

**Report on the consultation undertaken for Braintree District
Council with community halls in Braintree, Halstead and
Witham**



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MARCH 2016

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Executive Summary

This report collates the information provided by BDC's report on 'Current provision and policy guidance 2015', a further desk top survey of community facilities, the responses to a consultation questionnaire distributed in late 2015, and the experiences of RCCE Village Halls & Community Buildings Adviser.

The questionnaire was distributed to 11 urban halls in Braintree, Halstead and Witham. BDC intend to use the results to inform planning for community facilities in these areas. The main findings and conclusions are listed below:

- There was a 63% response to the questionnaire;
- RCCE followed this with visits to non responding halls
- 71% of halls are managed by charitable trusts
- 42% of halls sub-lease the hall premises by lease or occupational licence
- 57% of halls employ staff
- Condition, average capacity and use were provided
- 71% of halls serve the 'Braintree District only'; the remainder serve their 'Town or Parish only';
- Free text responses indicate what, if anything, prevents hall committees from accommodating additional users or activities in the future';
- 2 halls provided a list of proposed works to improve the facilities and costs.
- Of the 4 halls which didn't respond, 3 are primarily used by Preschool businesses.

Gaps in community provision are highlighted in Braintree East and South, and in Witham South (Maltings Lane and Lodge Farm developing areas).

Options are explored together with possible solutions:

- Further community consultation in Braintree East and South;
- A review of lease arrangements at some halls;
- Consider extending some halls to provide wider community use.

- Further community consultation in Witham South;
- Review lease arrangements at Dengie Community Hall;
- Consult with Howbridge Infant School to consider Asset Transfer;
- Consider releasing existing Dengie Community Hall site for housing;
- Encourage participation of Witham Town Council, Preschool and other agencies in design for new community hall and future management.

4 halls previously under BDC management and transferred to charitable management provide excellent examples of how the local community can be encouraged to manage community facilities and fulfil a local need. However, they need both the support of local agencies such as RCCE and continued financial support to achieve this.

Introduction

The brief for this consultation was provided by Emma Goodings, Planning Policy and Land Charges Manager at Braintree District Council (BDC) and described in a document entitled 'Requirements of Braintree District Council for Community Halls Survey' dated August 2015.

This set out the rationale for the consultation as:

'Braintree District Council is currently working on a new Local Plan which will guide development in the District between now and 2033. When completed in 2017, this document will replace the Local Plan Review 2005 and the Core Strategy 2011. Growth in the District is likely to be substantial(ly)

As part of this work, the Council would like to assess the current community/village halls and facilities which are located within the District with a view to assessing what will need to be required in the new Local Plan to meet the needs of the new and existing population.

Specification

Research work has already been undertaken by the communities section at BDC and is attached to this document. In order to supplement that work we would like to receive more information from all the village halls identified in the District in terms of size, usage, potential expansion opportunities etc. We are hoping to achieve a return rate of as close as possible to 100%, therefore follow up enquirers and chases may be required'.

At a follow up meeting in October 2015, it was decided to concentrate on 11 urban halls identified in the 'Report on current provision and policy guidance v14' and listed below:

Urban Community Hall: *A hall available specifically for community purposes located in either Braintree, Halstead or Witham. These may either be owned or operated by a Town Council, a registered charity or halls trust or owned by the District Council and leased to an outside organisation. Within the Braintree District this refers only to the following facilities:*

- Glebe Hall, Braintree
- Goldingham Hall, Braintree
- Marks Farm Community Centre, Braintree
- Bocking Arts Theatre, Braintree
- Braintree and Bocking Community Centre
- Braintree Town Hall
- The Archer Centre, Braintree
- Queen's Hall, Halstead
- Spring Lodge Community Centre, Witham
- Dengie Hall, Witham
- Witham Public Hall

Method

Following the engagement of RCCE to undertake this work, a questionnaire was developed in consultation with BDC (see Appendix A). BDC provided a letter from David Feeney, Planning Consultant, to accompany the questionnaire.

The questionnaire contained 15 questions with the intention of finding out:

- Each community halls' current size and condition
- How each community facility hall is presently utilised
- What future projects/schemes each hall would potentially like to implement

The questionnaire and letter were initially distributed on 25th November 2015 with a deadline of 4th December. This deadline was extended when it became clear more time would be required to chase non-respondents. A second distribution of the questionnaire was undertaken in late December and in January 2016, when respondents were again contacted to respond.

Finally, RCCE staff made physical visits to halls which had made no response, to ascertain if the hall was operational and if entry was gained, to leave a copy of the questionnaire. No further results were gained through this action, although the visits raised some questions addressed further on in this report.

Hall contact details were sourced from hall websites and RCCE database.

Some hall contacts requested the form in Word format which was resent immediately on receipt of the request. The table below charts the contact, responses or lack of response from each hall contact.

Copies of raw data are available in Appendix B.

Hall Name	Contact & Email addresses	Consultation sent	Status/Received	Update Jan 2016
Glebe Hall	Mrs Linda May, lvmay@talktalk.net	25.11.15 by email	Resent by email 22.12.15. Received 4.1.16	
Goldingham Hall	Park Drive CM7 1AW Braintree Essex Tel: 07539 595445	26.11.15 by post	Resent by post 22.12.15	No response - visited
Marks Farm Community Centre	Dunstable Dr, Braintree, Essex CM7 3LT Tel: 01376 528080	26.11.15 by post	Resent by post 22.12.15	No response – visited
Bocking Arts & Theatre	Andy Beatty, thebocking@gmail.com	25.11.15 by email – resent in Word	On holiday – to resend early Jan 2016. Resent 4.1.16	Received 1.2.16
Braintree & Bocking Community Centre	Sheila Gosling, sheila.gosling3@btinternet.com	25.11.15 by email	Received by post	
Braintree Town Hall	Anita Emery, anita.emery@braintree.gov.uk	25.11.15 by email Resent in Word	Resent by email 22.12.15.	Received 15.1.16
The Archer Centre	Trina Whittaker, Ron Lowry mail@thearcher.org.uk	25.11.15 by email Resent in Word	Resent by email 22.12.15	Received – tel interview with Mr Lowry
Queens Hall, Halstead	Mike Murkin, townclerk@halsteadtowncouncil.co.uk	25.11.15 by email Resent in Word	Received by email	
Spring Lodge Community Centre	Susan Kent, w.c.a@btconnect.com	25.11.15 by email Resent in Word	Resent 22.12.15	No response – visited
Dengie Hall, Witham	Dengie Cl, Witham, Essex CM8 1DJ Tel: 01376 557773	26.11.15 by post	Resent by post 22.12.15	No response – visited
Witham Public Hall	Nigel Northfield, nigel@withampublichall.co.uk	25.11.15 by email Resent in Word	Received by email	

Results (appendix C)

- Of the 11 halls contacted, 7 made a response = 63% response
- Respondents were asked to provide details of a main contact and all respondents provided this information.
- Respondents were asked to identify their legal structure:
 - ❖ 5 halls are registered charities = 71% of respondents
 - ❖ 1 hall is a registered charity and limited company (Witham Public Hall)
 - ❖ 2 are managed by Town or District Councils (Queens Hall, Halstead and Braintree Town Hall)

Commentary: This was an expected response; 90% of community halls in Essex are owned and/or managed by independent registered charities.

Witham Public Hall is handling larger amounts of income and therefore required the limit to liability offered by a Limited Company. This is now also available as a new structure, Charitable Incorporated Organisations (CIO), but wasn't available at the time Witham Public Hall transferred from BDC ownership.

- Respondents were asked if their organisation is affiliated to any other support or advice service
 - ❖ 6 hall committees are affiliated to RCCE
 - ❖ 3 hall committees are affiliated to RCCE and Braintree CVS
 - ❖ 1 hall committee has no affiliation (Braintree Town Hall)

Commentary: It is reassuring to know that hall committees recognise the need for support and advice in what can be a specialised area of law and management.

Braintree District Council may want to consider linking their community grant applications to membership of a recognised affiliation service to ensure grants are supporting organisations which benefit from such an affiliation. Applicants not affiliated to a support group could be encouraged to do so.

- Respondents were asked if they sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence:

- ❖ 3 hall respondents indicated they did sub-lease or provide an Occupational Licence to other organisations = 42%
- ❖ The 3 hall respondents provided information on the organisation which sub-lets: Bocking Antiques Centre at Bocking Arts Theatre; and Witham CAB at Witham Public Hall; and BDVSA at Bocking & Braintree Community Centre

Commentary: Charities with more than sufficient space for their charitable activities can enter into sub-lease or Occupational Licence to give other groups space from which to operate if their governing document and lease with BDC allows this. This provides an additional regular income for the charity especially for those charities managing large, older properties which have high maintenance costs associated with them.

- Respondents were asked who is responsible for the day-to-day running of the premises?
 - ❖ 4 hall committees indicated they have paid staff = 57%
 - ❖ 5 hall committees indicated they have at least 5 volunteers and trustees
 - ❖ The total number of staff and volunteers providing services to 7 halls = 31

Commentary: This is an expected result as it is usual for most halls to employ a caretaker, cleaner or in some cases, a hall manager. At least two of the halls which employ staff offer specialist music and theatre productions throughout the year which involves major marketing undertakings and promotion of events.

The total number of staff and volunteers is low and doesn't necessarily reflect the true picture of volunteers at the charitable halls or staffing levels at the Town Council run halls. Some respondents only indicated agreement with the statement and didn't always provide the number of volunteers or trustees; Town Council run halls again agreed with the statement but didn't provide staff numbers.

A review of the Charity Commission website shows the 5 charitable halls to have 30 volunteers/trustees between them, an average of 6 per hall. This is still a low number of volunteers/trustees and perhaps indicates either a difficulty recruiting volunteers/trustees or the hall committee has not regularly updated the Charity Commission website with trustee names.

- Question 7 asked about the condition of the hall facilities and a list was provided of areas of the hall. Respondents were asked to rate the condition as:
 - ❖ New/newly refurbished;
 - ❖ Fair condition (no major repairs or updates required); or
 - ❖ Poor/In need of repairs or updating

Facility	Facilities available	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	7	1	4	0
Secondary Hall	1	0	0	1
Meeting Room	5	1	3	1
Stage	4	0	2	1
Kitchen	7	1	4	0
Toilets	7	1	4	1
Disabled Toilets	7	1	4	0
Shower/Changing Rooms	2	0	0	1
Licensed Bar	4	2	1	1
Office	3	1	2	0
Car Park	7	2	2	1
Cycle Parking	2	0	0	0
Disabled access	7	2	3	0
Attached land/outside area	3	1	0	1
Baby changing	6	2	3	0
Storage	3	1	0	1

Commentary: Most hall committees are keeping their main facilities ie Main Hall, Meeting Room, Kitchen and Toilets in ‘good’ or ‘fair’ condition. Nearly all hall committees indicated areas of the hall that are in ‘poor or needing repair’ condition.

Lack of storage facilities in some halls would seem to indicate a need to re-order to provide this facility, which may encourage new or increased use of the hall.

Not all halls contain showers/changing facilities as with no land attached this wouldn’t always be considered necessary. Those that have these facilities provide drama/theatre/dance productions or support for special needs.

It is encouraging that all halls provided disabled access and disabled toilets; and nearly all provided baby changing facilities.

Perhaps not surprising only 2 halls provide cycle parking and hall committees could be encouraged to install these facilities through targeted grant funding.

- Question 8 asked for an indication of the capacity for 6 areas of the hall:

Facility	Average capacity
1. Main Hall	158
2. Secondary Hall	60
3. Meeting Room	144
4. Toilets	4
5. Disabled Toilets	1.4
6. Shower/Changing Rooms	1.5

Commentary: 6 halls responded to this question. Most respondents gave a range of capacity depending on whether occupants were seated at tables or standing.

The largest capacity hall was Witham Public Hall at 300 capacity and the smallest, Archer Community Centre at 50 capacity.

- Question 9 required respondents to consider a list of typical activities and indicate if the hall was '*currently used for*' this activity or '*could be used for*' this activity:

Use	Number of responses	Currently used for (nos. of responses)	Could be used for (nos. of responses)
Meetings	7	5	3
Conferences	6	4	4
Training	7	5	4
Indoor Sports	5	2	4
Keep Fit & Exercise Classes	5	4	4
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	6	5	4
Arts and Crafts Activities	6	6	3
Music and Theatre Events	5	5	3
Education activities	7	3	6
Crèche, pre-school, or play group	4	3	2
After School Clubs	4	0	4
Holiday Clubs	3	0	3
Scouting or Guide Groups	3	1	2
Youth Clubs or Drop in Sessions	3	1	0
Faith or Religious Activities	4	2	4
Private events/parties	7	7	3
Other Please specify: Blood donation	1	1	1

Commentary: The responses to this question provided some interesting results. Current provision showed a lack of use for indoor sports (2) (although this category was perhaps too closely associated with 'Keep Fit & Exercise), education activities (3), after school clubs (0), holiday clubs (0), scouting/guide groups (1) and youth clubs (1). Taken as a whole, this would seem to indicate a gap in the provision for children and youth across Braintree, Witham and Halstead.

With health providers encouraging both physical and mental fitness into old age, this is an area of provision that all hall committees should be encouraged to develop, seeking partnerships with individuals and organisations such as professional gym instructors, Indoor Bowls Federation, The British Heart Foundation, Alzheimer's support groups, Age UK, U3A, WEA etc.

- Respondents were asked in Question 10 to provide an opinion to indicate the catchment area for the premises ie where do most users come from:
 - ❖ 7 halls responded
 - ❖ 5 halls indicated 'The Braintree District and beyond'
 - ❖ 2 halls indicated 'Your Town or Village only'

- Question 11 asked respondents to indicate usual sessions when the facilities are used:

DAY	Facility	Number of responses		
		AM	PM	EVE
Monday	Main hall	7	6	3
	Small hall			
	Meeting room			
	Other, please specify			
Tuesday	Main hall	5	4	6
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall	5	5	6
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall	6	6	6
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall	5	2	4
	Small hall			
	Meeting room			
	Other, please specify			
Saturday	Main hall	6	4	3
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall	4	3	1
	Small hall			
	Meeting room			
	Other, please specify			

Commentary: It was difficult to draw any significant conclusions from this information given the number of choices and selections. However, most hall facilities are used regularly during the week and during the day with the exception of Friday afternoons. There are some evening sessions when the facilities are underused: Mondays, Fridays and surprisingly, Saturdays.

- Question 12 asked respondents to consider any periods of the year when the facility is underused. This was a 'free text' response with all 7 hall committees providing a reply:
 - ❖ Increased availability during school holidays. Hall is used most weekends throughout the year for children's parties and other social events.
 - ❖ Underused in Jan and Feb predominantly. We maintain an online calendar of bookings to indicate availability. It is fair to state that there are many opportunities for one off and events which run 4-6 times per annum.
 - ❖ Christmas period
 - ❖ We close Bank Holidays and some days over Christmas/New Year. We very rarely have bookings on a Sunday. We have regular bookings majority of most days most weeks but we do have availability due to the amount of rooms we have to hire.
 - ❖ School holidays - no playgroup
 - ❖ No, generally events are held fairly regularly all year round.
 - ❖ January and August tend to be quiet. Daytime Mon to Thurs could be used more.

Commentary: Not surprisingly many hall committees reported underuse during the school holidays and in the winter months. This could be utilised by holiday clubs and activities for children, and the elderly to encourage social interaction during health critical times of the year.

- Respondents were asked in Question 13 whether in its current condition would the premises have capacity to take on additional users or increased levels of activity: This was a 'YES/NO' response:
 - ❖ 6 halls indicated a YES response
 - ❖ 1 hall gave no response to the question
- Question 14 was a 'free text' response to the question 'what if anything would prevent you from accommodating additional users or activities in the future':
 - ❖ Day time clash of rooms sizes for regular hirers. Mon-Thurs evenings, room either too large or too small. Heating costs too prohibitive for small groups using the Main Hall and demand for evenings already in place. Facilities need to be upgraded ie lack of hearing loop systems. Refurbishment of the external store could provide extensive facilities for community groups eg Men in Sheds, Church Groups (Muslim, Christ Embassy etc)

- ❖ We do not have enough rooms downstairs to accommodate all the classes/groups we could have.
 - ❖ No availability or too high numbers
 - ❖ Nothing
 - ❖ No, only existing regular users may block some times of the day
 - ❖ Lack of availability. An additional multi-purpose room could be used extensively as I frequently turn away potential hirers because they need a room on a regular basis ie weekly/monthly etc.
- Question 15 was in two parts, 15 and 15a. Question 15 asked if the hall committee had identified any works, improvements or expansions to the premises. This was a YES/NO response:
 - ❖ 2 halls responded YES
 - ❖ 5 halls responded NO

15a asked those hall committees who had responded YES to Q15, to identify the works and if available, give estimated costs:

Bocking Arts Theatre:

1. Upgrade sound/light/hearing loop system;
2. upgrade external store area;
3. Upgrade to bar/supper room area;
4. Replacement boilers and upgraded heating system for whole building.

Witham Public Hall:

1. Conversion of old oil store (in progress);
2. Improvement to foyer facilities;
3. Replacement of existing house lighting;
4. Extra meeting/dressing room over existing flat roofed office.

Costs: 1 £2500; 2. £4000; 3. £3000; 4. unknown

Conclusions

The responses to the questionnaire gave a good indication and some detail of the community facilities and activities in the Braintree, Witham and Halstead urban areas; and of the successes and challenges that arise. Of the halls which responded, community activity and need in the areas around the halls can be seen to be met.

Historically, community halls were established as the community expanded to serve an identified community need – identified by the local authority or by the local community; or as an act of altruism and philanthropy by local landowners – often bequeathed to or managed by the local authority. Wider ‘Planning’ of the establishment and siting of these halls by local authorities is a more recent aim but still lacks any specific national standards for the level of provision of community facilities per head of resident due in part to the complexities of imposing a formula on a subjective community ‘need’.

Hall committees that didn’t respond to the questionnaire were visited to try to determine community use, ie Goldingham Community Hall (access obtained inside and outside), Marks Farm Community Centre (access obtained inside and outside), Dengie Community Hall (outside access only) and Spring Lodge Community Hall (outside access only). Only Spring Lodge Community Hall in Witham showed wide provision and promotion of community activities on their noticeboard and through posters.

The other halls, Goldingham Community Hall, Marks Farm Community Centre, and Dengie Community Hall, were primarily being used by Pre School businesses, (none are charities) with little or no advertising of community hire or activities (see Appendix D for Ofsted reports). Preschool is offered at these halls Monday to Friday approximately 9am to 4pm, term time only. This may reflect the leases BDC has with these organisations.

Pre School use does also fulfil a community need but it substantially reduces the wider community availability and activity around these halls; and it may be the Pre School could not exist in these areas without BDC support given the financial pressures on these type of facilities.

Other nearby facilities: A desk top survey of other provision in these areas shows community facilities and services are also located at:

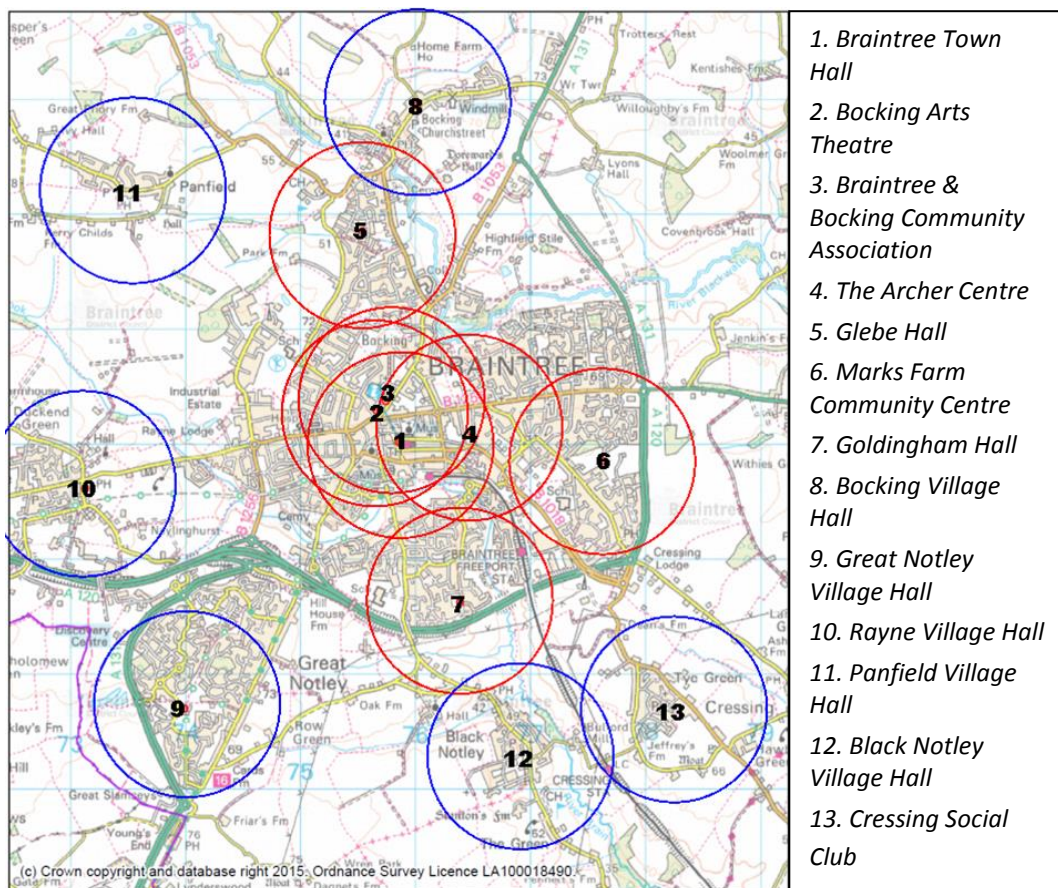
Braintree: Sports facilities at Braintree Leisure Centre, Panfield Lane
 Swimming facilities at Braintree Swimming Pool, Charter Way
 Sports facilities, meeting and conference rooms at The College, Church Lane
 Church based activities for adults and children, St Michaels Church
 Church based activities at Braintree Baptist Church

Halstead	<p>Sports, exercise and swimming facilities at Halstead Leisure Centre, Pebmarsh Road</p> <p>Church and concert facilities at St Andrews Church, Parsonage Street</p> <p>Hall hire at St Francis of Assisi Church, Colchester Road</p> <p>Indoor bowls and sports facilities at Courtauld Sports Ground, Colchester Road</p> <p>Meeting room hire at The Mill House, The Causeway</p>
Witham	<p>Exercise and swimming facilities at Witham Leisure Centre, Spinks Lane</p> <p>Dance, Drama & Performance facilities at The Rickstones Academy, Conrad Road</p> <p>Church based facilities at Guithavon Valley Evangelical Church</p> <p>Church based and community facilities at Witham United Reformed Church, Newlands Road</p> <p>Church and Royal British Legion facilities at Witham Baptist Church, Newlands Street</p>

Taken with the responses to the questionnaire, these identify gaps in community provision in Braintree, Halstead and Witham, described below.

These were also identified in the Braintree District Council Community Halls Position Statement Report v14 using the formula described in the guidance “Neighbourhoods: A Guide for Health, Sustainability and Vitality”.

Braintree Community Facilities: In Braintree, if the ‘community’ facilities at Goldingham Hall and Marks Farm Community Centre are taken out of the map provided in Braintree District Council Community Halls Position Statement Report v14, as being facilities used predominantly by a preschool and therefore little or no wider community use, this would create a gap in community provision in Braintree South and East:

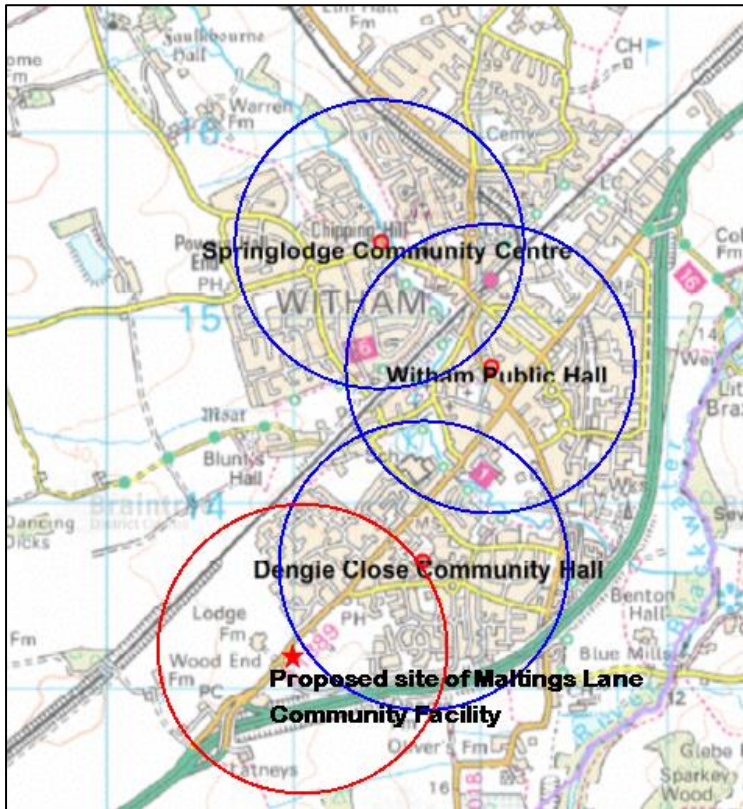


BDC may wish to consider:

1. *Does BDC wish to increase community facilities in these areas by constructing new facilities if development monies are available?*
2. *Does BDC wish to review the lease arrangements with these halls to ensure community provision is more widely available?*
3. *Does BDC wish to extend these halls to ensure community facilities are available in addition to Pre School facilities?*

Halstead Community Facilities: Community facilities in Halstead should soon be addressed by the provision of a new community hall. In addition to the sports facilities already available in Halstead, the new facilities should provide performance, dance, music and wide community activities identified by community consultation as part of the business planning for the facility.

Witham Community Facilities: In Witham, the exclusion of Dengie Community Centre from the community facilities available in the town, shows a gap in provision in the developing Witham South area:



Questions were posed in BDC Community Halls Position Statement Report about this area and the developments at Maltings Lane and Lodge Farm:

Maltings Lane Development, Witham: *The land allocated for the new Maltings Lane Community Facility would be located within approximately 800 metres of the existing Dengie Hall. The development of a new hall could have an impact on the viability of an existing and well managed facility; therefore Braintree District Council would need to decide the following:*

A. *Is the Maltings Lane Hall intended to work alongside and complement the existing Dengie Hall?*

OR

B. *Is the Maltings Lane Hall intended to serve as an eventual replacement to Dengie Hall?*

Lodge Farm Development, Witham: *The proposed development at the Lodge Farm site (adjacent to the Maltings Lane site) would fall within the 800 metre catchment of any new facility at Maltings Lane. Based on national guidance and experience from other local authorities Braintree District Council would need to decide the following:*

A. *To seek contributions from the Lodge Farm Developer to enhance the facilities being provided at Maltings Lane or as a contribution towards start up operating costs.*

OR

B. *To build a smaller facility specifically for the Lodge Farm development*

Taken together, the responses to the questionnaire, visit to Dengie Hall, desk top survey of local facilities and BDC's report, it can be determined that a new community hall(s) in this area would be expected to fulfil the community need from the Maltings Lane & Lodge Farm developments, however BDC may also wish to consider the following:

1. **Development in this area - along the Gerswhin Boulevard and 'composer' roads has already been established for a number of years; a community consultation questionnaire or event may provide sufficient evidence to BDC of existing and expected community need for a new hall.**
2. **Dengie Community Hall is a small facility located in a cul de sac adjacent to Howbridge Infant School playing fields. The site could be extended but access along Dengie Close is difficult at school times and the location doesn't promote the hall or encourage use and is isolated in the evening. However, it is the only facility to serve the older, more established areas of Lawrence Avenue, Howbridge, and the area east to Maldon Road. The Pre School's lease with BDC may ensure childcare facilities are available at an affordable level for this area rather than the rates on offer at the purpose built nursery on Gerswhin Boulevard.**
3. **BDC may wish to consider a community consultation questionnaire or event to determine community need in the area identified in 2 above?**
4. **The Pre School provider could be invited to become a user of the community facilities at a new hall and influence the design of a new hall. This would release the land on which the existing Dengie Hall is located for more appropriate housing on this site.**
5. **BDC may wish to approach Howbridge Infant School to determine if they wish to take ownership of this hall under Asset Transfer as additional school or preschool facilities.**

The questionnaire and further investigations will help BDC to determine if new halls are required at both Maltings Lane and Lodge Farm. When considering the scale and type of community facilities at a new hall, BDC may wish to consider the points below which are the result of RCCE experience and evidence from both this exercise and the previous BDC report:

- ❖ Are there already sufficient sports facilities in Witham without the need to construct a 'sports' hall within a new community facility.
- ❖ Spring Lodge Community Centre provides facilities for a similar sized area and population density as that identified as the site of the 'proposed Maltings Lane Community facility' on the map above. A second hall in this area may therefore not be

required and development monies arising from this area could be redirected elsewhere or held to support the establishment of a charitable organisation to manage the Maltings Lane facility.

- ❖ Community facilities which work best offer a number of independently accessible meeting rooms for small groups, with a main hall of sufficient scale to encourage public meetings or hires – when the main hall becomes too large there are often problems with acoustics, comfort levels and aesthetics.
- ❖ BDC should consult with the local community, Witham Town Council, and other agencies such as RCCE, BDVSA, Preschool etc to determine the design and layout of any proposed new hall and to ensure access requirements of all types of users are met. For example, Ofsted usually require separate secure access points for preschool use than those needed for community use. Access to toilets often cause issues and preschools usually require the installation of additional sole use toilets. Community use should not be hampered or curtailed by preschool use if the hall is designed with these two purposes in mind.
- ❖ BDC may be interested in the experience of other local authorities in Essex, who have transferred halls built under planning gain to a Town or Parish Council under freehold Asset Transfer, and they in turn have encouraged and promoted the establishment of a charitable trust from members of the local community with RCCE support, to manage the hall under leasehold arrangements. In order to encourage this arrangement, charitable groups need the guarantee of sufficient funding available to support the group in the first years of administration.

Of the hall responses, 4 halls were previously under Braintree District Council control and were transferred to local, charitable management following a BDC decision in 2009. It is reassuring to note that these halls are continuing to fulfil a community need and that the management structures are established and secure. This is not to detract from the issues raised by these hall respondents in the questionnaire for continued additional fundraising and grant funding to improve and refurbish facilities and to attract new hirers.

1. Details of facility:

Name of Facility:	Click here to enter text.
Address	Click here to enter text.
	Click here to enter text.
Town/Village:	Click here to enter text.
Postcode:	Click here to enter text.

2. Details of main contact:

Name of Organisation managing the facility:	Click here to enter text.
Contact Name:	Click here to enter text.
Position in the Organisation:	Click here to enter text.
Contact Address (if different to the address of the facility)	Click here to enter text.
Email Address:	Click here to enter text.
Telephone number:	Click here to enter text.

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number:	<input type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input type="checkbox"/>	Please provide details:
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	<input type="checkbox"/>
No	<input type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input type="checkbox"/>	Number:
Volunteers/Trustees	<input type="checkbox"/>	Number:

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	
Secondary Hall	
Meeting Room	
Toilets	
Disabled Toilets	
Shower/Changing Rooms	

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Sports	<input type="checkbox"/>	<input type="checkbox"/>
Keep Fit & Exercise Classes	<input type="checkbox"/>	<input type="checkbox"/>
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Arts and Crafts Activities	<input type="checkbox"/>	<input type="checkbox"/>
Music and Theatre Events	<input type="checkbox"/>	<input type="checkbox"/>
Education activities	<input type="checkbox"/>	<input type="checkbox"/>
Crèche, pre-school, or play group	<input type="checkbox"/>	<input type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input type="checkbox"/>
Private events/parties	<input type="checkbox"/>	<input type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Tuesday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			

Saturday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

Click here to enter text.

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

***Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.***

1. Details of facility:

Name of Facility:	The Archer Community Centre
Address	Click here to enter text.
	Click here to enter text.
Town/Village:	Click here to enter text.
Postcode:	Click here to enter text.

2. Details of main contact:

Name of Organisation managing the facility:	Trusttes
Contact Name:	Mr Ron Lowry
Position in the Organisation:	Chairman of Trustees
Contact Address (if different to the address of the facility)	Brae Cottages, Colchester Road, Coggeshall
Email Address:	Click here to enter text.
Telephone number:	01376 - 561362.

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number:	<input checked="" type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details: RCCE & BDSA
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input type="checkbox"/>	Number:
Volunteers/Trustees	<input checked="" type="checkbox"/>	Number: 8

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	Minimum seated 50
Secondary Hall	
Meeting Room	Seating 6
Toilets	2
Disabled Toilets	2
Shower/Changing Rooms	1

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conferences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indoor Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Fit & Exercise Classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Health & Wellbeing Activities (E.G <i>Slimming World, Health Checks etc.</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Arts and Crafts Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music and Theatre Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crèche, pre-school, or play group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input type="checkbox"/>
Private events/parties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input checked="" type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall	x	x	x
	Small hall			
	Meeting room	x		
	Other, please specify			
Tuesday	Main hall	x	x	x
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall	x	x	x
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall	x	x	x
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall	x	x	x
	Small hall			
	Meeting room			
	Other, please specify			

Saturday	Main hall	x		
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

School holidays – no playgroup

13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

Nothing

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

***Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.***

1. Details of facility:

Name of Facility:	Bocking Arts Theatre
Address	The Institute Building
	15 Bocking End
Town/Village:	Braintree
Postcode:	CM7 9AE

2. Details of main contact:

Name of Organisation managing the facility:	Bocking Arts Theatre Trust
Contact Name:	Andy Beatty
Position in the Organisation:	Facilities Manager
Contact Address (if different to the address of the facility)	Click here to enter text.
Email Address:	thebocking@gmail.com
Telephone number:	01376 618189 / 07713 517562

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number: 143115	<input checked="" type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details: RCCE Member also BDVSA. Links to Braintree Lions and numerous other Groups in the Area
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation: Bocking Antique Centre – 2 rooms	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input type="checkbox"/>	Number: 0
Volunteers/Trustees	<input checked="" type="checkbox"/>	Number: 3

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disabled Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licensed Bar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Car Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Baby changing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	250 seated 380 standing
Secondary Hall	60
Meeting Room	
Toilets	2 Male 1 Female
Disabled Toilets	1
Shower/Changing Rooms	2 Changing rooms NO Showers

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indoor Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Fit & Exercise Classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Arts and Crafts Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Music and Theatre Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crèche, pre-school, or play group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faith or Religious Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Private events/parties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Please specify: NHS Blood Donor Sessions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input checked="" type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall			
	Small hall			DANCE
	Meeting room			
	Other, please specify			
Tuesday	Main hall			
	Small hall	PRE SCHOOL		DANCE
	Meeting room			
	Other, please specify			
Wednesday	Main hall			
	Small hall			CHURCH
	Meeting room			
	Other, please specify			
Thursday	Main hall		THEATRE SCHOOL	THEATRE SCHOOL
	Small hall	PRE SCHOOL	THEATRE SCHOOL	THEATRE SCHOOL
	Meeting room			
	Other, please specify			
Friday	Main hall			
	Small hall			CHURCH

	Meeting room			
	Other, please specify			
Saturday	Main hall	FAIRS		DANCES
	Small hall		PARTIES	
	Meeting room			
	Other, please specify			
Sunday	Main hall	FAIRS		
	Small hall	CHURCH		
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

Underused in January and February predominantly.
We maintain an online calendar of bookings to indicate availability. It is fair to state that there are many opportunities available for one off and events which run 4-6 times per annum.

or increased levels of activity?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

DAY/TIME CLASH OF ROOM SIZES FOR REGULAR HIRERS Mon-Thur evenings room either too large or too small. Heating costs too prohibitive for small groups using the Main Hall and demand for evenings already in place.
Facilities need to be upgraded – ie Lack of Hearing Loop Systems.
Refurbishment of the external store could provide extensive facilities for Community Groups. Eg Men In Sheds, Church Groups (MUSLIM, Christ Embassy etc)

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Upgrade sound/light/hearing loop system	£15,000-£20,000
Upgrade External Store Area	£ £50,000-£100,000
Upgrade to Bar/Supper Room Area	£ 3.000 - £5000
Replacement Boilers and Upgraded heating system for the complete building	£ with BDC for Tender Proposal

*Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.*

1. Details of facility:

Name of Facility:	Click here to enter text.	Braintree & Bocking Community Assoc
Address	Click here to enter text.	19-21 Bocking End
	Click here to enter text.	
Town/Village:	Click here to enter text.	Braintree
Postcode:	Click here to enter text.	CM7 9AH

2. Details of main contact:

Name of Organisation managing the facility:	Click here to enter text.	Management Committee
Contact Name:	Click here to enter text.	Sheila Gosling
Position in the Organisation:	Click here to enter text.	Treasurer
Contact Address (if different to the address of the facility)	Click here to enter text.	3 Haytor Close Braintree CM7 3NZ
Email Address:	Click here to enter text.	sheila.gosling3@btinternet.com
Telephone number:	Click here to enter text.	01376551679

3. What is the legal structure of your organisation?

Registered Charity		<input checked="" type="checkbox"/>
If yes, please provide your Charity registration number:	301261	
Company limited by guarantee		<input type="checkbox"/>
Community Interest Company		<input type="checkbox"/>
Town/Parish Council		<input type="checkbox"/>
Charitable Incorporated Organisation		<input type="checkbox"/>
Other (please specify):		<input type="checkbox"/>
Click here to enter text.		

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details:	RCCE
No	<input type="checkbox"/>		

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	BDVSA Jan 2016	<input checked="" type="checkbox"/>
No		<input type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input checked="" type="checkbox"/>	Number:	4
Volunteers/Trustees	<input checked="" type="checkbox"/>	Number:	3

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	125
Secondary Hall	
Meeting Room	20
Toilets	4
Disabled Toilets	1
Shower/Changing Rooms	

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conferences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Indoor Sports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Fit & Exercise Classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Health & Wellbeing Activities (E.G. Slimming World, Health Checks etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Arts and Crafts Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Music and Theatre Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Crèche, pre-school, or play group	<input type="checkbox"/>	<input checked="" type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Private events/parties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input checked="" type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday <i>ANNEXE</i>	Main hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Small hall			<input checked="" type="checkbox"/>
	Meeting room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other, please specify	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	Main hall	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Small hall			<input checked="" type="checkbox"/>
	Meeting room			<input checked="" type="checkbox"/>
	Other, please specify			<input checked="" type="checkbox"/>
Wednesday <i>ANNEXE</i>	Main hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Small hall			<input checked="" type="checkbox"/>
	Meeting room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other, please specify	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	Main hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Small hall			<input checked="" type="checkbox"/>
	Meeting room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other, please specify	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	Main hall			
	Small hall			
	Meeting room	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Other, please specify			

Saturday	Main hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Small hall			
	Meeting room	<input checked="" type="checkbox"/>		
	Other, please specify			
Sunday	Main hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

Christmas Period	
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13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

Click here to enter text.

We do not have enough rooms downstairs to accommodate all the classes/groups we could have.

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

**Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.**

1. Details of facility:

Name of Facility:	Braintree Town Centre
Address	Fairfield Road
	Braintree
Town/Village:	Essex
Postcode:	CM7 3YG

2. Details of main contact:

Name of Organisation managing the facility:	Braintree District Council
Contact Name:	Robert Rose
Position in the Organisation:	Museum/Town Hall Manager
Contact Address (if different to the address of the facility)	Click here to enter text.
Email Address:	robert.rose@braintree.gov.uk
Telephone number:	01376 557776

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number:	<input type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input checked="" type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input type="checkbox"/>	Please provide details:
No	<input checked="" type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input checked="" type="checkbox"/>	Number:
Volunteers/Trustees	<input checked="" type="checkbox"/>	Number:

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disabled Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	85
Secondary Hall	
Meeting Room	6-40
Toilets	4
Disabled Toilets	1
Shower/Changing Rooms	0

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conferences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indoor Sports	<input type="checkbox"/>	<input type="checkbox"/>
Keep Fit & Exercise Classes	<input type="checkbox"/>	<input type="checkbox"/>
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Arts and Crafts Activities	<input type="checkbox"/>	<input type="checkbox"/>
Music and Theatre Events	<input type="checkbox"/>	<input type="checkbox"/>
Education activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crèche, pre-school, or play group	<input type="checkbox"/>	<input type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input type="checkbox"/>
Private events/parties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input checked="" type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall			
	Small hall			
	Meeting room	x		
	Other, please specify			
Tuesday	Main hall	x	x	
	Small hall			
	Meeting room	x	x	
	Other, please specify			
Wednesday	Main hall			
	Small hall			
	Meeting room	x	X	
	Other, please specify			
Thursday	Main hall			
	Small hall			
	Meeting room	X		
	Other, please specify			
Friday	Main hall			
	Small hall			
	Meeting room	X		
	Other, please specify			

Saturday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

We close Bank Holidays and some days over Christmas/New Year.
 We vary rarely have bookings on a Sunday.
 We have regular bookings majority of most days most weeks but we do have availability due to the amount of rooms we have to hire.

or increased levels of activity?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

No availability or too high numbers.

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

***Thank you for taking the time to complete this survey.
 All information provided will remain confidential to BDC and RCCE.***

1. Details of facility:

Name of Facility:	Glebe Community Hall
Address	Glebe Avenue
	Click here to enter text.
Town/Village:	Braintree
Postcode:	CM7 5RB

2. Details of main contact:

Name of Organisation managing the facility:	Glebe Community Hall Management Committee
Contact Name:	Terry Surrey
Position in the Organisation:	Chair
Contact Address (if different to the address of the facility)	7 Grove Field, High Garrett, Braintree CM7 5NS
<i>Email Address:</i>	
<i>Telephone number:</i>	07510 189654

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number: 11481090	<input checked="" type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details: RCCE
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input type="checkbox"/>	Number:
Volunteers/Trustees	<input checked="" type="checkbox"/>	Number: 8

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disabled Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shower/Changing Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	100 seated, 150 standing
Secondary Hall	
Meeting Room	18
Toilets	6
Disabled Toilets	1
Shower/Changing Rooms	

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conferences	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indoor Sports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keep Fit & Exercise Classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Arts and Crafts Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music and Theatre Events	<input type="checkbox"/>	<input type="checkbox"/>
Education activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crèche, pre-school, or play group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scouting or Guide Groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Private events/parties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input checked="" type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall	✓		✓
	Small hall			
	Meeting room			
	Other, please specify			
Tuesday	Main hall	✓	✓(Oct – Apr)	✓
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall	✓		✓
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall	✓	✓(Oct – Apr)	✓
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall	✓		✓
	Small hall			
	Meeting room			
	Other, please specify			

Saturday	Main hall	✓	✓	
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall		✓	
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

Increased availability during school holidays. Hall is used most weekends throughout the year for children's parties and other social events.

13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

Click here to enter text.

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

***Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.***

1. Details of facility:

Name of Facility:	Queens Hall
Address	Chipping Hill
	Click here to enter text.
Town/Village:	Halstead
Postcode:	CO9 2BY

2. Details of main contact:

Name of Organisation managing the facility:	Halstead Town Council
Contact Name:	Lorraine Dover
Position in the Organisation:	Admin asst./Receptionist
Contact Address (if different to the address of the facility)	Mill House, The Causeway, Halstead, Essex CO9 1ET
Email Address:	reception@halsteadtowncouncil.co.uk
Telephone number:	01787 476480

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number:	<input type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	yes
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details: Member of RCCE
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation:	<input type="checkbox"/>
No	No

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input type="checkbox"/>	Number: 2 part-time caretakers
Volunteers/Trustees	<input type="checkbox"/>	Number: None

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Secondary Hall	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Kitchen	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Toilets	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Disabled Toilets	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Shower/Changing Rooms	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	Y	Y	<input type="checkbox"/>	<input type="checkbox"/>
Office	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park	Y	Y	<input type="checkbox"/>	<input type="checkbox"/>
Cycle Parking	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	Y	Y	<input type="checkbox"/>	<input type="checkbox"/>
Attached land/outside area	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	Y	Y	<input type="checkbox"/>	<input type="checkbox"/>
Storage	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	200
Secondary Hall	N/A
Meeting Room	N/A
Toilets	Adequate
Disabled Toilets	1
Shower/Changing Rooms	

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	Y	Y
Conferences	Y	Y
Training	Y	Y
Indoor Sports	N	Y
Keep Fit & Exercise Classes	Y	Y

Other Health & Wellbeing Activities (E.G <i>Slimming World, Health Checks etc.</i>)	Y	Y
Arts and Crafts Activities	Y	Y
Music and Theatre Events	Y	Y
Education activities	Y	Y
Crèche, pre-school, or play group	N	N
After School Clubs	N	Y
Holiday Clubs	N	Y
Scouting or Guide Groups	N	N
Youth Clubs or Drop in Sessions	Y	Y
Faith or Religious Activities	Y	Y
Private events/parties	Y	Y
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	<input type="checkbox"/>
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	Y
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

DAY	Facility	AM	PM	EVE
Monday	Main hall			Y
	Small hall			
	Meeting room			
	Other, please specify			
Tuesday	Main hall		Y	Y
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall			Y
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall	Y	Y	
	Small hall			

	Meeting room			
	Other, please specify			
Saturday	Main hall	Y	Y	Y
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall	Y	Y	
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

No, generally events are held fairly regularly all year round

13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

No, only existing regular users may block some times of the day.
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15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
None	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.
Click here to enter text.	£ Click here to enter text.

***Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.***

1. Details of facility:

Name of Facility:	Witham Public Hall
Address	Collingwood Road
	Click here to enter text.
Town/Village:	Witham
Postcode:	CM8 2DY

2. Details of main contact:

Name of Organisation managing the facility:	Witham Public Hall Trust Ltd
Contact Name:	Nigel Northfield
Position in the Organisation:	Hall Manager
Contact Address (if different to the address of the facility)	6 Holt Drive, Wickham Bishops, Witham CM8 3JR
Email Address:	nigel@withampublichall.co.uk
Telephone number:	0345 017 8717

3. What is the legal structure of your organisation?

Registered Charity If yes, please provide your Charity registration number: 1139957	<input checked="" type="checkbox"/>
Company limited by guarantee	<input checked="" type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

4. Is your organisation affiliated to a support organisation such as RCCE, Community Matters, CVS?

Yes	<input checked="" type="checkbox"/>	Please provide details: RCCE, BDVSA
No	<input type="checkbox"/>	

5. Do you sub-lease or allow another organisation to occupy space at the facility under an Occupational Licence?

Yes, please give details of the organisation: CAB	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

6. Who is responsible for the day-to-day running of the premises? Please give an indication of numbers: (Please tick all that apply)

Paid staff including employees and self employed	<input checked="" type="checkbox"/>	Number: 3
Volunteers/Trustees	<input type="checkbox"/>	Number:

7. Which of the following are currently available at your premises?

Facility	Available?	How would you rate their current condition:		
		New/Newly Refurbished	Fair Condition (no major repairs or updates required)	Poor/In need of repairs or updating
Main Hall	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Secondary Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	2	<input type="checkbox"/>	X	<input type="checkbox"/>
Stage	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Kitchen	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Toilets	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Disabled Toilets	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Shower/Changing Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Bar	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Office	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Car Park	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Cycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Attached land/outside area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baby changing	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. What is the capacity in people numbers for the facilities? (This can be found on your Premises Licence or give an approximation):

Facility	Capacity
Main Hall	300
Secondary Hall	
Meeting Room	2 x 30
Toilets	2 x public (multiple use) 5 x other
Disabled Toilets	3
Shower/Changing Rooms	

9. What type of activities is your facility currently used for, and what could it be used for in the future (in its current condition)?

Use	Currently used for	Could be used for
Meetings	X	<input type="checkbox"/>
Conferences	<input type="checkbox"/>	X
Training	X	<input type="checkbox"/>
Indoor Sports	<input type="checkbox"/>	<input type="checkbox"/>
Keep Fit & Exercise Classes	<input type="checkbox"/>	<input type="checkbox"/>
Other Health & Wellbeing Activities (E.G Slimming World, Health Checks etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Arts and Crafts Activities	X	<input type="checkbox"/>
Music and Theatre Events	X	<input type="checkbox"/>
Education activities	<input type="checkbox"/>	X
Crèche, pre-school, or play group	<input type="checkbox"/>	<input type="checkbox"/>
After School Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Scouting or Guide Groups	<input type="checkbox"/>	<input type="checkbox"/>
Youth Clubs or Drop in Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Faith or Religious Activities	<input type="checkbox"/>	<input type="checkbox"/>
Private events/parties	X	<input type="checkbox"/>
Other Please specify: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

10. In your opinion what is the main catchment area for your premises (where do MOST of your users come from? – please tick just one option)

The Braintree District and beyond	X
The Braintree District	<input type="checkbox"/>
Your Town or Village and surrounding parishes	<input type="checkbox"/>
Your Town or Village only	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other (please specify): Click here to enter text.	<input type="checkbox"/>

11. Please tick the boxes below to indicate the usual sessions when your facility is used. Please provide a typical programme of activities, if available.

We do not have regular activities. The main hall is in use most evenings and weekends plus some midweek daytime, meeting rooms are used on an ad-hoc basis both daytime and evening

DAY	Facility	AM	PM	EVE
Monday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Tuesday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Wednesday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Thursday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Friday	Main hall			

	Small hall			
	Meeting room			
	Other, please specify			
Saturday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			
Sunday	Main hall			
	Small hall			
	Meeting room			
	Other, please specify			

12. Are there any periods in the year when the facility is underused or not in use? Please provide details below:

January and August tend to be quiet. Daytime Monday-Thursday could be used more.
--

13. In its current condition would your premises have capacity to take on additional users or increased levels of activity?

Yes	<input checked="" type="checkbox"/> X But only to a limited degree, mainly midweek as mentioned above
No	<input type="checkbox"/>

14. What if anything would prevent you from accommodating additional users or activities in the future?

Lack of availability. An additional multi-purpose room could be used extensively as I frequently turn away potential hirers because they need a room on a regular basis (weekly/monthly etc.)

15. Has your organisation identified any works, improvements or expansions to your premises required?

Yes	<input checked="" type="checkbox"/> X
No	<input type="checkbox"/>

15a. If yes: What works have you identified and what are the estimated costs?

Work Required	Est. Cost
Conversion of old oil store (in progress)	£ 2,500
Improvement to foyer facilities	£ 4,000?
Replacement of existing house lighting	£ 3,000
Extra meeting/dressing room over existing flat-roofed office	£ No idea

*Thank you for taking the time to complete this survey.
All information provided will remain confidential to BDC and RCCE.*

Results of consultation responses to BDC questionnaire

	Q 1	Q 2	Q 3			Q 4					Q 5			Q 6			Q 7									
Hall	Details of facility	Main contact	Legal structure	Registered charity	Charity Number	Ltd Co	CIC	Town Council	Parish Council	CIO	Other	Affiliated YES/NO	RCCE	CVS	Community Matters	Sub Lease or Occupational Licence YES/No	Sub Lease	OL	Who runs on day to day basis	Paid staff	Volunteers	Trustees	Number	Facilities available	Main Hall	
1	Glebe Community Hall	Glebe Avenue, Braintree, CM7 5RB	Terry Surrey, Chair, 7 Grove Field, High Garrett, Braintree, CM7 5NS Tel: 07510 189654		1							Y		1								1	1	8		1
2	Bocking Arts Theatre	The Institute Building, 15 Bocking End, Braintree, CM7 9AE	Andy Beatty, Facilities Manager Tel: 01376 618189 Mob: 07713 517562 Email: thebocking@gmail.com		1	143115						Y		1	1	Y						1	1	3		1
3	Braintree & Bocking Community Association	19-21 Bocking End, Braintree, CM7 9AH	Sheila Gosling, 3 Haytor Close, Braintree, CM7 3NZ; tel: 01376 551679; email: sheila.gosling3@btinternet.com		1	301261						Y		1		Y				1	1	1	3		1	
4	Braintree Town Hall	Fairfield Road, Braintree, CM7 3Yg	Robert Rose, Museum/Town Hall Manager, tel: 01376 557776; email: robert.rose@braintree.gov.uk					1				N				N				1	1	1			1	
5	Archer Community Centre	Royce Building, East Street, Braintree	Ron Lowry, Brae Cottages, Colchester Road, Coggeshall tel: 01376 561362		1							Y		1	1	N					1	1	8		1	
6	Queens Hall	Chipping Hill, Halstead, CO9 2BY	Lorraine Dover, Admin assistant/receptionist, Mill House, The Causeway, Halstead, CO9 1ET tel: 01787 476480 email: reception@halsteadtowncouncil.co.uk					1				Y		1		N				1			2		1	
7	Witham Public Hall	Collingwood Road, Witham, CM8 2DY	Witham Public Hall Ltd, Nigel Northfield, Hall Manager, 6 Holt Drive, Wickham Bishops, Witham, CM8 3JR tel: 0345 017 8717 email: nigel@withampublichall.co.uk		1	1139957	1					Y		1	1	Y		1		1			3		1	
	Total				5		1		2			6 Y, 1 N	6	3		3 Y; 4 N	1			4	5	5	27		7	

Condition? New = 1; Fair = 2; Poor = 3	Secondary Hall	Condition ? New = 1; Fair = 2; Poor =	Meeting Room	Condition ? New = 1; Fair = 2; Poor =	Stage	Condition ? New = 1; Fair = 2; Poor =	Kitchen	Condition ? New = 1; Fair = 2; Poor =	Toilets	Condition ? New = 1; Fair = 2; Poor =	Disabled toilets	Condition ? New = 1; Fair = 2; Poor =	Shower/C hanging room	Condition ? New = 1; Fair = 2; Poor =	Licensed bar	Condition ? New = 1; Fair = 2; Poor =	Office	Condition ? New = 1; Fair = 2; Poor =	Car Park	Condition ? New = 1; Fair = 2; Poor =	Cycle park	Condition ? New = 1; Fair = 2; Poor =	Disabled access	Condition ? New = 1; Fair = 2; Poor =	Attached land/outsi de area	Condition ? New = 1; Fair = 2; Poor =	Baby changing	Condition ? New = 1; Fair = 2; Poor =	Storage
2			1	2			1	2	1	2	1	2							1	2			1	2			1	2	
2	1	3			1,2,3		1	2	1,2,3		1	2	1	3	1	3	1	2	1	3			1	2	1	3	1	2	1
1			1	1			1	1	1	1	1	1			1	1	1	1	1	1			1	1	1	1	1	1	1
2				1,2,3			1	2	1	2	1	2							1			1							
			1		1		1		1		1		1						1			1			1		1		1
2					1	2	1	2	1	2	1	2			1	1			1			1			1		1		1
2					1	2	1	2	1	2	1	2			1	2	1	2	1	2			1	2			1	2	

1 x 1; 4 x 2	1	1 x 3	5	1 x 1; 3 x 2; 1 x 3	4	2 x 2; 1 x 3	7	1 x 1; 4 x 2	7	1 x 1; 4 x 2; 1 x 3	7	1 x 1; 4 x 2	2	1 x 3	4	2 x 1; 1 x 2; 1 x 3	3	1 x 1; 2 x 2	7	2 x 1; 2 x 2; 1 x 3	2		2 x 1; 3 x 2	7	2	3	1 x 1; 1 x 2	6	2 x 1; 3 x 2	3
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Braintree district	Town Village & surrounding	Town/Village only	Unknown	Other	Q11 Usual sessions when facility	Mon Main hall Small hall meeting room	AM	PM	EVE	Tues Main hall Small hall meeting room	AM	PM	EVE	Weds Main hall Small hall meeting room	AM	PM	EVE	Thurs Main hall Small hall meeting room	AM	PM	EVE	Fri Main hall Small hall meeting room	AM	PM	EVE	Saturday Main hall Small hall meeting room	AM	PM	EVE	Sunday Main hall Small hall meeting room
	1					M	1		1	M	1	1	1	M	1		1	M	1	1	1	M	1		1	M	1	1	M	
						S			1	S	1		1	S			1	M		1	1	S			1	M	1	1	M	
																		S		1	1	1				S		1	S	
						M	1	1	1	M	1		1																	
						MR	1	1	1	MR			1	M	1	1	1	M	1	1	1	1			M	1	1	1	M	
						ANNEXE	1							MR	1	1	1	MR	1	1	1	MR	1		1	MR	1			
														ANNEXE		1														
						MR	1			M	1	1		MR	1	1		MR	1			MR	1							
						M	1	1	1	M	1	1	1	M	1	1	1	M	1	1	1	M	1	1	1	M	1	1	1	
						MR	1																							
	1					M				M		1	1	M			1	M				M	1	1	M	1	1	1	M	

	2																														
							7	3	6				5	4	6		5	5	6		6	6	6		5	2	4		6	4	3

Busy Beavers Pre School

Marks Farm Community Centre, Dunstable Drive, Braintree, Essex, CM7 3LT

Inspection date	24/03/2014
Previous inspection date	11/01/2011

The quality and standards of the early years provision	This inspection:	
	Previous inspection:	
How well the early years provision meets the needs of the range of children who attend		2
The contribution of the early years provision to the well-being of children		2
The effectiveness of the leadership and management of the early years provision		2

The quality and standards of the early years provision

This provision is good

- Teaching is good because staff have a strong understanding of how children learn and develop. They plan activities that encourage children's strong development across all the areas of learning.
- There are robust safeguarding and risk assessments procedures in place. Therefore, children feel safe and secure and this promotes their well-being.
- Children make particularly good progress in their personal, social and emotional skills. This is because a strong key person partnership with parents is established, and children's unique needs are quickly identified and met.
- The manager and her team are committed to ongoing improvement and their own professional development. They attend further training and as a result, the staff team are well qualified and knowledgeable in their roles.

It is not yet outstanding because

- Opportunities for children to further develop their independence skills and make choices are not consistently available. This is because some aspects of the organisation of snack and lunchtime are not well considered.
- Staff do not always maximise opportunities for children to further develop their decision making skills. For example, they are not able to make choices about when to play outdoors. In addition, the garden is not yet rich in text, signs and numbers to support children's continued learning outdoors.

Information about this inspection

Inspections of registered early years provision are:

- scheduled at least once in every inspection cycle – the current cycle ends on 31 July 2016
- scheduled more frequently where Ofsted identifies a need to do so, for example where provision was previously judged inadequate
- brought forward in the inspection cycle where Ofsted has received information that suggests the provision may not be meeting the legal requirements of the Early Years Foundation Stage or where assessment of the provision identifies a need for early inspection
- prioritised where we have received information that the provision is not meeting the requirements of the Early Years Foundation Stage and which suggests children may not be safe
- scheduled at the completion of an investigation into failure to comply with the requirements of the Early Years Foundation Stage.

The provision is also registered on the voluntary and compulsory parts of the Childcare Register. This report includes a judgment about compliance with the requirements of that register.

Inspection activities

- The inspector observed children's activities, both indoors and outdoors.
- The inspector held discussions with the manager, and talked to children and staff throughout the inspection.
- The inspector carried out a joint observation with the manager.
- The inspector looked at a sample of documents, including policies and procedures, children's records, evidence of suitability of staff and recruitment procedures.
- The inspector took into account the views of the parents spoken to on the day of the inspection.

Inspector

Lynn A Hartigan

Full report

Information about the setting

Busy Beavers Pre School was registered in 2000 and is on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. It operates from rooms within the Marks Farm community centre in Braintree, Essex. It is privately owned and managed. There is an enclosed area available for outdoor play. The pre school employs five members of childcare staff. Of these, all hold appropriate early years qualifications at level 3 and above. The pre school opens Monday to Friday, during term time. Sessions are from 9.15am until 12.15pm and 1pm until 4pm. A lunch club is also offered on a Monday. There are currently 44 children on roll, of whom all are within the early years age range. The pre school provides funded early education for two-, three- and four-year-old children. It supports children who speak English as an additional language and children with special educational needs and/or disabilities.

What the setting needs to do to improve further

To further improve the quality of the early years provision the provider should:

- create more opportunities for children to develop their independence skills, in relation to snack and lunchtime. For example, by enabling them to pour their own drinks, cut up and serve their own food

- strengthen and support children's learning and decision making skills, by providing them with more opportunities to choose whether they play indoors or outdoors, and further enhance the outdoor learning opportunities, for example, by ensuring it is rich in text, numbers and symbols.

Inspection judgements

How well the early years provision meets the needs of the range of children who attend

Staff have a positive impact on the children's learning and development in this calm and welcoming pre-school. All members of staff have a clear understanding of how children learn, and their role in supporting this. As a result, the quality of their teaching is secure; therefore, children make good progress. The pre school positively encourages close working relationships with the parents. They are encouraged to share what they know about their child with the key person, who carries out initial assessments of children on entry. This is achieved through careful observations of them at play and through discussions with parents. The key person gets to know the children and their family well. They soon establish the child's learning preferences. For example, whether they prefer indoor or outdoor learning. They allow children time to put on their shoes and coats, encouraging them to be independent but are close by if support is required. Children are praised and have a sense of achievement when they successfully zip up their jackets.

Children play outdoors daily. However, opportunities to fully maximise children's choices and decision making about their play and learning are not yet fully embedded in practice. This is because there are set times for using the garden, particularly in the morning sessions. Regular, ongoing discussions take place with the key person and parents, who are positively encouraged to contribute to their child's learning journals. Assessments of learning, such as the progress check at age two are used effectively to support the children's future learning needs. These are also used efficiently to identify if any extra support is required. Children who have identified special educational needs and/or disabilities receive good support, staff show particular sensitivity. Good links have been established with a range of other professionals to ensure children are fully supported, offered consistent learning opportunities and reach their full potential.

Children play in a welcoming child-friendly environment. A good range of resources are stored well, enabling children to easily access them. This means they can self-select and initiate their own games and learning. Priority is given to helping children acquire communication and language skills. Their personal, social and emotional development and physical skills are also supported well. This means children are able to express themselves, show confidence and take care of their personal needs. These are all good skills they need for their future learning and eventually school. For example, the staff teach children to listen to one another and take turns at group discussion time. Children discuss the days of the week, count how many children are present and confidently talk in a group situation. Children are kind to one another, working well in a group when constructing a train track. They share toys and talk about their friends. Children are happy and there is a very calm atmosphere.

Children enjoy colouring and concentrate for some time as they colour spring flowers. They discuss the colours they use, making very good attempts at writing their names. They happily make cards and gifts in preparation for Mother's day. They enjoy role play, using the home corner and props with enthusiasm. They have picnics and barbeques with their friends. They have great fun in a den they make from blankets and the climbing frame, happily chatting and giggling together. Children talk excitedly about the space ship they make with the construction toys. They are praised for their efforts and it is suggested they display these on the window sill for their parents to see. This creates a sense of belonging and achievement. Children enjoy stories, interacting as staff skilfully ask questions. This provides opportunities for children to think and predict outcomes. Children relish their time outdoors and excitedly play with the sand, water and ride-on toys. They run and throw balls. They plant flowers and show fascination when birds eat the sunflowers. However, learning opportunities outdoors are not fully maximised and embedded in everyday practice, for those who prefer outdoor learning. This is because the garden is not used throughout the session, and children have fewer opportunities to learn about the meaning of text and numbers in the garden, as it is not rich in visual prompts and signs.

The contribution of the early years provision to the well-being of children

A highly effective key person system means children form close attachments with the adults who care for them. As a result, children settle quickly, happily separating from their

parents. Parents are warmly welcomed into the setting as they help their children change their shoes and are encouraged to stay until they are settled. Soft shoes are encouraged, so that children are comfortable indoors, but children only change their footwear if they feel comfortable to do so. Children happily wave goodbye and are very familiar with the routine. They sit readily on the carpet for registration and to share news. Staff know the importance of a good settling-in process to ensure successful future learning. They invest time getting to know the child and their family. Information is gathered about the child's likes, dislikes and routines on entry, and this is used to promote continuity and a smooth transition from home to pre school.

Staff are sensitive toward the children and respond to their physical and emotional needs. For example, recognising when they may need a cuddle or are getting upset when they need the bathroom. Children's good health is promoted as they have daily opportunities to play in the fresh air. They are provided with healthy snacks, which include a variety of fruits, vegetables and savoury biscuits. However, at snack time and during lunch club opportunities to develop their independence skills are not fully maximised. This is because children are not consistently encouraged to participate in routine activities, such as the preparation of snack and laying tables. They are not encouraged to pour their own drinks. Children have access to drinking water throughout the session but younger children are not able to independently pour a drink as the jug is too large and heavy. Children are able and do manage their own hygiene needs well, with children fully understanding the need to wash their hands before snack without prompting. They develop the skills they need to keep themselves and others safe through everyday routines. For example, children practice fire drills to ensure they know what to do in the event of an emergency.

Children's behaviour is very good. Staff have created a friendly and relaxed play environment. All children are respected as individuals. Activities and some resources are provided to acknowledge similarities and differences in lifestyles. For example, children celebrate Chinese New Year. A variety of cooking utensils and dressing up costumes are available within the role-play area that promote diversity. Consequently, children display positive behaviour and respect for one another. Children receive ample praise and build self-esteem and, as a result, children develop self-confidence to participate in a good range of learning activities.

The effectiveness of the leadership and management of the early years provision

The manager understands her overall responsibility to ensure the safeguarding and welfare requirements are implemented. All staff consider safeguarding children as a high priority. This means children's welfare is protected and they play in a safe and secure environment. Safeguarding policies and procedures are regularly reviewed, and staff have a clear knowledge of their roles in reporting any child protection concerns if necessary. This has been further enhanced as staff have completed safeguarding training. Managers have completed appropriate checks to ensure staff are suitable to work with children. Risk assessments are completed and mean that regular checks are carried out to ensure children are kept safe from harm.

There is an established staff team, offering continuity of care for the children. They are committed to providing a quality service and are keen to attend training whenever possible, to further develop their knowledge and personal development. Beneficial training is positively encouraged and supported by the manager. Daily discussions take place between the manager and her team, regarding any pre school issues. Supervision is given to all staff, who also benefit from annual appraisals. Staff practices are monitored. The manager oversees the learning journals, and monitors the quality of teaching and children's learning outcomes. A self-evaluation process is in place and parents are encouraged to contribute their ideas to ensure the continued development of the pre school. Children's views are also considered. For example, they are asked what they like about their time at pre school and what changes they would like to see.

Partnerships with parents are well established. Consequently, they provide positive feedback about the provision. For example, parents spoken to at the inspection are complimentary about the approachable, supportive and friendly staff. They comment that their children are happy and settle quickly. Parents are provided with good information about the pre school. They are offered paper and electronic copies of the policies and procedures. Information is regularly posted on the pre school's social network page. Parents who are concerned about their children for any reason are kept informed by telephone or text messages for reassurance. A notice board for parents is also available. Here certificates, policies and other useful information is displayed. Useful information regarding the areas of learning is also displayed for parents. Inclusive practice is fully embedded and good partnerships with external services, ensuring all children's needs are met. Links with local schools are in place. For example, children regularly visit the neighbouring school as they are invited to attend assemblies and other events. They are familiar with the school building and the reception teacher, as she visits the children in their familiar environment. As a result, children are well prepared when the time comes to move on to school.

The Childcare Register

The requirements for the compulsory part of the Childcare Register are **Met**

The requirements for the voluntary part of the Childcare Register are **Met**

What inspection judgements mean

Registered early years provision

Grade	Judgement	Description
Grade 1	Outstanding	Outstanding provision is highly effective in meeting the needs of all children exceptionally well. This ensures that children are very well prepared for the next stage of their learning.
Grade 2	Good	Good provision is effective in delivering provision that meets the needs of all children well. This ensures children are ready for the next stage of their learning.
Grade 3	Requires improvement	The provision is not giving children a good standard of early years education and/or there are minor breaches of the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected within twelve months of the date of this inspection.
Grade 4	Inadequate	Provision that is inadequate requires significant improvement and/or enforcement action. The provision is failing to give children an acceptable standard of early years education and/or is not meeting the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected again within six months of the date of this inspection.
Met		The provision has no children on roll. The inspection judgement is that the provider continues to meet the requirements for registration.
Not met		The provision has no children on roll. The inspection judgement is that the provider does not meet the requirements for registration.

Inspection

This inspection was carried out by Ofsted under sections 49 and 50 of the Childcare Act 2006 on the quality and standards of provision that is registered on the Early Years Register. The registered person must ensure that this provision complies with the statutory framework for children's learning, development and care, known as the Early Years Foundation Stage.

Setting details

Unique reference number	203476
Local authority	Essex
Inspection number	956276
Type of provision	
Registration category	Childcare - Non-Domestic
Age range of children	0 - 17
Total number of places	24
Number of children on roll	44
Name of provider	Janette Threadgold
Date of previous inspection	11/01/2011
Telephone number	07986919707

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Type of provision

For the purposes of this inspection the following definitions apply:

Full-time provision is that which operates for more than three hours. These are usually known as nurseries, nursery schools and pre-schools and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the higher fee for registration.

Sessional provision operates for more than two hours but does not exceed three hours in any one day. These are usually known as pre-schools, kindergartens or nursery schools

and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the lower fee for registration.

Childminders care for one or more children where individual children attend for a period of more than two hours in any one day. They operate from domestic premises, which are usually the childminder's own home. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage.

Out of school provision may be sessional or full-time provision and is delivered before or after school and/or in the summer holidays. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage. Where children receive their Early Years Foundation Stage in school these providers do not have to deliver the learning and development requirements in full but should complement the experiences children receive in school.

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Goldingham Drive Community Preschool



Goldingham Community Hall, Park Drive, BRAINTREE, Essex, CM7 1AW

Inspection date 30 January 2015
Previous inspection date 30 November 2010

The quality and standards of the early years provision	This inspection:	Good	2
	Previous inspection:	Good	2
How well the early years provision meets the needs of the range of children who attend		Good	2
The contribution of the early years provision to the well-being of children		Good	2
The effectiveness of the leadership and management of the early years provision		Good	2
The setting meets legal requirements for early years settings			

Summary of key findings for parents

This provision is good

- Children are well protected because staff have a good understanding of their responsibility to keep children safe. Children are happy and feel secure because of the strong bonds they have formed with the adults.
- All groups of children make good progress in their learning because teaching is of high quality.
- Good partnerships with parents and external agencies ensure that appropriate interventions and support are secured to enable children to make good progress.
- Children are developing the necessary skills and attitudes ready for school. Strong links with receiving schools ensures that the move to school is a pleasant experience for both children and parents.
- Staff are very reflective of their practice and eager to improve their skills in order to provide care and education of the highest quality.
- Leadership and management are good because there are effective systems in place for monitoring and evaluating the quality of the provision.

It is not yet outstanding because:

- At times, the organisation of story sessions results in younger children becoming restless and does not always provide sufficient challenge for the older or more able children.

What the setting needs to do to improve further

To further improve the quality of the early years provision the provider should:

- review arrangements for story sessions in order to provide good levels of challenge and engagement appropriate to individual children's ages and stages of development.

Inspection activities

- The inspector held meetings with the manager and conducted a joint observation with the manager.
- The inspector observed learning activities and interacted with staff and children.
- The inspector sampled documentation relating to safeguarding, self-evaluation, staff records and children's learning and development records.
- The inspector checked staff qualifications and their suitability to work with children.
- The inspector took account of the views of parents and carers.

Inspector

Vicky Turner

Inspection findings

How well the early years provision meets the needs of the range of children who attend. This is good

Staff provide a wide range of exciting learning opportunities that motivate and engage the children in active learning. As a result, children are curious, well-motivated and ready to learn. Good systems for observation and assessment enable staff to plan well to meet children's needs and interests. For example, children enthusiastically investigate magnetism and look for objects that are attracted to magnets. Staff are skilled in questioning children and encourage them to think and solve problems themselves. Children explore the contents of a treasure box, investigate how different electronic toys work and engage in role play activities. Staff support and extend children's language and communication skills well. Children with English as an additional language are well supported and make good progress. Group discussion times provide good opportunities for children to express their ideas. Story times are less successful as younger children become restless and challenge for the older children is limited. Children are now taking an interest in birds after a visitor brought in some owls. They watch birds at home and make bird feeds with their parents. Staff engage parents in all aspects of their children's learning.

The contribution of the early years provision to the well-being of children is good

Children are safe and well-cared for in this calm, welcoming environment. Children share warm relationships with the staff which gives them a strong sense of belonging. Children are becoming increasingly independent as they self-register and confidently access the continuous provision provided. Adults model positive behaviour and gently remind children of the rules. As a result, children are particularly well behaved. Children's efforts are valued and praise is used effectively to acknowledge positive behaviour and children's achievements. Staff support children with developing good social skills such as sharing and taking turns. Staff teach children self-help skills so children are able to take care of their personal needs. Children help tidy up after snack and put their toys away at the end of the session. Children learn the benefits of exercise and healthy eating. They make healthy choices from a selection of fruit and vegetables every day. There are good arrangements in place to ensure the safety of children with dietary or medical needs.

The effectiveness of the leadership and management of the early years provision is good

The highly experienced manager provides strong leadership for a well-established team of knowledgeable staff. Effective tracking systems means that any gaps in learning are quickly identified, and appropriate interventions are sought to enable children to achieve. Staff receive good professional supervision from the manager who encourages them to attend relevant training to enhance their professional development. Consequently, staff are well qualified to meet the varying needs of the children. Good partnership with parents means that they are well-informed about their children's progress. Accurate self-evaluation enables management to identify priorities and set achievable targets for improvement. The recommendation from the last inspection has been successfully addressed.

Setting details

Unique reference number	EY408780
Local authority	Essex
Inspection number	850941
Type of provision	
Registration category	Childcare - Non-Domestic
Age range of children	0 - 5
Total number of places	33
Number of children on roll	41
Name of provider	Goldingham Drive Community Services Limited
Date of previous inspection	30 November 2010
Telephone number	01376323305

Goldingham Drive Community Pre-School was registered in 2010. The pre-school employs 10 members of childcare staff. Of these, eight hold appropriate early years qualifications at level 2 and above, including one with Qualified Teacher Status. The pre-school opens from Monday to Friday, during term time only. Sessions are from 9am until 3.30pm. The nursery provides funded early education for two-, three- and four-year-old children.

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Little Hands Preschool Nursery

Dengie Community Hall, Dengie Close, WITHAM, Essex, CM8 1DJ

Inspection date	05/11/2014
Previous inspection date	11/11/2013

The quality and standards of the early years provision	This inspection:	2
	Previous inspection:	3
How well the early years provision meets the needs of the range of children who attend		2
The contribution of the early years provision to the well-being of children		2
The effectiveness of the leadership and management of the early years provision		2

The quality and standards of the early years provision

This provision is good

- Staff have a good knowledge and understanding of how children learn. They use this to provide activities that are tailored to children's individual needs and interests. As a result, all children make good progress given their starting points and capabilities.
- Staff form warm, caring bonds with children. They are in tune with children's emotional needs and support them well through changes in their lives. As a result, children are happy, secure and settle well at the pre-school nursery.
- Staff have a good knowledge of how to safeguard children in their care and they support children's growing understanding of how to keep themselves safe.
- Staff have formed successful relationships with other early settings and health professionals. As a result, individual children's learning and health needs are quickly identified and well met through these effective partnerships.

It is not yet outstanding because

- Arrangements in place for home learning are not always tailored to children's individual needs in order for parents and the nursery to collaborate to help them to achieve the best possible progress.
- Staff do not always provide a range of resources and activities in the garden that are easily accessible in all weathers, to further build on the already good opportunities children have to be independent and explore the environment.

Information about this inspection

Inspections of registered early years provision are:

- scheduled at least once in every inspection cycle – the current cycle ends on 31 July 2016
- scheduled more frequently where Ofsted identifies a need to do so, for example where provision was previously judged inadequate
- brought forward in the inspection cycle where Ofsted has received information that suggests the provision may not be meeting the legal requirements of the Early Years Foundation Stage or where assessment of the provision identifies a need for early inspection
- prioritised where we have received information that the provision is not meeting the requirements of the Early Years Foundation Stage and which suggests children may not be safe
- scheduled at the completion of an investigation into failure to comply with the requirements of the Early Years Foundation Stage.

Inspection activities

- The inspector observed activities in the main hall and garden and had a tour of the pre-school nursery.
- The inspector had a meeting with the two providers and carried out a joint observation with one of the providers.
- The inspector had conversations with staff, children, parents and viewed parent feedback obtained from questionnaires and testimonials.
- The inspector held discussions with staff about children's progress and achievements, and viewed children's development records.
- The inspector saw evidence of the suitability and qualifications of staff, self-evaluation, risk assessments, policies and procedures and other documentation in relation to health and safety checks.

Inspector

Daniella Tyler

Full report

Information about the setting

Little Hands Preschool Nursery was registered in 1994 on the Early Years Register. It is situated in the Witham area of Essex and is managed by a private company, which is owned by the two providers. The providers play an active role in the running of the pre-school nursery. It serves the local area and is accessible to all children. The pre-school nursery operates from the main hall, ancillary room in the community hall and there is a fully enclosed area available for outdoor play. It employs ten members of childcare staff. Of these, one hold appropriate early years qualifications at level 5, one at level 4, four at level 3, one at level 2 and two members of staff are working towards level 3 qualifications. The pre-school nursery opens Monday to Friday, term time only. Sessions are from 9am until 2.55pm. Children attend for a variety of sessions. There are currently 43 children on roll who are in the early years age group. The pre-school nursery provides funded early education for two-, three- and four-year-old children. It supports a number of children who speak English as an additional language and children with special educational needs and/or disabilities. The pre-school nursery receives support from the local authority.

What the setting needs to do to improve further

To further improve the quality of the early years provision the provider should:

- build on the already good arrangements in place to support children's learning at home by tailoring it to children's individual learning needs, so that they have opportunities to make the best possible progress
- develop the provision outdoors to incorporate more opportunities for children to develop their independence by providing a range of easily accessible resources in all weathers.

Inspection judgements

How well the early years provision meets the needs of the range of children who attend

The quality of teaching is good; staff have a good knowledge and understanding of how children learn. They use this to provide activities that are tailored to their individual needs and interests. As a result, children are engaged in the activities and are excited to learn. Staff play an active role in activities and demonstrate that they very much enjoy the children's company. Staff regularly observe children in their play to identify the next steps in children's learning. Their assessments of children are accurate; they know them well and confidently talk about how they are progressing in their learning and development. As a result, all children make good progress given their starting points and capabilities. Staff obtain detailed information from parents on entry about what children can do relating to the Early Years Foundation Stage curriculum. They use this to form a baseline assessment

of children's development. As a result, children are challenged early on in their time at the pre-school nursery and therefore, make good progress.

Children develop the key skills they need to be ready for the next stage in their learning, including the move to primary school. Children develop their mathematical skills. For example, during an activity where children play with numbered skittles, staff encourage them to recognise numbers and start to develop adding and subtracting concepts. In addition, children develop their problem solving skills. For example, children persevere when trying to work out which way to unwind string around a tube to free it and when they do, they are excited and happy with their achievement. Children enjoy accessing a range of fiction and non-fiction books in a cosy book area. As a result, they develop their early literacy skills. In addition, staff encourage children to notice words and letters in the environment. Children have their own space to put their bags and coats that are labelled with their names, children recognise this and place their artwork and belongings in their space throughout the day. Children also confidently recognise their own names when name labels are placed around the table at mealtimes. Children develop their understanding of the world around them. They learn about different foods and where they come from. While cutting up potatoes for soup, children say things, such as, 'potatoes grow underneath the ground'. Staff regularly invite people to the pre-school nursery, including an animal keeper. The children talk excitedly about seeing the snails, spiders and the pre-schools nursery's pet rabbits.

Children with special educational needs and/or disabilities are happy and settle well. Staff effectively identify any extra support that they need and provide it in a timely way. In addition, they regularly refer children to health professionals for extra support. As a result, all children make good progress. Children who speak English as an additional language are appropriately supported. Staff obtain information about their home language and support them effectively in their development of the English language. Staff have developed successful relationships with parents. They regularly share information about children's learning and development. Parents contribute to children's development records with what they know their children are learning at home. Staff promote home learning; they provide children and parents with books to read at home. However, activities provided for home learning are not always tailored to individual children's learning needs in order for them to make the best possible progress.

The contribution of the early years provision to the well-being of children

Children form warm, caring bonds with their key person, staff and each other. They regularly approach staff for a cuddle, or to engage them in play activities by taking their hand and leading them to where they want to play. Staff obtain detailed information from parents when children start about established care routines. This enables them to provide an environment that children feel safe and secure in. As a result, children settle well and experience a smooth move from their home. Staff provide a range of toys and resources indoors that are easily accessible and appealing for children. Consequently, children develop their self-esteem and confidence as they make their own choices. However, there are fewer opportunities for children to independently access resources outdoors in all

weathers. This is because staff do not always unpack equipment that has been stored away when the grass area is wet. Children are regularly praised by staff for good behaviour and their achievements are recognised and celebrated by staff. For example, children regularly contribute to their development records by sticking in photographs and adding their own comments. As a result, children develop the necessary skills they need to be confident in the next stage of their development, such as moving to another setting or starting primary school.

Children learn about a healthy lifestyle as staff regularly involve children in the preparation of food. For example, children help to make soup with staff who talk to them about why vegetables are good for you and children enjoy learning about healthy foods. Staff obtain information from parents on entry about children's dietary requirements. They ensure that they supervise children at mealtimes so they only eat food that is suitable for them; as a result, they are kept safe. Children take part in regular physical exercise, such as, riding bikes, digging with spades and at special events, such as the pre-school nursery's annual sports day. Staff have high expectations of children and support them well in acquiring self-care and independence skills. For example, children help to carry bowls over to the table, dress themselves, put on their own shoes and wash their own hands.

Children's behaviour is managed effectively. Staff regularly communicate with parents and provide consistency in boundaries for children where appropriate. Children learn good manners when staff remind them to say please and thank you appropriately. In addition, staff support children to play cooperatively together by encouraging them to share toys and resources with each other. Children respond well to these positive behaviour strategies and gain important social skills. Staff support children's growing understanding of how to keep themselves safe. When using a knife to cut the vegetables, staff supervise children and talk to them about safe ways to use the knife, so that they do not hurt themselves. Children regularly taken part in emergency evacuation procedures and learn how to keep themselves safe in an emergency.

The effectiveness of the leadership and management of the early years provision

The providers understand their responsibility to implement the safeguarding and welfare requirements. All paperwork is in place to support and protect children's safety. Staff can recognise the possible signs and symptoms of abuse and know the appropriate action to take if they have concerns about a child. Staff regularly risk assess the environment and carry out daily checks to ensure that it is safe for children. All staff have Disclosure and Barring Service checks in place and all suitability checks are carried out before employment, indicating they are suitable to work with children. At least two members of staff who hold paediatric first-aid certificates are on the premises at all times when children are present. These staff members are kept within sight and/or hearing of other members of staff and children. Therefore, children are protected in the event of an accident. The premises is secure so children are unable to leave unsupervised and an intruder is unable to enter.

Following the last inspection, Ofsted issued a notice of action to improve. The providers have taken appropriate action to address the concerns that were raised. Staff now receive regular supervision and carry out peer observations on each other, which fosters a culture of continuous improvement. Staff comment that they feel supported by the providers and the supervision has really helped them to improve their practice. Staff now obtain detailed information from parents when children start to ensure that an accurate initial assessment of children's needs and capabilities can be made. The providers, manager and staff have received support from their local authority to rearrange the environment and now provide exciting learning experiences for children and they remain engaged in activities and are eager to learn. The provider's self-evaluation accurately highlights their strengths and areas for improvement and it includes the views of parents, children and other professionals. The providers and the manager monitor the educational programmes to ensure they have depth and breadth and are meeting the needs of all children. They monitor children's progress to check that staff assessments are accurate. As a result, they provide children, who need extra support in their learning, with timely interventions. As a result, gaps are closing and all children make good progress. The providers have recently set up accounts for staff and a new computer so they can complete the local authority's continuous professional development training. In addition, they are currently supporting two members of staff to complete their level 3 childcare qualifications. Staff regularly feedback information from training at team meetings and comment that the training has had a positive effect on their knowledge and understanding of how children learn.

Staff have formed successful relationships with parents. They share information with them on a daily basis about children's care and learning, as well as more formal meetings each term to discuss their children's progress. Staff are supportive of parent's situations and not only care for the children but provide vital support for the families in need of advice or further support. Parents comment that they are happy with the care that their children receive. Staff have established effective partnerships with health professionals. They regularly share information about the children they care for, to ensure that their health and development needs are met. As a result, all children make good progress. Staff have built up strong relationships with the local schools. They regularly share information with the reception teachers and invite them to attend the pre-school nursery to meet the children and share information about their development, in preparation for the move to primary school. Staff regularly share information with agencies to protect the safety and well-being of children they care for.

What inspection judgements mean

Registered early years provision

Grade	Judgement	Description
Grade 1	Outstanding	Outstanding provision is highly effective in meeting the needs of all children exceptionally well. This ensures that children are very well prepared for the next stage of their learning.
Grade 2	Good	Good provision is effective in delivering provision that meets the needs of all children well. This ensures children are ready for the next stage of their learning.
Grade 3	Requires improvement	The provision is not giving children a good standard of early years education and/or there are minor breaches of the safeguarding and welfare requirements of the Early Years Foundation Stage. We re-inspect nurseries and pre-schools judged as requires improvement within 12 months of the date of inspection.
Grade 4	Inadequate	Provision that is inadequate requires significant improvement and/or enforcement action. The provision is failing to give children an acceptable standard of early years education and/or is not meeting the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected again within six months of the date of this inspection.
Met		There were no children present at the time of the inspection. The inspection judgement is that the provider continues to meet the requirements for registration.
Not met		There were no children present at the time of the inspection. The inspection judgement is that the provider does not meet the requirements for registration.

Inspection

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Setting details

Unique reference number	203764
Local authority	Essex
Inspection number	962677
Type of provision	
Registration category	Childcare - Non-Domestic
Age range of children	0 - 5
Total number of places	30
Number of children on roll	43
Name of provider	Little Hands Pre-School Nursery Partnership
Date of previous inspection	11/11/2013
Telephone number	01376 511194

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Type of provision

For the purposes of this inspection the following definitions apply:

Full-time provision is that which operates for more than three hours. These are usually known as nurseries, nursery schools and pre-schools and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the higher fee for registration.

Sessional provision operates for more than two hours but does not exceed three hours in any one day. These are usually known as pre-schools, kindergartens or nursery schools

and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the lower fee for registration.

Childminders care for one or more children where individual children attend for a period of more than two hours in any one day. They operate from domestic premises, which are usually the childminder's own home. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage.

Out of school provision may be sessional or full-time provision and is delivered before or after school and/or in the summer holidays. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage. Where children receive their Early Years Foundation Stage in school these providers do not have to deliver the learning and development requirements in full but should complement the experiences children receive in school.

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