outside of the Community Centre.
  - 5.1.5 The Task and Finish Group has no objections to a specific Group, for example a Faith Group, taking on the management of a Community Centre but access has to be open to all and it has to be clearly labelled a Community Centre and not the Faith Group's Centre.
  - 5.1.6 If there is a dominant use of a Community Centre, it can change the perception to the rest of the Community of what the Centre is. Some Centres are known as 'the nursery' or 'play group'. The same could happen if a specific Group managed a Community Centre.
  - 5.1.7 The Task and Finish Group acknowledges the need for a clear Policy detailing specific categories for commercial and subsidised hire charges. Categories should comprise local Third Sector Groups, Third Sector Groups and Commercial Groups.
  - 5.1.8 The Task and Finish Group noted that one particular Community Centre is unique in the way that it pays for its own Coordinator.
  - 5.1.9 The current fees and charges for Northampton Borough Council managed Community Centres do not appear to be competitive. It is further realised, however, that there are occasions when the Council needs to subsidise some Groups, such as those known to be of low income.
  - 5.1.10 The Task and Finish Group felt that all commercial businesses should pay commercial rates for the hire of Community Centres.
  - 5.1.11 The Task and Finish Group highlights that there is a huge difference in hire rates

between Community Centres.

- 5.1.12 The Task and Finish Group notes that the majority of Pre-School groups are being charged the community group rate for the hire of Community Centres and conveys its concerns about this charging regime. It has particular concerns, as often Pre-School groups appear to use Community Centres for their exclusion.
- 5.1.13 The Task and Finish Group has particular concerns regarding the minimal usage at one Community Centre. Due to the fact that a pre-school uses this Community Centre during school hours it cannot be used after 3pm because the Pre School leaves its kit in the Room. The Task and Finish Group felt that this Community Centre is a vital link with the community and it would be advantageous to ascertain whether the room is available for bookings after 3pm. It is further acknowledged that Community Centre is set out as a school.
- 5.1.14 On its tour of the Community Centres, the Task and Finish Group was provided with an example that some bookings had been turned away. The Community often sees the Community Centre Coordinator as the contact for bookings but the Task and Finish Group realises that it is not within their' job description to take bookings. The need for the clear display of contact and booking arrangements was noted.
- 5.1.15 The Task and Finish Group recognises the need for Centre Coordinators to have ownership of a Community Centre or a clusters of Community Centres.
- 5.1.16 It is noted that arrangements for providing cover for some Community Centre Co-Ordinators is not consistent. The Task and Finish Group felt that weekends in particular are income-generating and that there is a need for cover to be provided. Community Centres should be available for seven days a week usage.
- 5.1.17 It was queried why some public bodies were using venues such as Sixfields and Franklins Gardens for their meetings but not utilising Community Centres. Community Centres are not marketed and there is a strong need for this. Often the image of Community Centres is 'run down' not the ideal place to hold a meeting. The Task and Finish Group appreciates that there are no available resources to market Community Centres. There may be potential for considering the role of Centre Managers.
- 5.1.18 It is realised that it is not just about acquiring bookings but also about how the Community Centre plays a role in the community, for example how the Community Centre supports the community. The Task and Finish Group concludes that at present, the Council 's role in the management of Community Centres appears to be as a caretaker only.
- 5.1.19 There is a need to explore the arrangements that the Council has with Management Committees to ascertain whether they require amendment and updating. It is apparent that many of the Legal Agreements are often decades old, most of which have expired.
- 5.1.20 On the tour of the Community Centres the Task and Finish Group was pleased to note that in the main the standard was high but it is felt that there is a lack of a maintenance schedule, such as. painting of window frames. A number of the

Community Centres were built a number of years ago and the Task and Finish Group felt that if there were more modern buildings, they would be easier to let and cheaper to run.

- 5.1.21 The Task and Finish Group acknowledges the Council has recently approved a Corporate Asset Management Strategy, which recognises the benefits, which can accrue from Community Asset Transfers and is addressing the need for a policy to document its approach to such transfers. It emphasises the need for the Council to give support to organisations and Groups, such as help with business planning. Awaiting confirmation about this Review
- 5.1.22 It emphasises the need for the Council to give support to organisations and Groups, such as help with business planning.
- 5.1.23 From the evidence provided, the Task and Finish Group notes the comments that there is a need for more youth groups and youth activities. It is highlighted that Northampton Borough Council has nine community centres, only three of which host youth provision.
- 5.1.24 The Task and Finish Group agrees that the Equality Impact Assessment for Community Centres is very comprehensive and the majority of areas are covered. There is a need to ensure that all buildings that the Council has direct or indirect input into have a clear Equality Standards Policy.

## 6. Recommendations

- 6.1 The Task and Finish Group therefore recommends to Cabinet that:
- 6.1.1 All leases for self managed Community Centres are reviewed to ensure that they meet consistent standards; based on a common core document. Leases be on a term of at least 25 years. .
  - 6.1.2 In assessing the business cases, Management Committees must be able to demonstrate they are maintaining a local focus and provide evidence to support it can manage a number of Community Centres fitting the set criteria.
  - 6.1.3 Northampton Borough Council provides information, such as building surveys, details of running costs to Self Managed Community Centres to aid business planning.
  - 6.1.4 Management Committees are charged with ensuring that Community Centres are kept in a good state of repair. Northampton Borough Council provides an allocated sum of money to the Management Committees for general maintenance and repair of the Community Centres. Northampton Borough Council remains the budget holder for major repairs.
  - 6.1.5 Suitable Community Groups are given the opportunity to submit an application for the management of a Community Centre(s). Existing Management Committees are given first refusal for Community Centre(s) that they currently manage.
  - 6.1.6 Where appropriate, Community Groups taking on the management role of the Community Centres, the Council or other partners provide a grant towards running costs, with the proviso that the Groups work in partnership with the Council to achieve community outcomes.
  - 6.1.7 Northampton Borough Council works with Community Groups that take on the management of a Community Centre regarding the employment of a Centre Coordinator and/or Centre Manager.
  - 6.1.8 The Council works with Management Committees to ensure that the Community Centres meet the needs of the Community.
  - 6.1.9 A Policy, containing particular components such as an Equality Impact Assessment, Health and Safety issues, Terms of Access, booking and contact details to be clearly visible from the outside of the building, details of the condition in which the Community Centre should be left when the hirer has concluded its session, be introduced and issued to all Community Centres. The Policy is renewed on an annual basis.
  - 6.1.10 Monitoring of the management of Community Centres is introduced, using management tools.

- 6.1.11 Cabinet considers, within appropriate resources, a method of promoting and marketing Community Centres.
- 6.1.12 The Task and Finish Group supports the development of a Community Asset Transfer Policy.
- 6.1.13 Centre Coordinators are responsible for a particular Community Centre/clusters of Community Centres to encourage ownership.
- 6.1.14 Community Centres are available for hire seven days a week.
- 6.1.15 A review of the fees and charges for Northampton Borough Council managed Community Centres is undertaken.
- 6.1.16 New builds for Community Centres achieve the same standard, or better, of the design of the floor space, accessibility and layout of Parklands and Pastures Community Centres.

## **Appendices**



## Appendix A

### OVERVIEW AND SCRUTINY

#### COMMUNITY CENTRES TASK AND FINISH GROUP

##### 1. Purpose/Objectives of the Review

To support the development of policy in relation to:-

- the provision of premises for community use, and
- the role of Northampton Borough Council in such provision
- to monitor any budget proposals in relation to community centres

##### 2. Outcomes Required

Recommendations on policy which will:-

- meet community needs
- identify gaps in provision for those needs
- raise the profile of community centre resources

##### 3. Information Required

1. List of all premises currently available (or potentially available) for community use, including NBC community centres, community rooms, school facilities, premises owned and/or run by community organisations and faith groups, etc.
2. For the above, location, ownership, patterns of use, charging regime, accessibility, condition and similar
3. Costs and income for centres
4. Current NBC policy, whether explicit or implicit
5. Good practice adopted elsewhere

##### 4. Format of Information

- 1.-3. Tabulated data for each centre/premise
4. Information from Portfolio Holder and Head of Service
5. Narrative description of other Council's policy approaches



## 5. Methods Used to Gather Information

- 1, 2 Local knowledge of councillors, neighbourhood co-ordinators and wardens, housing staff, Participation Team Leader, Asset Management
- 3 Information from Participation Team Leader, Asset Management
- 4 Interview with Portfolio Holder and Head of Service
- 5 Research on-line by members of the group, Scrutiny Officer etc

## 6. Co-Options to the Review

- None proposed at this stage

## 7 Equality Impact Screening Assessment

- An Equality Impact Screening Assessment to be undertaken on the scope of the Review.

## 8 Evidence gathering Timetable

### October to February 2010

19 October 2009 Scoping Meeting

November 2009 Evidence gathering

The Community Centres Appreciative Inquiry will become a Task and Finish Group from December 2009 to April 2010:

- 3 December 2009 Evidence gathering
- 7 January 2010 Evidence gathering
- 22 February 2010 Finalise Chair's report/further evidence gathering if needed
- 26 April 2010 Meeting scheduled **if required** to finalise Chair's report

Various site visits will be programmed during this period if required.

Meetings to commence at 6.00 pm

## 7. Responsible Officers

Lead Officer	Thomas Hall, Head of Policy and Community Engagement
Co-ordinator	Tracy Tiff, Scrutiny Officer, <b>to join when the Group becomes a Task and Finish Group in December 2009</b>

## **8. Resources and Budgets**

Thomas Hall, Head of Policy and Community Engagement, to provide internal advice.

## **10 Final report presented by:**

Completed by 22 February 2010. Presented by the Chair of the Task and Finish Group to Overview and Scrutiny Committee 1 and then to Cabinet.

## **11 Monitoring procedure:**

Review the impact of the report after six months (September/October 2010)

## Doddridge Centre

Detailed below are the current fees and charges for the Doddridge Centre. Fees are separated from peak, off peak, regular and one off. Statutory bodies and commercial organisations have different set rates.

Facilities available per <u>Costs per session</u> <u>Charity Rates</u>	The sessions are:		Morning 9.00am to 1.00pm	Afternoon 1.00pm to 5.00pm	Evening 6.00pm to 10.00pm
	Peak Regular	Peak One - off	Off Peak Regular	Off Peak Regular	Off Peak One – off
I apply for the hire of: -					
<b>Lewis Hall</b> ( 16.32 x 9.05 metres )	£35.43	£44.45	£23.15		£36.12
<b>Tomalin Room</b> ( 8 x 10.5 metres )	£35.43	£44.45	£27.26		£36.12
<b>Jeffery Room</b> ( 4.95 x 9.32 metres )	£21.81	£30.56	£17.72		£23.60
<b>Interview Room</b> (Including use of telephone)	£21.81	£22.23	£21.81		£22.23
<b>Kitchen</b>	£14.41 per session ( Morning / Afternoon / Evening )				
<i>Various presentation aids available (TV Video, OHP, Powerpoint Projector, Screen, Flip Charts) - Please ask for details</i>					
PEAK PERIODS	MON - FRI	6.00 pm - 10.00 pm	ALL HOURS SATURDAY		

Facilities available: Costs per Hour	<u>Statutory</u> <u>Bodies</u> Hourly Rate	<u>Commercial</u> <u>Organisations</u> Hourly Rate
I apply for the hire of:-		
<b>Lewis Hall</b> ( 16.32 x 9.05 metres )	£36.50 per hour	£42.50 per hour
<b>Tomalin Room</b> ( 8 x 10.5 metres )	£36.50 per hour	£42.50 per hour
<b>Jeffery Room</b> ( 4.95 x 9.32 metres )	£36.50 per hour	£42.50 per hour
<b>Interview Room</b>	£19.50 per hour	£42.50 per hour

Office Rentals	Monthly	Annual	Sq Mtrs
Office A	£204.49	£2,453.88	10.70
Office B	N/A	N/A	10.70
Office C	£204.49	£2,453.88	10.70
Office D	£204.49	£2,453.88	10.70
Office E	£197.19	£2,366.28	8.50
Office F	£204.49	£2,453.88	10.70
Office G	£204.49	£2,453.88	10.70
Room1	£494.18	£5,930.16	25.78
Room2	£287.27	£3,447.24	15.00
Room3	£564.85	£6,778.20	29.50
Room4	£435.77	£5,229.24	22.74
Room5	£588.71	£6,704.52	29.10

<b>Other Services</b>		
<u>Catering Services:</u>	<u>Charity Rate</u>	<u>Statutory Rate</u>
Feast & Friendship Two course home cooked lunch(set menu)	£7.50/head	
For Meetings:		
Refreshments	85p / person / round	£1.05 / person / round
Buffets (incl refreshments)	£6.30 / head	£8.50 / head
Sandwiches (incl refreshments)	£4.30 / head	£5.50 / head
Refreshments& Cakes	£1.90 / head	
Other services:		
External Agencies - Post Box Service		£25.00 per annum
External Agencies - Shared Post Box		£5.00 per annum
Laptop & Media TV or Projector		£20.00 per session
Photocopying costs - Black & White		6p per copy
Photocopying costs - Colour		25p per copy

## Emmanuel Church Rooms

The hire rates are as follows:-

	<b>CHURCH AFFILIATED</b>	<b>COMMUNITY RATES</b>	<b>COMMERCIAL RATES</b>
	hourly rate	hourly rate	hourly rate
<b>Single Bookings</b>	£	£	£
Ground Floor	4.50	9.00	18.00
Middle Floor (Church)	9.00	18.00	36.00
Middle Floor ("Well" Only)	3.25	6.50	13.00
Coffee Shop Area	9.00	18.00	36.00
Main Hall	9.00	18.00	36.00
Whole Top Floor	15.00	30.00	60.00
Counselling Rooms (if available)	2.25	4.50	9.00

*Use of Coffee Shop kitchen by separate negotiation*

### Regular Bookings

Ground Floor	3.75	7.50	15.00
Middle Floor (Church)	7.25	14.50	29.00
Middle Floor ("Well" Only)	2.50	5.00	10.00
Coffee Shop	7.25	14.50	29.00
Main Hall	7.25	14.50	29.00
Whole Top Floor	12.00	24.00	48.00
Counselling Rooms (if available)	2.00	4.00	8.00

*Use of Coffee Shop kitchen by separate negotiation*

### Specials / Extras

Full immersion Baptisms	23.00
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Equipment hire (in addition to hire of room - one off cost)

Flip chart	nc	nc	nc
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TV & Video	nc	nc	nc
Laptop & projector	20.00	20.00	30.00
Projector only	15.00	15.00	20.00
PA equipment	25.00	25.00	40.00

## Lings Forum

Room hire charges are detailed below:-

Whole hall (halve price for 1/2 hall)

£44.40	£57.60	£36.50	£57.60
--------	--------	--------	--------

Occupancy is 600

Small rooms

£12.50	£15.50	£12.50	£12.50
--------	--------	--------	--------

Occupancy is Pluto Room 50

Dance Studio

£18.80	£22.00	£15.00	£17.50
--------	--------	--------	--------

Occupancy is 50-60

Studio 66 (function room for bars/discos)

£250.00 for just evening (7pm onwards) £450.00 all day

Occupancy is 200

## Danes Camp

Whole hall (halve for 1.2 hall)

£32.00	£40.50	£31.00	£40.50
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Rooms (1= small room, 2 = large room and 3 = both together)

Room 1

£18.00	£20.20		
--------	--------	--	--

Room 2

£21.50	£22.70		
--------	--------	--	--

Room 3

£37.10	£43.00		
--------	--------	--	--

Occupancy :-

Danes main hall is 500, Room 1 (small room) is 30, Room 2 (larger room) is 50, together 90.

**Private Finance Initiative (PFI ) Schools**

There are 43 PFI schools in Northampton, 42 of which are let by a Company called Amey. There is a standardised rate for these 42. Caroline Chisholm School is also a PFI school and has different letting details. Contact was made with both Amey and Caroline Chisholm School.

Detailed below is the pricing structure that came into effect from 1 September 2009:

<b><u>Pricing Structure for 2009/2010</u></b>				
<b>With effect from September 1st 2009</b>				
<b>All prices include Service charge*</b>				
	<b>Areas</b>	<b>Mon - Fri</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Community Lets - per hour</b>	Classrooms, community rooms, small halls etc	£ 22.50	£ 27.00	£ 36.00
	1-4 of the above	£ 22.50	£ 27.00	£ 36.00
	5-7 of the above	£ 45.00	£ 54.00	£ 72.00
	8-11 of the above	£ 67.50	£ 81.00	£ 108.00
	12-15 of the above	£ 90.00	£ 108.00	£ 144.00
	16+ of the above	£ 112.50	£ 135.00	£ 180.00
	Music Schools	£150 per 3hr session		
	Sports Halls, Gym, Dance\Drama Studios	£ 27.50	£ 30.00	£ 35.00
	Theatre	POA	POA	POA
	Large Halls	POA	POA	POA
	Astro Turf Half Pitch	£ 35.00	£ 40.00	£ 40.00
	Astro Turf Full Pitch	£ 45.00	£ 50.00	£ 50.00
	Football Pitches	£ 45.00	£ 50.00	£ 50.00
	*Use and cleaning one off rate per booking	Changing rooms/showers	£ 22.50	£ 25.00
	Swimming Pool (without lifeguard)	£ 45.00	£ 45.00	£ 45.00
<b>Commercial Lets - per hour</b>	Classrooms	£ 25.00	£ 30.00	£ 40.00
	Dance/drama	£ 35.00	£ 35.00	£ 35.00
	Sports Halls	£ 60.00	£ 60.00	£ 60.00
	NSG Sports Hall	£ 85.00	£ 85.00	£ 85.00
	Small Halls	£ 50.00	£ 50.00	£ 50.00
	Gym	£ 40.00	£ 40.00	£ 40.00
	Badminton Courts (per court per hour)	£ 12.50	£ 12.50	£ 12.50
	Tennis Court (per court per hour)	£ 16.50	£ 16.50	£ 16.50
	Theatre	POA	POA	POA

	Large Halls	POA	POA	POA
	Astro Turf Half Pitch	£ 45.00	£ 50.00	£ 50.00
	Astro Turf Full Pitch	£ 60.00	£ 65.00	£ 65.00
	Football Pitches	£ 90.00	£ 90.00	£ 90.00
*Use and cleaning one off rate per booking	Changing rooms/showers	£ 30.00	£ 30.00	£ 30.00
	Swimming Pool (without lifeguard)	£ 45.00	£ 45.00	£ 45.00

Northampton Borough Council

Busy Person Reporting

## CONDITION SURVEY Summary Report

Bellinge Community Centre  
 UARN 60026  
 DATE OF SURVEY 29/ /02 /07  
 SURVEYOR J Kowal  
 Construction Traditional red brick construction with mono pitched eternet slated roof.

Address Fieldmill Square  
 Northampton NN3 9AQ  
 PREMISES TYPE 4 Pre 1966- 76  
 GIA M2  
 Land Area Hectares



Ref.JK 28/02/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	A	D	£400				
2. Floors and Stairs	A	B	B		£400			
3. Ceilings	A	B	B			£400		
4. External walls, windows & doors	A	B	D	£400		£400		
5. Internal walls & doors	A	B	D	£200	£200			
6. Sanitary Services	A	A	B			£100		
7. Mechanical Services	Test and inspect				£400			
8. Electrical Services	Test and inspect				£300			
9. Redecorations	A	B	C	~	£6,500	£5,500	~	
10. Fixtures and Fittings	B	B	C		£400	£5,000		
11. External areas	B	B	B		£950			
Overall Condition								
				<b>Total</b>	<b>£1,000</b>	<b>£9,150</b>	<b>£11,400</b>	<b>£0</b>

### Executive Summary

The building is which is well managed and well used is generally in a good maintained order.

One glass pane in high level window of Main Hall is cracked with air pellets and should be renewed.

Vinyl tile floor finishes has shrunk in the childrens play area and joints require welding to prevent trip hazard.

The childrens play room that was not decorated during the last refurbishment would benefit from decorating.

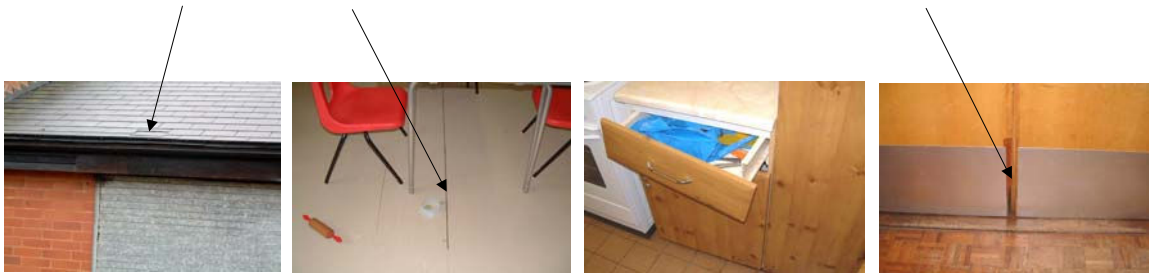
Three broken slates were identified from the ground floor but there may be one or two extras. These require urgent repair to prevent damage to the interior

Double door to main hall requires repair to rebate.

Kitchen units require repair to damaged fronts/draws.

### In Conclusion

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key Category		
<b>A</b>	<b>Good</b>	Performing as intended and operating efficiently
<b>B</b>	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
<b>C</b>	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
<b>D</b>	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
<b>1</b>	<b>Urgent work</b> that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.	
<b>2</b>	<b>Essential work</b> required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.	
<b>3</b>	<b>Important work</b> required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.	
<b>4</b>	<b>Long-term work</b> required outside the five year planning period that will prevent deterioration of the fabric or services.	



**CONDITION SURVEY Summary Report**

Duston Community Centre

Address Pendle Road  
Northampton NN5 6DT

UARN 60048

PREMISES TYPE Post 1967-76

DATE OF SURVEY 14/02/08

GIA 714 m2  
Land Area 0.824 Hectares

SURVEYOR PAJ Gibbs



Construction Traditional Brick with flat roofs, part timber clad. Shared entrance area with Library

Ref. PAJG 14/02/08

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	C	~	£5,300		~	
2. Floors and Stairs	A	B	C	~	£100		~	
3. Ceilings	A	B	C	~	£200		~	
4. External walls, windows & doors	A	B	C	~	£3,350	£10,000	~	
5. Internal walls & doors	A	B	B	~		~	~	
6. Sanitary Services	A	B	C	~		£900	~	
7. Mechanical Services	Not inspected			~	£200	~	~	
8. Electrical Services	Not inspected			£300		~	~	
9. Redecorations	A	B	C	~	£10,000	£4,000	~	
10. Fixtures and Fittings	A	B	C	~	£100	£10,000	~	
11. External areas	B	C	C		£23,250		~	
						~	~	
Overall Condition		B		Total	£300	£37,200	£24,900	£0

**Executive Summary**

This larger than normal community centre building is in a fair maintained order and is meticulously kept clean.

Wood external door sets have rot at their base and require replacement.

Kitchen units will probably require replacing within the next five year period

Externally the path and car park surfaces are poor

**In Conclusion**

With the exception of the maintenance needs listed within the report the building is generally in fair condition.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.
<small>Designed condition survey system and form design is the intellectual property of PAJG - © Copyright of Willcocks and Gibbs Contracts Limited © All rights reserved © Photographs taken by PAJG and published within all work ref PAJG are the property of Willcocks and Gibbs Contracts Limited © All rights reserved</small>		

# CONDITION SURVEY Summary Report

Lodge Farm Community Centre- Barn

UARN 60633

Address Cresatwood Road  
Northampton NN3 8JJ

DATE OF SURVEY 27/11/07

GIA 128 m2 Pre 1919  
Land Area See UARN 60633

SURVEYOR PAJ Gibbs

Construction Brick built Pitched metal profile roof finish



Ref. PAJG 27/11/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	C	~	£100		~	
2. Floors and Stairs	A	A	A	~			~	
3. Ceilings	A	A	A	~			~	
4. External walls, windows & doors	A	B	C	~	£300	~	~	
5. Internal walls & doors	A	A	B	~		~	~	
6. Sanitary Services	A	A	A	~		~	~	
7. Mechanical Services	Not Surveyed			~		~	~	
8. Electrical Services	Not Surveyed			~		~	~	
9. Redecorations	A	B	C	~	£500	£2,200	~	
10. Fixtures and Fittings	A	A	A	~		~	~	
11. External areas	A	B	C	~		~	~	
Overall Condition								
B				Total	£0	£900	£2,200	£0

## Executive Summary

The property is generally in fair order.

Tree and bush areas on the site are "concealing."

## In Conclusion

The building is generally in good order. Revisiting the surrounding "concealing" natural bush landscape areas would be prudent. Which party or parties has the responsibility for the roads maintenance needs to be established.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.
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**CONDITION SURVEY Summary Report**

Blackthorn Community Centre Address Longmead Court  
 Northampton NN3 8QD  
 UARN 60030 PREMISES TYPE Post 76  
 DATE OF SURVEY 05/11/07 GIA 308m2  
 SURVEYOR PAJ Gibbs Land Area 0.0288 Hectares



Ref. PAJG 05/11/07

Construction Brick built, with mono pitched roofing with a centre of building flat roof.

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	B	~			~	
2. Floors and Stairs	A	B	B	~			~	
3. Ceilings	A	B	B	~			~	
4. External walls, windows & doors	A	B	C	~	£3,000	~	~	
5. Internal walls & doors	A	B	B	~		~	~	
6. Sanitary Services	A	A	A	~		~	~	
7. Mechanical Services	Not Surveyed			~		~	~	
8. Electrical Services	Not Surveyed			~	£400	~	~	
9. Redecorations	A	B	C	~	£1,000	£5,000	~	
10. Fixtures and Fittings	A	B	B	~		~	~	
11. External areas	A	C	C	~	£8,000	~	~	
				~		~	~	
Overall Condition		B		Total	£0	£12,400	£5,000	£0

**Executive Summary**

The centre when visited had just been vandal attacked with many windows boarded up awaiting glazing repairs.

The centre is generally in good order.

Flooding water into the centre has been a frequent occurrence over the years due to probably poor maintained external highways drainage and sloping site.

The car park area to the front of the building requires surface attention.

There is a serious vertical crack at the front gable end over the kitchen and entrance which need structural attention. This problem was identified some time previous and is a local concern.

**In Conclusion**

The building is generally in well maintained order.

The ingress of flooding surface water, from outside areas is detrimental to the buildings floor finishes and disrupts the centre activities.

The structural crack in the buildings brickwork at high level requires further investigation.



Key Category		
<b>A</b>	<b>Good</b>	Performing as intended and operating efficiently
<b>B</b>	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
<b>C</b>	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
<b>D</b>	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
<b>1</b>	<b>Urgent work</b> that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.	
<b>2</b>	<b>Essential work</b> required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.	
<b>3</b>	<b>Important work</b> required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.	
<b>4</b>	<b>Long-term work</b> required outside the five year planning period that will prevent deterioration of the fabric or services.	

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**CONDITION SURVEY Summary Report**

Abington Community Centre Address Wheatfield Road South  
 Northampton NN3 2ND  
 UARN 60038 PREMISES TYPE 4 Inter War/Post 1976  
 DATE OF SURVEY 06/ /02 /07 GIA M2  
 SURVEYOR J Kowal Land Area Hectares  
 Construction Traditional brick construction with mono pitched and flat roofs



Ref. JK 06/02/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1	Priority 2	Priority 3	Priority 4	
1. Roofs	B	C	D	Immediate	0-2 years	3-5 years	5 years +	
2. Floors and Stairs	B	B	C	work to achieve	work to achieve	work to achieve	work	
3. Ceilings	B	B	C	acceptable state	acceptable state	acceptable state		
4. External walls, windows & doors	A	B	C		£57,100	£2,000		
5. Internal walls & doors	B	B	C		£2,500	£7,000		
6. Sanitary Services	B	B	C		£2,800			
7. Mechanical Services	Test and inspect				£200			
8. Electrical Services	Test and inspect				£1,000	£200		
9. Redecorations	B	C	D		£800	£400		
10. Fixtures and Fittings	B	B	B	~	£300	~	~	
11. External areas	B	C	D		£9,000			
				£300	£2,700	£3,000	~	
Overall Condition		C		Total	£300	£76,400	£12,600	£0

**Executive Summary**

The building is well managed and internally is generally in fair maintained order.

The sloping corrugated roof appears to be the original inter war provision. This metal sheets have corroded and vandals have been walking up and down the roof and in some areas pulled up the sheets. The metal roof over the hall extension has had vandals running across it, however there does not appear to be any weather tight damaged caused to these sheets.

The flat roof is approaching the end of its life and leaks are evident below the gutter areas inside the building. New fascias will be required if refurbishment is undertaken. Attempts have been made to seal these leaks but they have been unsuccessful. The drainage from the roof may also require rodding.

Both sloping and flat roof areas would benefit from thermal upgrading.

Some of the 'original' floor tiles are curling up and may become a health and safety issue. These require replacing.

The DDA toilet requires drop down handrails and an emergency pull chord alarm.

One Cast Iron drain cover is cracked along its length and could cause a serious accident if not replaced.

Area around the back of the centre is accumulating rubbish and the flagstone retaining wall is broken in various locations.

Two single external doors are rotten along the bottom and require replacing.

**In Conclusion**

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

**CONDITION SURVEY Summary Report**

Allison Gardens Community Centre Address Aleaide Road  
 UARN 60043 PREMISES TYPE 4 Pre 1966- 76  
 DATE OF SURVEY 29/ /01 /07 GIA 318M2  
 SURVEYOR PAJ Gibbs Land Area 0.0048 Hectares  
 Construction Traditional brick construction with mono pitched and flat roofs



Ref. PAJG 29/01/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	C	~	£100			
2. Floors and Stairs	A	B	D	£150	£600	£1,200		
3. Ceilings	A	B	D	£100				
4. External walls, windows & doors	A	B	B		£200			
5. Internal walls & doors	A	B	C		£100			
6. Sanitary Services	A	B	C		£100			
7. Mechanical Services	Test and inspect				£400			
8. Electrical Services	Test and inspect		C	£100	£300		~	
9. Redecorations	A	C	C	~	£7,500	£4,500	~	
10. Fixtures and Fittings	A	A	B					
11. External areas	B	B	D	£150	£150	~	~	
Overall Condition		B		Total	£500	£9,450	£5,700	£0

**Executive Summary**

The building is which is well managed and well used is generally in fair maintained order.  
 There is a ground floor office in use by an Irish community organisation.  
 The building suffered an underground leak from in an incoming water supply. This saturated the building severely effecting floor finishes and decorations.  
 A mechanical ventilator was installed under the stairs to assist the drying out process. This appears to be successful.  
 Certain plaster walls at low level have salt deposits as a result of the drying out process. Plaster metal corner beads have rusted.  
 Vinyl tile floor finishes have, in places broken down, some have been replaced.  
 Local management are upset that their facility looks unsightly as a result of the above situation.  
 There is a need for a matt to be fitted, in the matt well, at the side entrance lobby. The lack of a matt has created a trip hazard.  
 The building would benefit from being externally decorated.  
 To the side of the disabled parking bays there is the remains of a concrete bollard with reinforcing showing. This is potential trip hazard.

**In Conclusion**

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key		
Category		
A	Good	Performing as intended and operating efficiently
B	Satisfactory	Performing as intended but exhibiting minor deterioration.
C	Poor	Exhibiting major defects and or not operating as intended.
D	Bad	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	Urgent work	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	Essential work	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	Important work	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	Long-term work	required outside the five year planning period that will prevent deterioration of the fabric or services.

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**CONDITION SURVEY Summary Report**

Kings Heath Office and Community Centre Address North Oval NN5 7LN  
 UARN 60039 PREMISES TYPE 5 Post 76  
 DATE OF SURVEY Externals 19 /11 /07 GIA 301m2 Community Centre  
 Internals 04/01/08 GIA 6025m2 Total Build  
 SURVEYOR P A J Gibbs Land Area 0.0348 Hectares?



Ref. PAJG 19/11/07

Construction Brick with four hips pitched tiled. Clock turret to complete.

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	A	C	~	£200			
2. Floors and Stairs	A	B	C		£500			
3. Ceilings	A	B	C		£50			
4. External walls, windows & doors	A	A	B					
5. Internal walls & doors	A	A	B					
6. Sanitary Services	A	A	C		£300			
7. Mechanical Services	Not Surveyed							
8. Electrical Services	Not Surveyed				£500		~	
9. Redecorations					£6,700	£1,500	~	
10. Fixtures and Fittings	A	B	C			£5,000		
11. External areas	A	B	C		£300	£5,000	~	
Overall Condition		B		Total	£0	£8,550	£11,500	£0

**Executive Summary**

The property also houses a health centre which is surveyed as part of the corporate estate leased to others - only the shared facilities and externals relate to this survey.

Internally the division between community centre space and the housing office area, now not used for that purpose is confusing.

Because of the small area occupied by the housing office which in the past was the community centre office and stage area it would make sense to return it to the community centre where it sensibly belongs.

Externally and internally the property is in fair to good order.

There is a small section of aluminium gutter that has been bent and requires realignment.

The treated wood fascia and soffit would benefit redecoration.

The car park at its kerb requires weeds removing - refreshing car park lining within this five year planning period will probably be required.

**In Conclusion**

The property is in fair maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

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**CONDITION SURVEY Summary Report**

Pastures Community Centre

Address Acre Lane NN2 8PN

UARN 60045

PREMISES TYPE 5 Post 76

DATE OF SURVEY 22 /11 /07

GIA 286 m2

SURVEYOR P A J Gibbs

Land Area 0.0234 Hectares



Ref. PAJG 22/11/07

Construction : Traditional - Brick externally - plastered internally, pitched tiled roof, stained and varnished wood windows and door sets.

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state £200	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	A	C					
2. Floors and Stairs	A	A	A					
3. Ceilings	A	A	A					
4. External walls, windows & doors	A	A	B					
5. Internal walls & doors	A	A	A					
6. Sanitary Services	A	A	A					
7. Mechanical Services	Not inspected							
8. Electrical Services	Not inspected						~	
9. Redecorations	A	B	C		£2,500	£6,000	~	
10. Fixtures and Fittings	A	A	A					
11. External areas	A	A	A				~	
Overall Condition		A		Total	£0	£2,700	£6,000	£0

**Executive Summary**

This attractive building internally and externally is in nearly new condition and is in good maintained order.

The roof in the past has been attacked by vandals or attempted break-in via the roof. Only Isolated repair to roof was visible at the time of inspection. The aluminium gutter being of thin gauge sheet is easily damaged and dented.

There is an area of renewed brickwork and repair to pointing which is probably to rectify isolated settlement.

**In Conclusion**

The property is in good maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.
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**CONDITION SURVEY Summary Report**

Spring Boroughs Community Centre - Café Address Scarletwell Street  
 Northampton NN1 2SQ  
 UARN 60050  
 DATE OF SURVEY 07/11/07  
 SURVEYOR PAJ Gibbs  
 PREMISES TYPE 1967-76  
 GIA 70m2



Construction Aluminium shopfront - Property is a ground floor café/shop unit within a multi storey block of flats. Ref. PAJG 07/11/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	C	~	£100	~	~	
2. Floors and Stairs	A	B	B	~			~	
3. Ceilings	A	B	B	~			~	
4. External walls, windows & doors	A	A	A	~		~	~	
5. Internal walls & doors	A	A	B	~		~	~	
6. Sanitary Services	A	A	B	~		~	~	
7. Mechanical Services	Not Surveyed			~		~	~	
8. Electrical Services	Not Surveyed			~		~	~	
9. Redecorations	A	A	A	~		£800	~	
10. Fixtures and Fittings	A	A	A	~		~	~	
11. External areas	A	B	C	~	£200	~	~	
<b>Overall Condition</b>				<b>Total</b>	<b>£0</b>	<b>£300</b>	<b>£800</b>	<b>£0</b>

**Executive Summary**

The property is in good maintained order.

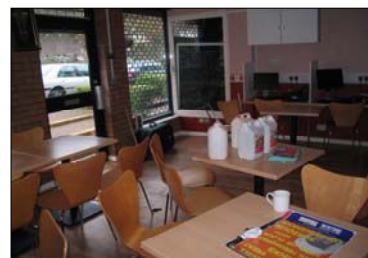
The low height boundary that require isolated repair.

To prevent ingress of water problems is would be prudent to keep the shopfront gutter clear of grass etc.

At the time of the visit there were cardboard boxes left outside which may encourage fire raisers if left for any time.

**In Conclusion**

The building is generally is in good order.



Key		
Category		
<b>A</b>	<b>Good</b>	Performing as intended and operating efficiently
<b>B</b>	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
<b>C</b>	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
<b>D</b>	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
<b>1</b>	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
<b>2</b>	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
<b>3</b>	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
<b>4</b>	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

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**CONDITION SURVEY Summary Report**

Vernon Terrace Community Centre  
 UARN 60041  
 DATE OF SURVEY 31/01/07  
 SURVEYOR J KOWAL  
 Construction Traditional brick construction with hipped pitched roofs

Address Vernon Terrace  
 Northampton NN1 5HE  
 PREMISES TYPE 5 Post 1976  
 GIA 278M2  
 Land Area 0.1106 Hectares



Ref. JK 31/01/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	B	C	~	£400	£400		
2. Floors and Stairs	B	B	C		£600			
3. Ceilings	A	A	A					
4. External walls, windows & doors	A	B	C		£150			
5. Internal walls & doors	A	B	C		£250			
6. Sanitary Services	B	B	C		£450			
7. Mechanical Services	Test and inspect		C		£650	£600	£600	
8. Electrical Services	Test and inspect		C		£300			
9. Redecorations	B	B	C	~	£6,600		£6,500	
10. Fixtures and Fittings	A	B	B					
11. External areas	A	B	D	£500	£700	£600	~	
Overall Condition		B		<b>Total</b>	<b>£500</b>	<b>£10,100</b>	<b>£1,600</b>	<b>£7,100</b>

**Executive Summary**

The building is which is well managed and well used is generally in fair maintained order.

Some minor defects require priority attention namely isolated replacement of slipped/missing tiles to the roof

A large tree's root is lifting the pedestrian walkway slabs and has caused a trip hazard.

Two elevations has graffiti sprayed on the brick walls and requires cleaning to prevent attracting further vandalism.

A soft area has been identified within the car park causing ponding/sinking of the tarmac.

Brickwork to an internal boundary wall is missing and requires rebuilding.

Boundary tubular dwarf fence has been bent over and would benefit if straightened to maintain tidy appearance of centre

The building would benefit from being externally decorated as the decoration appears to be the original when built.

The internal decoration is becoming dowdy and significant internal decoration is recommended.

Internal fixtures and fittings are performing well however some handles are missing from the draws and cupboards.

**In Conclusion**

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

**CONDITION SURVEY Summary Report**

Standens Barn Community Centre

Address Walledwell Road,  
Northampton NN3 9TW  
PREMISES TYPE 4 Post 1967 -76

UARN 60036

DATE OF SURVEY 29 /01 /08

GIA 350 m2

SURVEYOR P A J Gibbs

Land Area 0.0496 Hectares



Construction Traditional - Brick externally and fairfaced brick internally, mon pitched tiled roofs and central flat roof and wood windows and doors.  
Roller security shutter at main entrance

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state £500	Priority 2 0-2 years work to achieve acceptable state £7,250 £1,500	Priority 3 3-5 years work to achieve acceptable state £300 £350 £700 £10,000	Priority 4 5 years + work ~ ~ ~
1. Roofs	A	B	C				
2. Floors and Stairs	A	B	C				
3. Ceilings	A	B	B				
4. External walls, windows & doors	A	B	C		£2,200	£4,000	
5. Internal walls & doors	A	A	C		£350		
6. Sanitary Services	A	B	C	£100	£700		
7. Mechanical Services	Not inspected						
8. Electrical Services	Not inspected			Provide emergency pullcord in disabled toi			£300
9. Redecorations	B	C	C				
10. Fixtures and Fittings	A	B	C			£6,000	
11. External areas	A	B	C		£1,800		
Overall Condition		B		Total	£600	£24,100	£20,300
							£0

**Executive Summary**

The building looks dated unkempt, dull and uninviting internally and externally. The internal lighting is poor.

The flat roof finish appears to be reaching its expected life, replacement in the not too distant future would be prudent. Parapet brick copings and flashings are in need of repair.

The "Saddlins" or similar finish to the exterior wood finishes, in particular to cills, requires attention.

Windows have glass replaced with plastic clear glazing which is scratched in places and holed by being burnt. Window frames to the hall are damaged requiring repair or replacement.

Window security shutters, similar to those provided some community centres, would assist security when the building is not in use.

Toilets and kitchen look dated and would benefit from being refurbished.

The topography of the adjoining land and low central flat roof makes the building roof areas not difficult to access by undesirables.

Eternal paving and walling requires maintenance attention.

**In Conclusion**

The property, at least, internally would benefit from being decoratively brightened up if not refurbished.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1		and/or remedy a serious breach of legislation.
2		<b>Essential work</b> required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3		<b>Important work</b> required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4		<b>Long-term work</b> required outside the five year planning period that will prevent deterioration of the fabric or services.

## CONDITION SURVEY Summary Report

Briar Hill Community Centre

Address The Springs Northampton NN4 8SX

UARN 60034

PREMISES TYPE 1 Pre 1919

DATE OF SURVEY 09/11/07

GIA 280m2

SURVEYOR P A J Gibbs

Land Area 0.0309 Hectares

Construction Traditional converted stone barn conversion with 3 pitched roofs and hidden valley.

Ref. PAJG 09/11/07



Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state ~	Priority 2 0-2 years work to achieve acceptable state £150	Priority 3 3-5 years work to achieve acceptable state £100 £10,500	Priority 4 5 years + work ~	
1. Roofs	A	B	C		£150			
2. Floors and Stairs	A	B	C					
3. Ceilings	A	B	C		£300			
4. External walls, windows & doors	A	B	C		£150			
5. Internal walls & doors	A	B	B					
6. Sanitary Services	A	B	B					
7. Mechanical Services	Not inspected							
8. Electrical Services	Not inspected							
9. Redecorations	B	C	C		£3,500		~	
10. Fixtures and Fittings	A	A	C		£50		~	
11. External areas	B	B	C		£50		~	
<b>Overall Condition</b>		B		<b>Total</b>	£0	£4,300	£10,500	£0

### Executive Summary

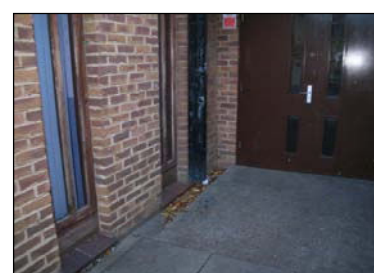
The building in which is well managed and well used is generally in fair maintained order.

The decorative state and false ceiling requires maintenance attention.

The roof finish and lead work have suffered past attacks by others.

### In Conclusion

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

**CONDITION SURVEY Summary Report**

Camp Hill Community Centre

Address Daywell NN4 9RR

UARN 60798

PREMISES TYPE 5 Post 76

DATE OF SURVEY 23 /11 /07

GIA To be confirmed m2

SURVEYOR P A J Gibbs

Land Area To be confirmed Hectares



Ref. PAJG 23/11/07

Construction : Traditional - Brick externally - plastered internally, pitched tiled roof, plastic windows and wood door sets.

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	A	A					
2. Floors and Stairs	A	A	A					
3. Ceilings	A	A	A					
4. External walls, windows & doors	A	A	C	£200	£200			
5. Internal walls & doors	A	A	C		£50			
6. Sanitary Services	A	A	A					
7. Mechanical Services	Not inspected		C		£200			
8. Electrical Services	Not inspected							
9. Redecorations	A	B	C		£2,500	£7,000	~	
10. Fixtures and Fittings	A	A	A				~	
11. External areas	A	A	A				~	
Overall Condition			A	Total				£0
				£200	£2,950	£7,000		

**Executive Summary**

This attractive building internally and externally is in nearly new condition and is in well maintained order.

Local concern was expressed over the external security roller shutters kitchen and office windows, despite a maintenance visit, are still very difficult to operate. "The effort employed is a back breaking exercise"

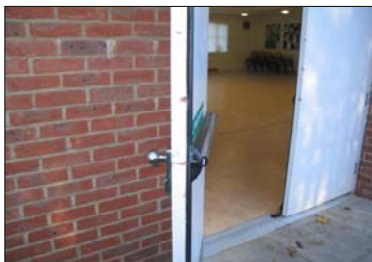
Following an attempted break-in the double fire exit door set from the hall has edge damage . It may be prudent to fix a vertical external metal cover plate to the door edge to increase security

There is a mitred mdf beech effect glazing bead that is missing from double door set from the hall. "This has been missing from when the building was handed over"

The hall's radiators front panel plinths have distorted either by cleaning action or by play activities and looks unsightly. The panels need bottom fixings or similar to prevent accidental damage occurrence.

**In Conclusion**

Apart from the above the property is well maintained.



Key		
Category		
<b>A</b>	<b>Good</b>	Performing as intended and operating efficiently
<b>B</b>	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
<b>C</b>	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
<b>D</b>	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
<b>1</b>	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
<b>2</b>	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
<b>3</b>	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
<b>4</b>	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.
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**CONDITION SURVEY Summary Report**

Parklands Community Centre  
 Address Devon Way NN3 6DX  
 UARN 60046  
 PREMISES TYPE 5 Post 76  
 DATE OF SURVEY 21 /11 /07  
 GIA 349 m2  
 SURVEYOR P A J Gibbs  
 Land Area 0.0378 Hectares



Ref. PAJG 21/11/07

Construction : Traditional - Brick externally - plastered internally, pitched tiled roof, stained and varnished wood windows and door sets.

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work
1. Roofs	A	A	A				
2. Floors and Stairs	A	A	A				
3. Ceilings	A	A	A				
4. External walls, windows & doors	A	A	C		£50		
5. Internal walls & doors	A	A	A				
6. Sanitary Services	A	A	A				
7. Mechanical Services	Not inspected						
8. Electrical Services	Not inspected						
9. Redecorations	A	B	C		£3,300	£4,500	~
10. Fixtures and Fittings	A	A	A				
11. External areas	A	A	C		£700		~

Overall Condition	A	Total	£0	£4,050	£4,500	£0
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**Executive Summary**

This attractive building internally and externally is in nearly new condition and is in good maintained order.

There is an external concrete drainage channel near to the front entrance which has a back fall and standing water. This is possibly a hazard in freezing conditions.

There is a large cast iron inspection cover in the toddlers soft surfaces play area that may constitute a hazard - It would be prudent to soften the surface with matting or similar when play activities are in progress. In any event a formal risk assessment is recommended.

**In Conclusion**

The property is in good maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

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**CONDITION SURVEY Summary Report**

Rectory Farm Community Centre- Barn

Address Olden Road  
Northampton NN3 5DD

UARN 60032

PREMISES TYPE Pre 1919  
Built 1847

DATE OF SURVEY 06/11/07

GIA 268 m2  
Land Area 0.4296

SURVEYOR PAJ Gibbs

Construction Brick and stone built, with pitched tiled and slated roofs.



Ref. PAJG 06/11/07

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work
1. Roofs	B	B	C	~	£400		~
2. Floors and Stairs	A	B	B	~			~
3. Ceilings	A	B	B	~			~
4. External walls, windows & doors	B	B	C	~	£4,600	~	~
5. Internal walls & doors	A	B	B	~		~	~
6. Sanitary Services	A	A	C	~	£200	~	~
7. Mechanical Services	Not Surveyed			~		~	~
8. Electrical Services	Not Surveyed			~	£200	~	~
9. Redecorations	B	B	C	~	£9,000		~
10. Fixtures and Fittings	A	B	B	~		~	~
11. External areas	B	C	C	~	£19,300	~	~
Overall Condition				B			
Total				£0	£33,700	£0	£0

**Executive Summary**

The property apart from rotting door sets is generally in fair order.

The removal of self setting trees and shrubs and tidying up planted areas would visually enhance the site

The car park area, in the interest of safety, requires revisiting and surface attention.

**In Conclusion**

The building, which to some degree visually internally dull, is generally in fair order.



Key		
Category		
A	Good	Performing as intended and operating efficiently
B	Satisfactory	Performing as intended but exhibiting minor deterioration.
C	Poor	Exhibiting major defects and or not operating as intended.
D	Bad	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	Urgent work	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	Essential work	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	Important work	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	Long-term work	required outside the five year planning period that will prevent deterioration of the fabric or services.

Northampton Borough Council

Busy Person Reporting

## CONDITION SURVEY Summary Report

Rectory Farm House Community Centre

Address Olden Road  
Northampton NN3 5DD

UARN 60759

PREMISES TYPE Pre 1919

DATE OF SURVEY 06/11/07

Built 1880  
GIA 180.64m2

SURVEYOR PAJ Gibbs

Land Area See UARN 60032



Ref. PAJG 06/11/07

Construction Brick and stone built, with pitched slated roof.

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	B	B	C	~	£400	£15,000	~	
2. Floors and Stairs	A	B	C	~	£150		~	
3. Ceilings	A	B	C	~	£1,500		~	
4. External walls, windows & doors	B	B	C	~	£5,000		~	
5. Internal walls & doors	A	B	B	~			~	
6. Sanitary Services	A	A	C	~	£200		~	
7. Mechanical Services	Not Surveyed			~			~	
8. Electrical Services	Not Surveyed			~	£200		~	
9. Redecorations	B	C	C	~	£10,000	£1,000	~	
10. Fixtures and Fittings	A	B	B	~			~	
11. External areas	B	C	C	~	£800	See also UARN 60032	~	
				~			~	
Overall Condition		B		Total	£0	£17,850	£16,000	£0

### Executive Summary

The property apart from rooting window cills is in fair order.

The removal of self setting trees and shrubs would visually enhance the site.

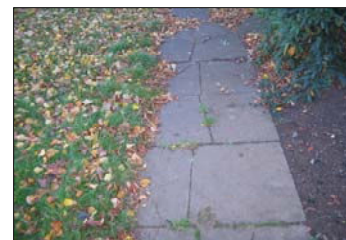
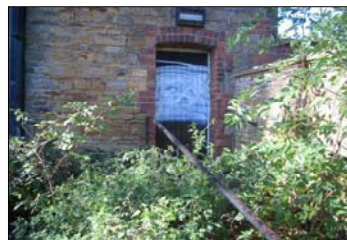
The car park area requires surface attention.

The building use is limiting and is currently in use for a local association on the first floor as offices and store, There is also a meeting room facility on the ground floor.

### In Conclusion

The building is generally in fair order.

The use of this building for offices and storerooms for carnival dress wear may not be the best use for this property. Access to the upper floor is also prohibitive for the wheel chair disabled user. Can the remaining occupier be move to offices elsewhere and the building sold or altered back to residential occupation is the first thought, although outside my brief, when entering this locally historically important property.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.
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**CONDITION SURVEY Summary Report**

Semilong Community Centre Address Norfolk Terrace Northampton NN2 6HS  
 UARN 60031 PREMISES TYPE 3 Post 1946 -66  
 DATE OF SURVEY 16 /11 /07 GIA 170m2  
 SURVEYOR P A J Gibbs Land Area 0.0572 Hectares  
 Construction Traditional - Brick , pitched tiled roof with flat felt roof extension to the rear.



Ref. PAJG 16/11/07

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work
1. Roofs	A	B	C		£700		
2. Floors and Stairs	A	B	C		£600		
3. Ceilings	A	B	C		£200		
4. External walls, windows & doors	A	B	C	£1,200	£29,200 *		
5. Internal walls & doors	A	A	B				
6. Sanitary Services	A	B	C		£300		
7. Mechanical Services	Not inspected						
8. Electrical Services	Not inspected				£100		
9. Redecorations	A	B	C		£3,500	£3,000	~
10. Fixtures and Fittings	A	B	B				
11. External areas	A	B	C	£4,000	£100		~

\* Includes Provisional Sum of £20,000 for possible foundation under-pinning

Overall Condition	B	Total	£5,200	£34,700	£3,000	£0
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**Executive Summary**

The act of others reducing levels of the adjoining land has undermined the centres foundations. Cracking is visible to the centres brickwork. The matter requires to be rectified to prevent further problems. The centre has been recently redecorated internally which has hidden some of the structural cracking.

The original wood door and window units are showing signs of rot - Replacing these with new over the next 5 year period is seen to be the economical way forward. Replacing windows in plastic will help reduce the periodic external redecoration costs.

The pitched roof and rainwater goods require isolated attention - There is a climbing plant , planted in the adjoining property, number 4 Norfolk Terrace, which has grown into the centres gutter and probably the roof finish - There is a damp area internally at this location - It is possible that the water ingress has also saturated the insulation in the roof void. The creeping plant needs to be cut back or best removed and roof insulation if saturated and will require to be replaced.

The adjoining owners? chain link fence posts have exposed reinforcement and spalling concrete requiring replacement.

The community centre play area, now the large adjacent school building has gone, is left exposed. Close boarded fence or wall in stead of the chain link fence is recommended to ensure privacy .

**In Conclusion**

The property structural condition with the adjoining site having its levels reduced is a matter of concern and its stability needs to be restored.



Key Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.



**CONDITION SURVEY Summary Report**

Spencer Community Centre Address Tintern Ave  
 UARN 60035 PREMISES TYPE 3 1945-1966  
 DATE OF SURVEY 19/ 06 /07 GIA  
 SURVEYOR J Kowal Land Area



Construction Originally an 'Anderson type' concrete shelter with subsequent brick extensions and pitched roofs. Ref. JK 19/06/07

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work
1. Roofs	A	A	A				
2. Floors and Stairs	A	B	C		£1,300		
3. Ceilings	A	B	B			£100	
4. External walls, windows & doors	A	B	B		£4,500		
5. Internal walls & doors	A	B	B		£350	£500	
6. Sanitary Services	A	A	A				
7. Mechanical Services	Test and inspect				£400		
8. Electrical Services	Test and inspect				£300		~
9. Redecorations	B	C	C		£7,000	£6,000	~
10. Fixtures and Fittings	B	C	C	£7,000			
11. External areas	A	B	C	£1,000	£2,000		~

Overall Condition	B	Total	£8,000	£15,850	£6,600	£0
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**Executive Summary**

The building is which is well managed and well used is generally in fair maintained order  
 The kitchen units are worn out and require replacing completely.  
 The Committee room floor has minor undulation in two locations below the carpet. These require leveling as they may cause a trip hazard.  
 The Fire doors were chained with padlocks. Bet Only stated that the padlocks are routinely unlocked before opening. However this systems relies on vigilance by the attendants?  
 A small area of fire escape has been tarmacked over recently and weeds are already growing through extensively. Contractor required to correct his workmanship.  
 Several windows are infected with wet rot. Replacement with UPVC units recommended.  
 The building would benefit from being externally decorated including painting the ramp handrails for the benefit of DDA.  
 The building is in good decorative order internally and the Centre organise this themselves.  
 The DDA facilities have been improved recently.  
 Floor has minor undulation below carpet in Committee room. This is a potential trip hazard.

**In Conclusion**

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

**CONDITION SURVEY Summary Report**

Standens Barn Community Centre

Address Walledwell Road,  
Northampton NN3 9TW  
PREMISES TYPE 4 Post 1967 -76

UARN 60036

DATE OF SURVEY 29 /01 /08

GIA 350 m2

SURVEYOR P A J Gibbs

Land Area 0.0496 Hectares



Construction Traditional - Brick externally and fairfaced brick internally, mon pitched tiled roofs and central flat roof and wood windows and doors.  
Roller security shutter at main entrance

Element	Condition Category			Maintenance Priorities					
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state £500	Priority 2 0-2 years work to achieve acceptable state £7,250 £1,500	Priority 3 3-5 years work to achieve acceptable state £300 £350 £700	Priority 4 5 years + work £10,000 £6,000 £1,800		
1. Roofs	A	B	C						
2. Floors and Stairs	A	B	C						
3. Ceilings	A	B	B						
4. External walls, windows & doors	A	B	C		£2,200	£4,000			
5. Internal walls & doors	A	A	C		£350				
6. Sanitary Services	A	B	C	£100	£700	£10,000			
7. Mechanical Services	Not inspected								
8. Electrical Services	Not inspected			Provide emergency pullcord in disabled toi			£300		
9. Redecorations	B	C	C		£10,000		~		
10. Fixtures and Fittings	A	B	C			£6,000	~		
11. External areas	A	B	C		£1,800		~		
<b>Overall Condition</b>				<b>B</b>	<b>Total</b>	<b>£600</b>	<b>£24,100</b>	<b>£20,300</b>	<b>£0</b>

**Executive Summary**

The building looks dated unkempt, dull and uninviting internally and externally. The internal lighting is poor.

The flat roof finish appears to be reaching its expected life, replacement in the not too distant future would be prudent. Parapet brick copings and flashings are in need of repair.

The "Saddlins" or similar finish to the exterior wood finishes, in particular to cills, requires attention.

Windows have glass replaced with plastic clear glazing which is scratched in places and holed by being burnt. Window frames to the hall are damaged requiring repair or replacement.

Window security shutters, similar to those provided some community centres, would assist security when the building is not in use.

Toilets and kitchen look dated and would benefit from being refurbished.

The topography of the adjoining land and low central flat roof makes the building roof areas not difficult to access by undesirables.

Eternal paving and walling requires maintenance attention.

**In Conclusion**

The property, at least, internally would benefit from being decoratively brightened up if not refurbished.



Key Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1		and/or remedy a serious breach of legislation.
2		<b>Essential work</b> required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3		<b>Important work</b> required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4		<b>Long-term work</b> required outside the five year planning period that will prevent deterioration of the fabric or services.

**CONDITION SURVEY Summary Report**

Weston Favell PH

Address Booth Lane South  
Northampton NN3 3ER

UARN 60042

PREMISES TYPE 1 Pre 1919

DATE OF SURVEY 02/03/07

GIA M2

SURVEYOR J Kowal

Land Area Hectares



Construction Single storey block, tyrolean hollow pot walls & brick dwarf wall with mansard roof covered with tin slates.

Ref. J K 02/03/07

Element	Condition Category			Maintenance Priorities				
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work	
1. Roofs	A	A	A					
2. Floors and Stairs	A	A	A					
3. Ceilings	A	A	B			£50		
4. External walls, windows & doors	B	B	C		£1,400			
5. Internal walls & doors	A	B	C		£200			
6. Sanitary Services	B	B	D	£300				
7. Mechanical Services	Test and inspect		C		£600			
8. Electrical Services	Test and inspect				£300		~	
9. Redecorations	B	B	C		£3,000	£5,000	~	
10. Fixtures and Fittings	B	B	B		£200			
11. External areas	A	B	C		£1,100	£1,000	~	
Overall Condition			B	<b>Total</b>	<b>£300</b>	<b>£6,800</b>	<b>£6,050</b>	<b>£0</b>

**Executive Summary**

The building is which is well managed and well used is generally in fair maintained order. Minor repointing required to cracks in brickwork. Kitchen window requires replacing. Various panes require new putty. Toilet pan in Ladies toilet to be resecured to floor. Metal cage around radiator in Ladies toilet requires fixing to wall. Metal cages to external vents require renewing. Redecoration of all external paintwork required. Boundary wall requires repointing and repair to coping. Metal railings require painting. Repairs to kitchen worktop and unit necessary.

**In Conclusion**

The property, apart from the above maintenance needs, is generally in fair maintained order.



Key		
Category		
A	<b>Good</b>	Performing as intended and operating efficiently
B	<b>Satisfactory</b>	Performing as intended but exhibiting minor deterioration.
C	<b>Poor</b>	Exhibiting major defects and or not operating as intended.
D	<b>Bad</b>	Life expired and or in serious risk of imminent failure.
Maintenance Priority		
1	<b>Urgent work</b>	that will prevent closure of premises and/or address a high risk to health and safety to occupants and/or remedy a serious breach of legislation.
2	<b>Essential work</b>	required within two years that will prevent serious deterioration of the fabric or services and /or address a medium risk to the health and of occupants and/or remedy a less serious breach of legislation.
3	<b>Important work</b>	required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and or/remedy a minor breach of legislation.
4	<b>Long-term work</b>	required outside the five year planning period that will prevent deterioration of the fabric or services.

## CONDITION SURVEY Summary Report

Southfields Community Centre- Barn

Address Hamsterly Park  
Northampton NN3 5DT

UARN 60027

PREMISES TYPE Pre 1919

DATE OF SURVEY 12/11/07

GIA 194 m2  
Land Area 0.0394ha

SURVEYOR PAJ Gibbs

Construction Brick and stone built, with pitched slated roofs incorporating roof lights.  
Crushed stone surfaced car park.



Ref. PAJG 12/11/07

Element	Condition Category			Maintenance Priorities			
	Best	Average	Worst	Priority 1 Immediate work to achieve acceptable state	Priority 2 0-2 years work to achieve acceptable state	Priority 3 3-5 years work to achieve acceptable state	Priority 4 5 years + work
1. Roofs	A	B	C	~	£700		~
2. Floors and Stairs	A	A	B	~			~
3. Ceilings	A	A	B	~			~
4. External walls, windows & doors	B	B	C	~	£500	~	~
5. Internal walls & doors	A	B	C	~	£50	£2,000	~
6. Sanitary Services	A	B	C	~	£250		~
7. Mechanical Services	Not Surveyed			~		~	~
8. Electrical Services	Not Surveyed			~	£200	~	~
9. Redecorations	B	B	C	~	£2,000	£6,000	~
10. Fixtures and Fittings	A	B	B	~		~	~
11. External areas	A	B	D	£500	£2,300		~
				~			~
Overall Condition				B			
Total				£500	£6,000	£8,000	£0

### Executive Summary

The property is generally in good order.

There was a local comment that roof lights leak from time to time.

In the large grassed play area there is a section of concrete which is cracked with edge lift. This is a potential trip hazard.

The car park area would benefit from raking rolling and re-leveling to prevent ponding water.

### In Conclusion

The property is generally in good order.



Key Category		
A	<b>Good</b>	Performing as intended and operating efficiently
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