

Horsham District Council

Assessment of the current and future needs for community facilities in Horsham Town and the wider district including the Drill Hall.

Quotation Process

Appendix A – Project Brief

Assessment of the current and future needs for community facilities in Horsham Town and the wider district including the Drill Hall.

7.1 Introduction

Horsham District Council (HDC) is seeking to appoint consultants to undertake a separate, wider ranging and in-depth, review of Horsham Town and District wide community buildings and other venues for hire. The last review was conducted in 2012-2014 as part of the [Horsham District Sport, Open Space and Recreation Assessment](#) (SOSRA) which noted that there was a need for a more comprehensive study of hall provision in Horsham Town.

The outcome of the community buildings study will be used as a, separate, updated evidence base to inform the development of policies in the 2019-2036 Local Plan review and other documents to help ensure a sufficient amount of community building venues are provided to meet existing and future demand arising from new residential development. At the same time the Council is also commissioning a separate review of the Horsham District Sport, Open Space and Recreation Assessment 2014.

This commission will also comprehensively address the provision and use of community buildings and assets within Horsham Town with specific reference to the future or other use of the Drill Hall and its site following the Council's Cabinet decision on 30 January, that:

1. The Council commit to building an extended alternative facility at Highwood with a 240 m² hall and ancillary facilities including a nursery, subject to agreeing a pre-letting arrangement with a nursery operator;
2. An independent report in order to assess the current and future needs for community facilities in Horsham Town and the wider district be commissioned;
3. Any viable option submitted for the future of the Drill Hall which accords with Council policies and was submitted during a period of two years (or until the completion of the new Highwood Community facility), would be considered by cabinet with a final recommendation to Full Council for approval; and;
4. Failing an alternative viable option coming forward within a period of two years to approve decommissioning of the Drill Hall to release this site for affordable housing on completion of Highwood.

The study will need to address the future of the Drill Hall in the context of existing and future capacity, current use levels, latent and future demand within Horsham Town and the wider district.

The study will also provide a framework to guide decisions on whether new facilities should be provided or what the priority for investment in existing facilities should be both in Horsham Town and the wider district. As the District's population grows it will be essential to take a strategic view to ensure the right facilities are in the right locations to meet community need, and that they offer value for money for their relevant community.

7.2 Background

Horsham District Council is situated in the County of West Sussex, between London and the South coast. In 2019, the population of Horsham District has been estimated at 141,717. This compares to 131,300 at the time of the 2011 Census. The Government is committed to delivering a step change in the number of houses that will be built in the coming years, and it

is predicted that the population will grow by another 17,658 or 12.5% over the 20-year period to 2039. The population of Horsham Town is estimated at about 51,000.

There are 32 Parish and 3 Neighbourhood (Unparished) Councils within Horsham District:

- [View full contact information](#)
- [Amberley Parish Council](#)
- [Ashington Parish Council](#)
- [Ashurst Parish Council](#)
- [Billingshurst Parish Council](#)
- [Bramber Parish Council](#)
- [Broadbridge Heath Parish Council](#)
- [Coldwaltham Parish](#)
- [Colgate Parish Council](#)
- [Cowfold Parish Council](#)
- [Henfield Parish Council](#)
- [Horsham: Denne Neighbourhood Council](#)
- [Horsham: Forest Neighbourhood Council](#)
- [Horsham: Trafalgar Neighbourhood Council](#)
- [Itchingfield Parish Council](#)
- [Lower Beeding Parish Council](#)
- [North Horsham Parish Council](#)
- [Nuthurst Parish Council](#)
- [Parham Parish Council](#)
- [Pulborough Parish Council](#)
- [Rudgwick Parish Council](#)
- [Rusper Parish Council](#)
- [Shermanbury Parish Council](#)
- [Shingley Parish Council](#)
- [Slinfold Parish Council](#)
- [Southwater Parish Council](#)
- [Steyning Parish Council](#)
- [Storrington and Sullington Parish Council](#)
- [Thakeham Parish Council](#)
- [Upper Beeding Parish Council](#)
- [Warnham Parish Council](#)
- [Washington Parish Council](#)
- [West Chiltington Parish Council](#)
- [West Grinstead Parish Council](#)
- [Wiston Parish Council](#)
- [Woodmancote Parish Council](#)

Horsham Rural Halls Map 2012



- Rural Halls
- 1 km walking distance threshold
- 3 km cycling distance threshold
- Horsham town

- CC = Community Centre
- CH = Church Hall
- MH = Memorial Hall
- VC = Village Centre
- VH = Village Hall
- YCC = Youth & Community Centre

The Horsham District
PPG17 Assessment 2012

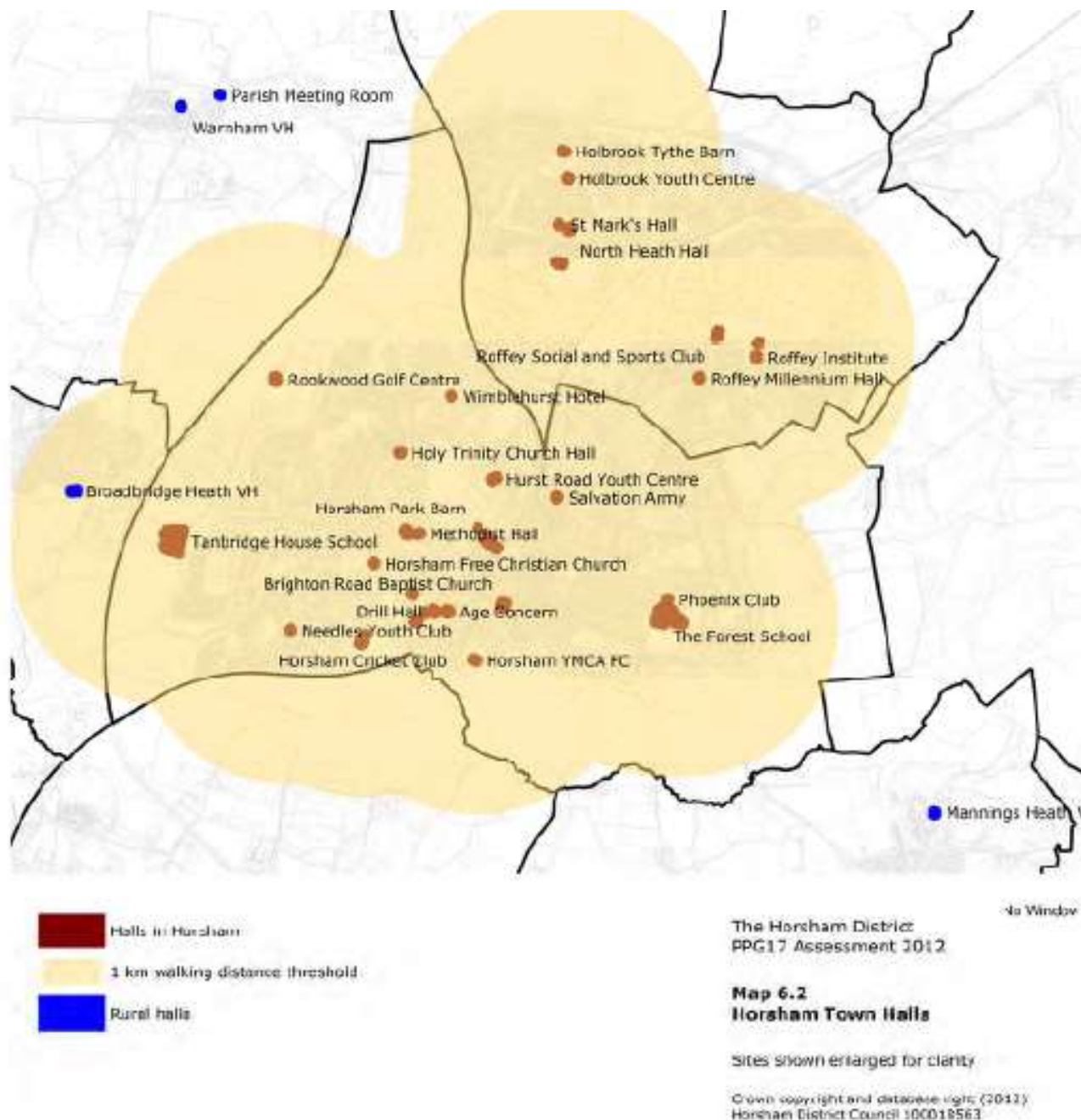
Map 6.1 Rural Halls

Sites shown enlarged for clarity

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Horsham Town Halls Map 2012



7.3 Strategic Policy context

The National Planning Policy Framework (NPPF) aims to create healthy, inclusive communities and safe neighbourhood centres through the provision and retention of 'social, recreational and cultural facilities'. The emerging Horsham Local Plan 2020-2036 (Policy 46) endorses this and states that 'The provision of new or improved community facilities or services will be supported, particularly where they meet the identified needs of local communities.'

- 7.4 The Council has recently completed its '[Regulation 18](#)' consultation on the draft local plan and to support its further development we need to undertake an updated quantitative and qualitative review of the District's community and private hire buildings. Although [PPG17](#): Planning for open space, sport and recreation was withdrawn in 2014 and replaced with the NPPF the approach and methodology is still relevant to assessing the Quantity, Quality and Accessibility of community buildings.

Section 6 of the existing [Sport, Open Space and Recreation Assessment 2014](#), which was an update of a 2005 study, makes specific reference to Village and Community Halls and describes Quantity, Quality and Accessibility standards.

Table 1 Quantity and Accessibility Standards

Type of facility	Area per resident	Distance threshold	Minimum size	Minimum size including buffer zone*
Allotments	2.8 sqm	1km	0.04 ha	
Accessible natural green space	5.0 sqm	300m	0.25 ha	
Amenity green space	4.2 sqm	100m	0.08 ha	
Neighbourhood parks	0.8 sqm	300m	0.02 ha	
Outdoor sports facilities **				5.8 ha (60m buffer)
Grass pitches	7 sqm	10 km	1.5 ha as a collective 'hub'	
or	or			
Artificial pitches/MUGAs	1.5 sqm			
Pavilion/changing rooms	See section 8.5			
Equipped/landscaped areas of play	0.5 sqm			
- Local equipped (LEAP)		300m	0.04 ha	0.35 ha (20m buffer)
- Local landscaped (LLAP)		300m	0.08 ha	0.35 ha
- Neighbourhood equipped (NEAP)		500m	0.1 ha	0.8 ha (30m buffer)
Youth facilities ***	0.4 sqm (large settlements) 0.2 sqm (small settlements)			
- Skate park	Once overall area calculated the expectation is that it will be split between these 3 types of provision	2.5km	500 sqm	4.9 has 100m buffer)
- Open access ball court		500m	350sqm (25m x14m)	0.63 has (30m buffer)
- Bike track		2.5 km	800 sqm	0.78 has(30m buffer)
Local Halls	0.15 sqm	1km	See section 9	
Neighbourhood Halls	0.05 sqm	3km	See section 9	
Indoor Sports Facilities	See 1.11			

Section 9 Current Guidance

- Community centres/halls should, as a minimum, comprise at least one hall large enough to accommodate badminton plus kitchen, storage, toilets and office/reception.
- Developers should assume an aggregated requirement of 0.2sqm per person for any development (0.15sqm for local halls, 0.05sqm for neighbourhood halls) but can be guided by the Council as to whether this should be delivered as a consolidated building on a single footprint or 2 or 3 different sized halls strategically located within the development to serve separate but complimentary needs.

- *For instance, in certain circumstances it may be preferential to separate, say, a youth/scouting facility from a hall that accommodates predominantly adult or family activities or from another that could provide social facilities as part of a sports pavilion. The expectation is that the quantity standard will be agreed at the draft master plan stage and that the specific facility requirements will be developed through the master planning process and agreed through the planning agreement.*
- *Whilst developers should base initial design assumptions on generic models for village and community halls published by Sport England at <https://www.sportengland.org/media/4336/village-and-community-halls.pdf>, final designs will evolve through stakeholder consultation and may need to be finalised through a reserved matters application/s.”*

The study's key tasks are to accurately audit existing provision; review and set robust provision standards and apply them districtwide and provide specific recommendations with regard to the future of the Drill Hall within in the context of provision in Horsham Town and the wider district.

It should be noted that the Council is also commissioning consultants to undertake a separate review of the existing Sport, Open Space and Recreation Assessment 2014 to meet the requirements of Paragraphs 96 and 97 of the National Planning Policy Framework and to clearly set out appropriate local open space standards.

7.5 Scope

For the purpose of this strategy, the term community buildings covers the following typologies, which are owned or managed by voluntary and community sector (VCS) organisations and/or public bodies:

- community centres
- village and parish halls
- arts centres and libraries which have rooms for hire
- indoor leisure centres and sports pavilions which have rooms for hire
- church and school halls
- activity centres and clubhouses

Additionally, private venues, such as hotels with public rooms to hire should also be included as part of the initial qualitative and quantitative analysis.

The strategy should cover the geographical boundaries of Horsham District Council and take into account facilities in neighbouring Local Authority areas that are within an acceptable travel distance for Horsham residents.

The strategy should cover the period 2019-36, in line with the draft Local Plan.

A number of new settlements and large urban extensions are being promoted by developers, which are set out in Chapter 6 of the [draft Local Plan 2019-36](#). Not all sites will be necessary but the study should indicate the quantitative and qualitative requirements for community buildings to be provided if and when allocated sites are built out.

It is envisaged that there will be significant refinement of the existing quantitative standards set out in Policy 46 for Local and Neighbourhood Halls. The refresh now being commissioned, must include a review of these to provide up to date and more comprehensive information and to ensure they are sufficiently robust to meet the needs resulting from future development. Provision standards will also be expected to address the different levels in the 'Development Hierarchy' from Main Town to Unclassified Settlements.

As part of the sense check the study should set out how the recommended quantity standards compare with past national minimum standards, appropriate comparator/benchmark Authorities and neighbouring Local Planning Authorities (including the South Downs National Park) in order to avoid conflicts and to facilitate a joined up approach.

The local standards should be recommended in a format that are easy to reference and use within the planning development process to help redress the quantitative, qualitative and accessibility deficiencies where they may occur.

7.6 Aims

- a) To understand the existing demand for and provision of current community venues.
- b) To understand future predicted demand and the required provision within Horsham Town and the wider district.
- c) To proactively ensure all residents have access to community buildings to enable them to deliver and participate in a range of social, recreational and cultural activities that deliver positive community outcomes.
- d) To ensure the Council supports communities and works with Parish, Neighbourhood Councils and VCS organisations to develop new and improve existing facilities to meet local needs.
- e) Provide clarity for developers on the contributions likely to be sought by the planning authority in the event of any potential development, particularly with regard to the negotiation of sums towards the delivery of services, facilities and infrastructure required to mitigate the impact of any such development both for key strategic and other sites coming forward.

7.7 Objectives

The key objectives of developing the strategy are to:

- a) To accurately document existing quantitative and qualitative provision. **Appendix 1** lists the minimum data set required. **Consultants are required to provide a full list of data requirements and necessary resources required to effectively undertake the study.**
- b) To accurately document current demand (venue utilisation) and potential latent demand with particular reference to the Drill Hall.
- c) To review current standards of provision and recommend any changes and subsequently apply those standards to assess deficits and surpluses.
- d) To review existing accessibility and recommend realistic minimum quantity standards and distance thresholds for community buildings.
- e) Assess the need for, and location of, any new community facilities required as the result of forecast housing growth, based on site allocations and whether this is a Section 106 requirement for new community facilities or as a CIL contribution towards supporting existing provision.
- f) Develop a reasoned methodology for calculating Developer Contributions with a worked example.

- g) Consult with Parish and Neighbourhood Councils to identify existing sites in need of improvement or expansion for inclusion in the Council's Infrastructure Delivery Plan through consultation with key stakeholders.
- h) Provide evidenced recommendations on the future of the Drill Hall as a community venue within the context of existing and future provision and demand within Horsham Town and the wider district.

7.8 Deliverables

The consultants will be expected to produce a written strategy document that details existing provision, addresses the key aims and objectives outlined above and makes recommendations regarding the future development of community buildings in the District and with regard to the Drill Hall within the context of Horsham Town.

A draft main report with an Executive Summary and a non-technical summary paper should be provided to the council for consideration and agreement, prior to issue of a final report and non-technical summary paper. Three printed hard copies of each report will be required together with electronic versions.

The final non-technical summary of the report must provide the key findings as appropriate for Development Management purposes and should be written in a style suitable for a wide range audience, including the general public, developers and elected members. It should use plain English and incorporate diagrams, maps, charts and/or tables where they would assist in the communication of the key findings.

The main strategy report should reflect the following format:

Section 1 – Introduction and methodology

Section 2 – Quantitative Provision – outline of results and analysis of quantitative assessment (particularly, to understand demand profile, latent demand not being met, average use and spare capacity profiles), identification of key issues relating to quantity of provision, review existing and setting of a quantitative standard, application of standard and identification of areas of deficiency.

Section 3 – Qualitative Provision – outline of qualitative findings, identification of any key issues relating to facility stock quality, setting of qualitative vision, consideration of how sites meet this vision and identification of areas with poor quality facilities, setting of priority recommendations.

Section 4 – Accessibility (catchment) – assessment of issues relating to facility access and consideration of how local communities are served by facilities, whether the facilities are in themselves accessible to the public.

Section 5 – Developer Contributions – consideration of potential methodologies for calculating S106 capital and revenue developer contributions with a worked example.

Section 6 – Conclusions and summary – review of key points regarding overall provision, with the identification of primary areas for consideration and focus.

Section 7 – Conclusions with regard to the future of the Drill Hall and Horsham Town community assets.

The report should be adequately accompanied with high quality tables, diagrams and key maps to illustrate the key findings within each section.

7.9 Programme

It is envisaged that this study will commence no later than the week commencing **1 June 2020**. The key milestones are likely to be as follows:

- Inception – July 2020;
- Draft Report – October 2020;
- Final Report – November 2020.

Advice on the above timetable and milestones would be welcomed as part of the tender submission.

Tender submissions should confirm the consultant's ability to work within the key milestones above or provide a clear indication of their best timeframes if in the unlikely event, there are particular programming concerns. **The ability to meet the council's milestones will be taken into account in the tender evaluation process.**

7.10 Tender, Budget and Payment Schedule

The council will be seeking competitive quotes for this study. The fee proposal should allow for attendance at a minimum of three meetings at Horsham or virtually as circumstances dictate. These will be required at study inception and draft reporting stages. A meeting should also be held in relation to the final report. One of the meetings may involve a presentation on the report to Council Members.

The invoicing schedule will be as follows:

- Inception Payment (10%)
- Production of Draft Report (20%)
- Production of revised Draft Report (20%)
- Completion and sign off of Final Report (50%)

Payments will only be made provided that the output outlined in this brief has been met to a satisfactory standard. **No claims for additional costs over and above those in the consultant's proposal will be accepted unless these result from changes to the brief and scope of work and have been agreed in writing in advance of additional work to be undertaken.**

Tenders must specify a fixed price for the commission but also make clear the hourly / daily rates that would be payable for each person involved and the breakdown of the overall fee proposal. This fee proposal should be inclusive and set out details of all charges that would be payable including all travel, subsistence, disbursements and other expenses. A fixed price for the complete study should be provided exclusive of VAT.

It is anticipated that the budget will be in the broad region of £20,000 to £25,000 for the delivery of the study. Daily rates should also be provided by the Consultant for carrying out additional work beyond the agreed scope, should further actions be agreed as being necessary to inform the council's evidence base and/or support at examination.

Award Criteria, Conflicts of Interest and Selection Presentations

Bids will be assessed against the criteria set out in the Invitation to Bid and Appendix B Method Statement Questions of the quotation documentation.

7.11 IT Compatibility

All stages of the study including analysis, results and the report should be readily available on or compatible with Microsoft Excel (version 2016), Microsoft Word (version 2016). It is desirable for ArcGIS 9.3.1 (or compatible version) to be used for the assessment. This is to ensure compatibility with the council's computer software, build on existing data, and future analysis of sites and audit reviews.

7.12 Working Arrangements

The lead officer and main point of contact at Horsham District Council for this project will be Clive Burley who is based at Parkside, Chart Way, Horsham, RH12 1RL (Tel: 01403 215236, email: clive.burley@horsham.gov.uk). Direct contact with other relevant Council officers and external contacts will however be necessary as appropriate. The consultant will be expected to provide regular progress reports to the main point of contact by telephone and email, and will be responsible for project managing the work.

7.13 Tender Requirements

Consultants are invited to submit proposals for carrying out the study. These proposals must:

1. Demonstrate an appreciation of the brief and an understanding of the background issues;
2. Set out a robust methodology for carrying out the study, which will address the study requirements and which will withstand scrutiny at any subsequent Local Plan examination. The methodology proposed must reflect current good practice and any relevant guidance;
3. Identify what assumptions need to be made as part of the study and any limitations associated with the methodology or data inputs;
4. Identify the data which will be required from Horsham District Council and what data is being obtained from external sources and stakeholders;
5. Confirm and describe the study deliverables. At least 3 printed copies of draft and final reports will be required, together with electronic copies of the reports and data files, as appropriate. All reports should be produced at a scale whereby text and diagrams etc. can be easily read at standard magnification whether printed or on screen;
6. Demonstrate a track record of carrying out this type of work and confirm ability to meet the project requirements within the council's time frame.
7. Provide details on the key study team members, their roles and relevant up to date experience and appropriate qualifications. In particular, the experience of the intended project manager;
8. Provide a programme for carrying out the work, with key milestones identified, which overall demonstrates adherence to the council's required deadlines. This must include provision for an initial inception meeting with Horsham District Council, an interim progress meeting (most likely at draft reporting stage) and a final presentation, which may be to members and officers of the council.
9. Provide a fixed fee for carrying out the study, together with an itemised breakdown of costs by staff time and expenses, for each element of the work. The quotation should be valid for a period of no less than 90 days. In addition, daily rates should be provided for any tasks which might be required outside the original agreed scope of work, these rates must be valid for the duration of the contract. These rates should be based on an assumed 8 hour working day;

10. Confirm that there is no conflict of interest which might prejudice the robustness of the work or the ability and **willingness of the consultant to defend the analysis and results at any public examination in relation to the council's Local Plan or planning appeal.**

APPENDIX 1: Minimum quantitative and qualitative data set requirements

Building description and age

Facilities:	Size of the main hall/s Number & size of meeting rooms Seating capacities and licenced numbers Toilets Kitchen Bar Storage Changing facilities Offices Stage Other including AV/Digital provision/Screen/Blackout blinds Heating, air conditioning – energy rating Main hall/s floor coverings Other flooring Usable external space Number of Parking spaces (free or pay) Parking spaces General condition of above facilities
Usage:	Any restrictions on the number of people allowed Type of activities booked, carried out, numbers attending Times facilities are available each day Dates unavailable e.g. not in school holidays Overall % usage of time available per month, annum Patterns of usage, bookings frequency, weekly, monthly, one off etc. Hire Costs for bookable facilities Cleaning & Maintenance
Environment/Efficiency	Draught proofing Double glazing Energy saving bulbs Light sensors/timers Self-closing doors Cisterniser Push taps Other
External Condition	Roof/Gutters Building structure General landscaping Lighting Car park
Accessibility	Wheelchair access (+ Exceptions) Accessible toilets Disabled parking
Running costs	
Future development plans	
Marketing	
Event support/Staff employed	
Investment estimate	Short, Medium, Long Term