

Barnet's Community Halls and Meeting Spaces Assessment:

A study examining the extent to which additional community halls and meeting spaces are required to meet the needs of the community within the Borough of Barnet.

Survey questionnaire for the managers of community halls and meeting spaces in Barnet

September 2009

1. Introduction and Instructions - for managers of community spaces

Barnet's Planning Policy Team is currently examining the space needs, both current and future, of Barnet's community organisations. We would like to know more about the facilities that you provide. Your feedback will assist us in understanding your needs and how to plan for them in the future.

Please complete the survey by Monday 28 September. When you have completed the questionnaire please return by post to the address below.

There are 23 questions in total, most of which are answered by simply ticking boxes.

Your participation in this survey is greatly appreciated.

Planning Policy Team
London Borough of Barnet
North London Business Park
Oakleigh Road South
London
N11 1NP

We have tried to make this questionnaire as easy as possible to complete. It will take about 15 minutes to complete the survey. Please answer all the questions or as many as possible. Many of the questions have a range of options for you to choose from. Please choose the option closest to your opinion and tick the relevant box or boxes. Other questions will require you to write an answer in a text box.

If you do run out of space then please use additional sheets of paper.

If you have any other questions or need further information then please contact the Planning Policy Team on 020 8359 4990

2. Required Information

Please note that you must complete these questions to continue with the questionnaire. We have asked you to list the venues that you manage. The questionnaire only allows you to enter up to three venues. These are referred to throughout the questionnaire as venues 'a', 'b' and 'c'. Later in the questionnaire you will be asked questions relating to either venues 'a', 'b' or 'c'. Where you are responsible for less than three venues please choose 'Not applicable' where this option is available.

If your organisation is responsible for the management of more than 3 venues, then please contact the Planning Policy Team at forward.planning@barnet.gov.uk or by calling 020 8359 4990.

1. Your Information (Please write your answer in the boxes below - the first three boxes are required information)

| | |
|----------------|----------------------|
| Organisation | <input type="text"/> |
| Contact Person | <input type="text"/> |
| Address | <input type="text"/> |
| Telephone | <input type="text"/> |
| E-mail | <input type="text"/> |

2. How many spaces or venues do you manage? (Please select one answer only)

- 1
- 2
- 3
- 4
- 5
- 6+

If you have answered 6+ please tell us how many spaces you manage below

3. Please tell us about your existing premises by listing the meeting spaces you currently provide within the Borough of Barnet. Please provide a name and address for each venue. (Please write your answer in the boxes below. For example, if you manage only one venue please fill in the box for Venue a)

| | |
|---------|----------------------|
| Venue a | <input type="text"/> |
| Venue b | <input type="text"/> |
| Venue c | <input type="text"/> |

3. Your community spaces

Please enter as much information as you can in answering the following questions. You may only be responsible for the management of one venue, in which case we ask you to please select 'not applicable' for venues 'b' and 'c' where this is available.

1. Please tell us whether you own or lease the spaces that you manage?
(Please provide only one answer per row)

| | Own | Lease | Not applicable |
|---------|--------------------------|--------------------------|--------------------------|
| Venue a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you occupy the property in any other way please let us know below identifying the venue in your answer.

2. How are the spaces that you manage hired out? (Please tick all boxes that apply)

| | Hourly | Daily | Monthly | Annually | Not applicable |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Venue a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify naming the relevant venue)

3. What is the average size of space that you provide? (Please tick only one box per row)

| | Room for 5-10 persons | 10-35 Persons | 40-70 Persons | 70-150 Persons | Not applicable |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Venue a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify identifying the venue in your answer)

4. Demand for your facilities.

Please select the most appropriate answers to the two questions below.

1. At what time/s is/are the space/s you provide mostly used? (Please select answers from the following options - Morning (M), afternoon (A), evening (E) or all day (D). You can also use a combination of these options such as morning and afternoon (M & A)). Please enter non applicable (N/a) where this applies.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Venue a | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Venue b | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Venue c | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. On average, how long are spaces that you manage hired out? (Please tick all that apply)

| | 1/2-1hr | 1-2hrs | 2-3hrs | 3-4hrs | 4-5hrs | 5-6hrs | 6hrs + | All day | Not applicable |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Venue a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

5. Your community spaces: the present situation and the future

The following questions refer to the service you currently provide and what the future holds.

1. Tell us about activities that your spaces currently support? Please specify the venue, activity and number of people involved in the activity e.g. Venue a, lunch club for 30 people (Please write your answers in the boxes below, identifying the venue, activity and the number of people involved.)

| | |
|----|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |
| 3 | <input type="text"/> |
| 4 | <input type="text"/> |
| 5 | <input type="text"/> |
| 6 | <input type="text"/> |
| 7 | <input type="text"/> |
| 8 | <input type="text"/> |
| 9 | <input type="text"/> |
| 10 | <input type="text"/> |
| 11 | <input type="text"/> |
| 12 | <input type="text"/> |
| 13 | <input type="text"/> |
| 14 | <input type="text"/> |
| 15 | <input type="text"/> |

2. We are looking at opportunities to make more efficient use of space. Would you be willing to share your spaces with other groups? (Please provide only one answer per row)

| | Yes | No | Not applicable |
|---------|--------------------------|--------------------------|--------------------------|
| Venue a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Venue c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

3. Are there any groups you would not be able to share with? (tick one box only. If you select 'No' then please proceed to section 8 of the questionnaire.)

Yes

No

6. Efficient Use of Space

1. Please explain why you would not be able to share with other groups.
(Please write your answer in the box below)

7. Information about your venues

1. Does the cost of hiring out your facility include the use of: (Please select all that apply)

| | Kitchen | IT Resources/equipment | Security | Sports equipment | None of the listed | Not applicable |
|---------|---------|---------------------------|----------|---------------------|-----------------------|----------------|
| Venue a | € | € | € | € | € | € |
| Venue b | € | € | € | € | € | € |
| Venue c | € | € | € | € | € | € |

If you selected 'None of the listed' please specify and indicate which venue this applies to.

2. What is the cost of hiring the facility that you provide? (Please write your answers in the boxes below)

Venue a

Venue b

Venue c

3. What facilities do you currently provide? (Please select the most applicable answers in each column)

| | Venue a | Venue b | Venue c |
|------------------|--------------------------|--------------------------|--------------------------|
| Office Space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Storage Space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Audiovisual/IT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Internet Access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Café | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Changing Rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing Loops | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Parking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Function Room | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counselling Rm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Catering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Diets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Office Services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

4. What facilities will you require or need in the future? (Please select the most applicable answers in each column)

| | Venue a | Venue b | Venue c |
|------------------|--------------------------|--------------------------|--------------------------|
| Office Space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Storage Space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Audiovisual/IT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Internet Access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Café | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Changing Rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing Loops | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disabled Parking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Function Room | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counselling Rm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Catering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Diets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Office Services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

5. In the last three years has demand for hiring your meeting spaces ...
(Please select only one answer per row)

| | Increased | Decreased | Stayed the same | Not applicable |
|---------|-----------------------|-----------------------|-----------------------|-----------------------|
| Venue a | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Venue b | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Venue c | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Other (please specify)

6. When is demand for your facility greatest? (Please select answers from the following options - M (morning), A(afternoon), E(evening),V (varies) (place this in the column headed 'Other'), S (same all week) (place in the column headed 'Other'). For example if demand is greatest at 'venue a' on Saturday afternoons and evenings please write A&E in the box in the row for 'Venue a' under the column for Saturday.

| | Weekday | Saturday | Sunday | Other |
|---------|----------------------|----------------------|----------------------|----------------------|
| Venue a | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Venue b | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Venue c | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Other (please specify)

7. When is demand for your facility greatest throughout the year? (Please select most applicable options or fill out comment box to clarify or identify a particular festival period such as Easter for example)

| | Term-time | School holidays | Summer | Spring | Autumn | Winter | Not Applicable |
|---------|-----------|-----------------|--------|--------|--------|--------|----------------|
| Venue a | € | € | € | € | € | € | € |
| Venue b | € | € | € | € | € | € | € |
| Venue c | € | € | € | € | € | € | € |

Other, for example, Christmas or Easter time.

8. Tell us about any future plans you have for the community space that you provide? (Please write your answer in the box below)

9. Additional Comments. Please tell us about additional information that you feel is important, which has not been captured by the questionnaire.
(Please write your answer in the box below)

A large, empty text input box with a vertical scrollbar on the right side. The box is light gray and occupies the upper portion of the page below the question text.

8. Workshop invitation

We are planning to follow up this questionnaire survey with some workshops, details of which will soon be posted on our website at www.barnet.gov.uk/planning-consultations.htm

1. Would you be interested in attending a workshop regarding this study? If you select 'No' then please proceed to section 11.

Yes

No

9. E mail address for workshop

1. Please provide us with the email address or postal address you would prefer to be contacted on for this workshop:

10. Thank you

You have now completed this survey.

Barnet's Planning Policy Team wish to thank you for taking the time to complete this survey.

If you would like more information then please contact Barnet's Planning Policy Team on 020 8359 4990 or email forward.planning@barnet.gov.uk.