

**SOUTH SIDE COMMUNITY FACILITIES – SUMMARY OF LEARNING AND IDEAS (WORKING DRAFT)****15/02/21. Minute ref. 11/SS**

- (a) A suggestion was made for a preliminary paper to be put together giving the options suggested from these meetings. These options could then be looked at in more detail and either discarded or reviewed as necessary. Members agreed a vision document giving the options discussed would be a good idea however it might be better to wait until the Options Analysis had been completed by Cornerstone. This was due to be completed by the end of March 2021. After discussion, it was suggested that a [summary document](#) be prepared by Vivien Cannon with the assistance of Sam Caldbeck from CBC.

**Being clear on the ‘drivers’ for the facility will aid the process of research and decision-making needed.****What will determine our starting point: RESEARCH**

- a) Documented need – what people are asking for. [Level of demand. Quantitative.](#)
- b) Wish list – the desires of who.
- c) Gap analysis – what is lacking in the area/ does this automatically assume the gaps will be used if plugged.
- d) Opportunist approaches – external bodies.
- e) What do we have.
- f) What information is missing.
- g) Feasibility studies – on one or several options.
- h) [Regeneration of an existing facility / upgrading / investing in / expanding.](#)
- i) [Repurpose](#)

**What comes first (listed in no specific order):**

- a) Culture – does culture combine the arts and the history/heritage themes or are they separate? Specific art forms?
- b) Generalist - multi-usage, community/business meeting space, functions – somewhere for large/small scale gatherings.
- c) Competition – what is happening (physical examples/provision), elsewhere.
- d) Business incubator - general or specialist, e.g., creative industries.

- e) What available research is there – have ideas been tested.

**Do we work from a starting point of:**

- a) Agreed use/ purpose.
- b) Agreed financial package – where is money coming from / which of the desire list could be separately and commercially funded given the demand.
- c) Agreed building footprint (available land space).

**What is the expectation for addressing the cultural needs of the Town – if the cultural offer is the theme:**

- a) One large cultural venue.
- b) Hub and spoke – linking existing venues under one umbrella of culture and ensuring each specialism, (want or need), is covered by one of the venues within the Town. (Cultural Strategy)

**Who will own / run the facility?**

- a) CBC or LLTC ownership.
- b) Outsourced management or in-house.

Different ownership models may need to be explored. May depend on whether there is a permanent hirer – tenancies, or bookings, etc. For example, a cultural venue may be operated separately to a community hall. (Community hall could be joined with Council office facilities).

**Public Consultation:**

- a) When.
- b) Who leads.
- c) What on – how many stages.

**Considerations:**

Functions	Specifications	Comments
-----------	----------------	----------

Facility basics/ essentials	<ul style="list-style-type: none"> <li>• Access – Disability standards to all areas – ramps, hearing loops, lifts to other floors, changing places facility.</li> <li>• Environmental standards – incorporate renewable energy use, e.g., solar panels, heating systems, etc.</li> <li>• Communications – internet enabled / public access to Wi-Fi</li> <li>• Storage - general.</li> <li>• Security systems – CCTV, alarms.</li> </ul>	<p>Core infrastructure and services needed regardless of agreed final use.</p> <p>To what extent do we want it to be 'green' – a statement building or happy to compromise?</p>
Journey access	<ul style="list-style-type: none"> <li>• Bus routes – evening/ weekend timetables</li> <li>• Parking</li> </ul>	<p>Will public transport need to be invested in to assist access? Will more parking be needed? Establish links with rail provider.</p>
Utilities / services	<ul style="list-style-type: none"> <li>• Electric</li> <li>• Water</li> <li>• Gas?</li> <li>• Waste</li> <li>• Personal hygiene waste</li> <li>• Cleaning</li> <li>• Maintenance</li> <li>• WiFi – broadband</li> <li>• Phone lines</li> <li>• Security systems/ call out services.</li> <li>• IT / Photocopy – kit and maintenance.</li> </ul>	<p>All contracts or in house, e.g., cleaner/ maintenance? Green energy suppliers/ systems?</p>
Specialist needs:	<ul style="list-style-type: none"> <li>• Sprung floor – dance hall / practice studio.</li> <li>• Natural light sources - fine arts.</li> </ul>	<p>These will be determined once the key usage themes are agreed.</p>

	<ul style="list-style-type: none"> <li>• Specialist arts equipment – e.g., pottery.</li> <li>• Sound proofing – rehearsal / music activities.</li> <li>• Catering facilities.</li> <li>• Bar facility.</li> <li>• Storage.</li> <li>• Stage / no stage – changing/ ‘green’ rooms.</li> <li>• Motorised tiered seating.</li> <li>• Gallery / Exhibition space.</li> <li>• Business hub – business tools access to broadband, IT kit, photocopying, etc.</li> <li>• Meeting room facilities- presentation equipment, wite boards, etc.</li> </ul>	<p>Understanding what each specialism entails will determine the space required. In turn, this starts to focus us on the footprint of the building and what the overall financial package is or needs to be.</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>- access to natural light will strongly impact on use as fine arts a studio space.</li> <li>- Storage – always an underestimated need.</li> <li>- Stage – and all the stage kit of lighting, sound, that entails.</li> <li>- Sprung floor will determine whether it is used for rehearsal space / dance classes.</li> <li>- catering - serviceable area for users or café?</li> </ul>
<p>Capacity verses versatility of space</p>		<p>No straightforward like-for-like yet to provide a comparison -</p> <p>e.g. theatre style / banquet / standing:</p> <ul style="list-style-type: none"> <li>- Neeld: 217 / 170 / 350</li> <li>- Rufus: 200 / 120 / 250</li> <li>- LB Library: 160 / - / -</li> <li>- Astral Park: - / 140 / -</li> </ul>
<p>Staffing considerations -</p>	<ul style="list-style-type: none"> <li>• Centre Manager</li> <li>• General Admin</li> <li>• In-house technician/s</li> <li>• Marketing/Promotions</li> <li>• Security</li> <li>• Ushers</li> <li>• Volunteer coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- A split between a core of professionals and volunteers.</li> <li>- Option to buy-in services, e.g., box office/ticketing, marketing, TBC</li> <li>- Depends on the ;'specialism' needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• ?</li> </ul>	
<b>IDEAS / OPTIONS – more detailed thoughts</b>		
Meeting / breakout rooms	<ul style="list-style-type: none"> <li>• Variety of sizes or all one size?</li> </ul>	Wide variety of clubs, societies etc have indicated such facilities would be useful and there is a demand. Would allow workshops, some other activities (parties?) etc. A central location for mother/toddler groups could also be considered
Conference facility		There is an absence of a significant central facility – would a hotel on the site provide instead? Social functions, dinners, receptions, product launches and events like weddings could also be catered for though this may be possible with something less formal than a conference facility (eg larger meeting room above).
Exhibition Space		Could be used also for other activities but organisations like the LB Historical Society or Arts Society would welcome central facility
Museum or Heritage Centre or Arts		There is a notable lack of such a facility in the town and many artefacts etc in garages, lofts etc as well as an active Historical Society. A visitor centre would be an attraction.
Café/bar		Ancillary and complementary to other uses as well as providing income
Arts and Performance Space		There is evidence of a void in a suitable reasonably sized facility in the town for the performing arts with numerous individuals/organisations in the town who have expressed their interest in using one if it were available. Retractable seating would enable a multi-use space ( e.g., Chippenham). Would

		need to be complementary to what the Library Theatre is able to offer. Rehearsal space and a dance area are also relevant in this context, though there could be an overlap with meeting rooms above.
Small business facilities		The Rufus Centre at Flitwick profitably houses a number of small businesses, and business start up/hot desk facilities could also be considered. At present Leighton-Linslade start up businesses have to look to Dunstable etc for an office facility.
<b>OPPORTUNITIES FOR CONSIDERATION</b>		
Town Council Offices	Previous development brief.	The possible relocation of the Town Council from the White House has also been suggested. This is a very significant item were it to be considered but could be linked e.g. with any Central Bedfordshire Council presence in the town. Consideration could also be given to relocation of the TACTIC children’s centre. <i>Potential for community rooms to be part of the same facility – maximising use of rooms if not in use by council, e.g., committee meetings.</i>
Soft Play Facility	LLTC corporate objective. Added to Partnership List (LLTC/CBC)	This has been mentioned as a candidate for a central location (though it could be argued given size of premises required, parking etc that a less central position is preferable).
Police Hub		If even more of a long shot, there is considerable lobbying at present to get a publicly accessible police hub in the centre of town as part of an enhanced police presence rather than the current small facility (not

		accessible by the public) shared with the fire service.
TACTIC Youth Facility	LLTC corporate plan to seek alternative venue for TACTIC youth services.	House the TACTIC in a new venue releases the building in Hockliffe St – sell to contribute to a new venue or it can house a museum/heritage venue. This incorporates increasing access to positive activities for young people depending what facilities are included / audience development for future participation in the arts.
Cinema		Library theatre
Art lessons		Specific art forms such as pottery may require dedicated space to the equipment used/needed e.g., pottery wheels.
Early Years groups		Permanent or at certain times.
Existing facilities	Invest in existing facilities to repurpose and/or broaden their use and remit.	e.g., Tiddenfoot, What gaps do other facilities have that they want to fill?
Performing arts	Performance space vs rehearsal space	
Business	incubator start up space hot-desk (working from home)	Potential focus on Creative arts

**Other/Comments (22/03/21):**

Little Luvvies – children’s dance, singing, drama – seeking larger space to buy/rent land.

Artist’s workshops – art lessons/pottery lessons.

Community meeting space / Performing arts / Some things exist / Something don’t exist / Starter businesses /

Space / locations /

