

# **CHARNWOOD HOUSE**

Paynes Park, Hitchin, Herts

## **QUESTIONNAIRE**



*Charnwood House: Front (south-west) elevation. Photographed 11<sup>th</sup> June 2021*

## **! HELP SHAPE CHARNWOOD'S FUTURE !**

Final date for feedback:  
**Monday 1<sup>st</sup> November 2021**

## Purpose of Questionnaire

To discover more about the organisations & individuals who respond to this community engagement exercise, and the ideas or proposals of those organisations & individuals for transforming Charnwood House into a community hub. The details will help inform North Hertfordshire District Council's (NHDC's) strategy for Charnwood House to become a community hub.

## Questions & Enquiries

NHDC would really appreciate your responses to the following questions & enquiries. The Questionnaire contains two parts. Part 1 focuses on organisations. Part 2 focuses on both organisations **and** individuals.

## Tell us about you

Before we start, NHDC would be grateful if you can complete the boxes below as applicable:

<u>If responding as an individual</u>	<u>If responding on behalf of an organisation or group</u>
<i>Please provide.....</i>	<i>Please provide.....</i>
Your name:	Organisation's name:
Address:	Address:
E-mail address:	Contact name:
Telephone number:	Contact Address <i>if different to above</i> :
	Contact E-mail address:
	Contact Telephone number:

So that NHDC can evaluate how inclusive this community engagement is, NHDC would be grateful if you can answer the following enquiries as applicable:

<b><u>If responding as an individual</u></b>	<b><u>If responding on behalf of an organisation or group</u></b>
What is your age?	What is the average (mean) age of your membership?
How would you describe your ethnic group or background?	What is the total number of members in the organisation or group?
Which of the following best describes you and your present circumstances ( <i>tick all that apply</i> ): <ul style="list-style-type: none"> <li>(1) Registered disabled?</li> <li>(2) Black, Asian, and minority ethnicity (BAME)?</li> <li>(3) Retired?</li> <li>(4) Unemployed?</li> <li>(5) Student, apprentice, in training?</li> </ul>	Of the total number, how many are: <ul style="list-style-type: none"> <li>(1) Registered disabled?</li> <li>(2) Black, Asian, and minority ethnic (BAME)?</li> <li>(3) Retired?</li> <li>(4) Unemployed?</li> <li>(5) Students, apprentices, in training?</li> </ul>

## **Part 1: Organisations**

1. What status does your organisation hold? *(tick appropriate option)*

- a. Registered charity?
- b. Unregistered charity?
- c. Club?
- d. Voluntary organisation?
- e. Other organisation?

If "Other organisation", please give details:

2. When was the organisation set up?

3. What are the main activities and objectives of your organisation?

4. Describe the demand for the activities that your organisation provides or conducts.

5. What are the benefits of the activities to the community of North Hertfordshire?

6. Is membership of the organisation restricted?

7. How many members of your organisation are North Hertfordshire residents?

8. Describe the make-up of your organisation. For example, in terms of experience and qualifications of members, staff & volunteers.

9. Describe how easy or difficult it is to recruit new members or trustees to your organisation?

10. How are you funded?

11. Is there a management committee or other type of governance structure in place?

12. Does your organisation propose to participate in developing & operating a community hub from Charnwood House? If so, please describe how.
13. Would you be interested in taking on a lease of Charnwood House for use as a community hub?
14. What would your organisation be aiming to achieve with Charnwood House?
15. Would your organisation allow for Charnwood House to be used by non-members?
16. What challenges do you envisage in taking on a lease of Charnwood House?
17. What resources or capacity can you provide in a project to refurbish & develop Charnwood House from its current format to an operational community hub? In particular:
  - a. Technical & practical expertise & experience, such as building, electrician or plumbing skills:
  - b. Professional expertise & experience, such as legal, surveying or Town Planning matters:
  - c. Financial expertise & experience:
  - d. Commercial, business & entrepreneurial expertise & experience:
18. What resources or capacity can you provide to then sustainably operate & manage the community hub once open? In particular:
  - a. Technical & practical expertise & experience, such as building, electrician or plumbing skills:
  - b. Professional expertise & experience, such as legal, surveying or Town Planning matters:
  - c. Financial expertise & experience:
  - d. Commercial, business & entrepreneurial expertise & experience:

19. What about *time capacity*? How would your organisation dedicate sufficient time to refurbish & develop Charnwood House and then run it as a sustainable community hub?
20. How would you fund capital expenditure required to adapt Charnwood House to a community hub?
21. How would you fund revenue expenditure required for Charnwood House, for example for ongoing repairs & maintenance during the lease term?
22. Can you indicate how much upfront financial resource you would be willing & able to contribute?
23. How long would you anticipate raising the necessary funds - both capital and revenue?
24. How would you generate sustainable income or funding for keeping Charnwood House open as a community hub?
25. Do you have an idea for a business that could be run from Charnwood House?
26. How would you ensure you manage your responsibilities as a tenant of Charnwood House? For example:
  - a. Adhering to Planning and Listed Building requirements?
  - b. Keeping the property in good repair and condition?
  - c. Adhering to health and safety laws and regulations?
  - d. Operating & keeping the property open as a community hub?
27. Tell us about your organisation's experience & track record of taking on similar projects, including generating capital or revenue.

28. What would be your anticipated timescale from taking on a lease of Charnwood House, through working on its adaptation to a community hub, to opening Charnwood as an operational community hub?

29. Would you be prepared to collaborate/work with another organisation or individual to form the tenant party of the lease?

30. What would you expect from NHDC as property owner and landlord?

31. NHDC may reserve a right in the lease to impose a rent if a certain income threshold is achieved by the tenant. What are your views on this position?

32. The space below is for you to include anything else you wish to inform NHDC. Feel free to continue on additional sheets if you need more space. Please ensure these additional sheets are submitted to NHDC together with this document.

## **Part 2: Organisations & Individuals**

1. How would you describe Charnwood House at present – good points & bad points?
2. How could Charnwood House be improved?
3. What attributes of Charnwood House would you like to see retained?
4. NHDC wishes for the community hub proposed at Charnwood House to provide uses, functions, facilities or services that benefit the community, ideally with an educational focus. What suggestions do you have for local issues that the community hub should address?
5. What future uses, functions, facilities or services do you need or want from a community hub at Charnwood House?
6. Are there any activities, facilities, businesses or places you think are missing from Hitchin?
7. Which of the following activities & hobbies are you interested in (*tick all that apply*)?
  - a. Science, technology, engineering and/or mathematics.
  - b. Other types of education.
  - c. Training, apprenticeship and/or work experience.
  - d. Volunteering.
  - e. Art, design and/or crafts.
  - f. Making and/or repairing.
  - g. Music.
  - h. Film/cinema.
  - i. Developing computer games and/or digital coding.
  - j. Gardening.
  - k. History.
  - l. Cooking.
  - m. Keep fit exercise, sport and/or outside pursuits like walking or cycling.
  - n. Mental well-being activities, such as meditation.
  - o. Social clubs.
  - p. Other, please describe:



8. Please provide us more detail on your interests (*you can base your answer on your reply to question 7*):
  
9. About the building you currently use for your activities:
  - a. What features or facilities does the building provide that you like?
  - b. What do you dislike about the building?
  - c. How often do you use the building?
  - d. What do you think Charnwood House offers, or could offer, that your present building doesn't offer?
  
10. What interests you in Charnwood House?
  
11. What are your proposals, ideas or opinions on how Charnwood House should be refurbished and adapted to provide a community hub?
  
12. What knowledge or experience can you share of how to shape a community hub?
  
13. The space below is for you to include anything else you wish to inform NHDC. Feel free to continue on additional sheets if you need more space. Please ensure these additional sheets are submitted to NHDC together with this document.

## **How to submit Questionnaire**

Please submit the Questionnaire and any associated documents to NHDC no later than **Monday 1<sup>st</sup> November 2021**, by:

- E-mailing: [estates@north-herts.gov.uk](mailto:estates@north-herts.gov.uk);
- or*
- Posting to: Estates, North Hertfordshire District Council, Council Offices,  
Gernon Road, Letchworth Garden City SG6 3JF

## **Data protection**

All personal data that you provide NHDC as part of this community engagement shall be treated confidentially and processed by NHDC in accordance with NHDC's duties as data processor under the Data Protection Act 2018. For further information relating to how we use and process data please see our Data Protection Statement - <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/data-protection-statement>.

## **Thank you !**

Your time & effort responding to this Questionnaire is most appreciated by NHDC.