



Needs Analysis: Martlets Hall

June 2015



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1. EXECUTIVE SUMMARY

- 1.1. Max Associates has been commissioned by Mid Sussex District Council (MSDC) to carry out a needs analysis of the Martlets Hall located in the town centre at Burgess Hill. The report follows proposals outlined by New River Retail in July 2014 to bring modern shops, restaurants, an eight screen cinema, a 63-bedroom hotel, a car park, 150 new homes, and a 13,000 square feet library and community centre to the town.
- 1.2. At the time of writing, New River Retail had carried out an initial public consultation on its proposals and was expected to work up a formal planning application to be submitted to MSDC in 2015. The latest draft plans have indicated the creation of additional retail space on the site of the existing Martlets Hall, and the re-provision of a Library and further accommodation to provide a range of community hub services, such as Police and Town Council services.
- 1.3. MSDC has provided two Civic Halls serving the towns of Haywards Heath and Burgess Hill for over 40 years. These facilities offer both meeting and event spaces as well as community programmes and events of both professional and amateur entertainment. As a result MSDC need to understand what the impact might be if the proposals go forward as designed.
- 1.4. The district has a range of alternative hall hire providers with twenty five serving the town of Burgess Hill. Thirteen of these are publicly accessible. Facilities range in size from small meeting spaces for up to 20 persons, provided by a number of church halls and smaller community venues to full size auditorium and halls such as those operated by the King's Church and Triangle Leisure Centre able to accommodate 500+ persons for events, shows and stage productions.
- 1.5. Burgess Hill has a number of local schools, Burgess Hill School for Girls, St Paul's Catholic College and Oakmeeds Community College that offer a range of rooms and large performance space available for hire to community groups albeit potentially limited to use outside of school hours.
- 1.6. In addition, Burgess Hill Town Council (BHTC) owns the Cyprus Hall and has recently purchased the Royal British Legion (RBL) building. Both venues are located adjacent to each other in Cyprus Road and a two minute drive time from the Martlets. Both venues offer flexible spaces able to accommodate 80-170 persons although the layout of each building is likely to be more suitable as meeting or social event spaces rather than as venues for stage performances.
- 1.7. We understand that the RBL is currently non-operational and requires a degree of modernisation before being made available to the public. BHTC is planning to consult with local groups on how it can best utilise the RBL for the benefit of the community. We have included the facility in our calculations in terms of supply, although we are mindful that there may be some delay before the facility re-opens.

Key Findings

- Based on Arts Council of England recommended guidelines for arts and cultural space (45 square metres/1000 population), Burgess Hill requires 1440 sqm of provision to serve the needs of the current population. Our estimates show that, without Martlets Hall, there remains 2440 sqm of provision with a further 920sqm potentially available from the three school sites.
- Even with the expected increase in population to 45,000 by 2031, Burgess Hill would still have sufficient supply to meet the expected demand.
- Utilisation rates at the Main Hall are low with only 43% of the available times being used by customers. Utilisation rates in the other rooms vary between 8%-28%.
- Martlets Hall is hired mainly for general purpose meeting space attracting audiences of up to 150 persons.
- Other than MSDC's in house programme of events, the demand for stage performances attracting over 300 persons is limited to a small number of one off or annual events.

Implications

There are indications that there are sufficient alternative facilities within a short distance from the town and it is feasible to transfer the majority of current bookings to these other venues.

Relocating those groups that use Martlets Hall for coffee mornings, market research and other networking activities, which rely on high footfall, may be better served by identifying alternative central space either within the New River Retail development or as a regular feature in the Town Council's programme for the facilities within its cultural quarter.

The developer's proposals create the need for effective dialogue with providers of alternative larger spaces, at the three school sites, the Triangle leisure centre and at The King's Centre. As a consequence MSDC may need to consider what measures it can introduce to support and encourage these providers to meet any practical needs identified by those hirers transferring from the Martlets.

MSDC's programme of staged events and concerts, held at the Martlets, would need to be reworked with the programmes either run in collaboration with other providers or incorporated into the schedule at Clair Hall in Haywards Heath.

A recognition that the provision of ancillary facilities including bar and kitchen services and audio and stage personnel and facilities present at other venues may differ in terms of quality or consistency to those available at Martlets Hall.

2. BACKGROUND

- 2.1. Martlets Hall is situated in the heart of Burgess Hill Town Centre and lies adjacent to the main shopping centre and associated retail car parks and within a short distance of the railway station (London Victoria to south coast line). Originally constructed in 1972, the hall underwent a £1.6m facelift in 1997 extending the useable space and adding a licensed bar area and first floor meeting room, new dressing rooms and a basement meeting room.
- 2.2. The key requirements of this report are:
- To undertake an assessment of current usage
 - To understand the feasibility of rescheduling/ accommodating existing/future bookings at alternative local facilities
 - To understand the financial and non-financial viability of not providing the Martlets Hall in the future
 - To understand the impact on other Council facilities, including Clair Hall in Haywards Heath.
- 2.3. The Martlets Hall is a multi-purpose space arranged over two levels. It can be configured for a range of uses and functions as a venue for arts, culture and social pursuits. Total useable space is around 720.9 sq metres. The building is in a general good state of repair and it is considered to have a lifespan of at least a further 15-20 years. Details of the accommodation and capacity of each of the hireable areas are provided below.

Accommodation	Dimensions	Capacities
Main Hall	16.15m x 15.24m (246 sqm)	360 concert/conference 380 dancing/standing 200 banquets
Balcony(For Main Hall)		22 Concert
Stage	Proscenium 12.5m x 6.4m (80 sqm)	
Bar Lounge	8.8m x 7m (61.6 sqm)	40 Conference (dancing/standing incl. in main hall)
Sheldrake Suite	15.8m x 7.3m (115.3 sqm)	120 seated, 120 dancing 90 banquet
Phoenix Room	80 sqm	40 seated
Griffin Room	90 sqm	20 seated

- 2.4. The management and operation of the halls service has been outsourced by MSDC for a number of years. Currently, Places for People Leisure (PfPL) manage the facility as part of a wider leisure management contract that also includes the Council's three leisure centres. The current contract term is for 15 years terminating in 2029 with an option to extend for a further five years and includes a break clause with a 24 month notice period.

- 2.5. In 2013-14, the Martlets Hall attracted fewer than 600 bookings per annum with local community groups mainly using the space for meetings, coffee mornings and social activities. In addition a community events programme of thirty two concerts and a small number of arts and stage productions were also provided. This was a slight increase in overall bookings for 2012-13 (580). The Burgess Hill Theatre also performs their annual pantomime in January of each year attracting around 3000 visitors. Average occupancy rates were low with 43% recorded for the main hall and the remaining rooms varying between 28% (Sheldrake room); 25% (Griffin); and 8% (Phoenix room).
- 2.6. PfPL have estimated that the Martlets will continue to have average operating costs of £110,500 each year over the next fifteen years. Client costs have been estimated at £68,000 per annum, giving a total operating subsidy per annum of circa £178,500. In addition MSDC have indicated that it bears £8k per annum costs for its proportion of the NNDR charge for the facility. Full lifecycle maintenance costs add a further £680k of costs onto the overall budget for the Martlets over the same contract period. Figures for the costs of central recharges are not included in these estimates.

Martlets Hall	Average Operating Costs	£000	
Income	Hall Hire	206	
	Catering	185	
	Less Catering Cost of Sales	-81	
	Sub Total		310
Operating Expenditure	Staffing	209	
	Premises	69	
	Supplies & Services	101	
	Financing	6.5	
	Central Costs & Profits	35	
	Sub Total		420.5
	Total Operating Costs		-110.5
Client Costs	Service Recharge	4	
	Insurances	8	
	Depreciation	56	
	Sub Total		-68
	Total Subsidy		-178.5
	NNDR per annum	8	-186.5
	Life cycle maintenance	680	

- 2.7. MSDC also provides Clair Hall situated in Haywards Heath. Similar in size and layout to the Martlets, Clair Hall comprises a slightly larger main hall (seating for 362) and covers

Mid Sussex District Council: Martlets Hall

754.80 sq metres, It is considered that the lifespan of the Clair Hall is less than that expected of the Martlets and that the hall will require some significant levels of investment to maintain its appeal and overall condition in the next 10 years.

3. DEMOGRAPHICS AND POPULATION PROJECTIONS

- 3.1. The population of Mid Sussex is 139,860 (Census 2011) with around 62% of these living in the towns of Burgess Hill, East Grinstead and Haywards Heath, and the remainder living in the surrounding villages.
- 3.2. Currently Burgess Hill has around 32,000 inhabitants and population estimates predict this to grow significantly to 40,000-45,000 by 2031. As part of its District Plan MSDC has identified a number of strategic sites in Burgess Hill including Kingsway (480 to 500 houses) and the Northern Arc of around 3500 houses. A further 500 houses are anticipated within the built-up boundary.
- 3.3. Haywards Heath to the north of Burgess Hill has a current population of around 23,500 people. It was anticipated that there would be around 200 extra dwellings on brown field sites in the Haywards Heath town area over the next 20 years.

Population Estimates Mid Sussex District Council 2011-2031

Arts/Culture Needs Analysis	Pop 2011	Pop Estimates 2031
Burgess Hill	32000	45000
Haywards Heath	23500	28500
East Grinstead	26000	29000
Total Towns	81500	102500
Total Villages	58360	58360
Mid Sussex	139860	160860

(Source: Mid Sussex District Plan 2011-2031)

3.4. Demographics and local context

- 3.4.1. Mid Sussex is a rural District in the South East of England. It is a desirable place to live, benefiting from a high standard of living and a sought after location. The District is consistently ranked highly on quality of life measures. The Halifax Quality of Life Survey of 2014, which ranks how good an area is in which to live based on measures such as housing, environment, health and education, placed Mid Sussex 17th out of 408 local authority areas in the country. Mid Sussex scored more highly than any other area in Sussex. According to the Index of Multiple Deprivation, Mid Sussex is also one of the least deprived areas in the country (ranked 315 out of 326 in 2010); crime levels are low; health levels are generally good; and there is a strong sense of community¹

¹ Mid Sussex District Plan 2014 – 2031 Consultation Draft (November 2014)
http://www.midsussex.gov.uk/media/CURRENT_Combined_all_chapters_14_11_14.pdf

3.4.2. Economically, the District is generally successful. The number of people economically active (i.e. people who are available to work) accounts for over 50% of the population and is higher than the national average. Over 73,000 people in the District are working with over 13% of these working from home and 17% self-employed. Around 44% of workers commute out of the District. In addition, over 20,000 people living outside the district commute in to Mid Sussex to work.

3.4.3. Mid Sussex has a relatively skilled and educated workforce and has access to a range of higher educational establishments including Central Sussex College and two universities in Brighton (University of Brighton and University of Sussex). Unemployment levels are one of the lowest in the Country.

3.4.4. According to the 2011 Census, 18.1% of the Mid Sussex population are aged 65 and over and the Office of National Statistics has projected that this will increase to 21.2% by 2021.

3.4.5. While overall the District is generally an affluent one, there are small areas where income levels are significantly lower and/or access to local community services is not as good and there are considered to be severe rural isolation issues in a number of areas.

Local support for the Arts

3.4.6. Results of the most recent Active People Survey (year2) for the Arts (2010) showed the population of Mid Sussex scored higher than the regional average for the percentage of adults in the local authority who have either attended an arts event or participated in an arts activity at least three times in the past 12 months.

3.4.7. An earlier report for the Leisure & Cultural Strategy in 2009², showed that in terms of taking part,

- 28% who currently participated would have liked to do more and,
- 19% who did not participate would have liked to.

3.4.8. As part of the report the results of the Household Survey suggested that marginally, there were not enough performing arts activities within the District. Since that time a number of alternative venues like the Hub at Haywards Heath and the Kings Centre in Burgess Hill have opened.

3.4.9. In 2013-14 an online poll <http://www.50pforculture.org/results/mid-sussex> based on local authority returns for spending on arts and culture, showed a spend per head in Mid Sussex of £1.90 which compared favourably to £0.20 spent per head in West Sussex. At £0.04 per week per head of population, however the poll indicated that the district scored in the bottom quartile for spending of all local authorities.

3.4.10. MSDC's Strategic Plan is based on the vision for the District set out in the 'Mid Sussex Sustainable Communities Strategy' (originally published in 2008 and refreshed in 2012). It seeks to achieve:

² Leisure and Cultural Strategy for Mid Sussex 2009-2020 PMP. October 2009

“A thriving and attractive District, a desirable place to live, work and visit. Our aim is to maintain, and where possible, improve the social, economic and environmental well-being of our District and the quality of life for all, now and in the future.”

3.4.11. Underpinned by one of four key priority themes, “Supporting healthy lifestyles”, MSDC long term aims is:

“To create places that encourage a healthy and enjoyable lifestyle by the provision of first class cultural and sporting facilities, informal leisure space and the opportunity to walk, cycle or ride to common destinations.”

3.4.12. MSDC local planning policy “Policy DP21”), recognises the important role that the planning system has in promoting healthy communities. The District Council has adopted a Leisure and Cultural Strategy to increase participation in arts and culture, sport and physical activity of those living and working in the District.

3.4.13. The policy supports the provision of additional facilities as well as, where feasible, protecting existing facilities.

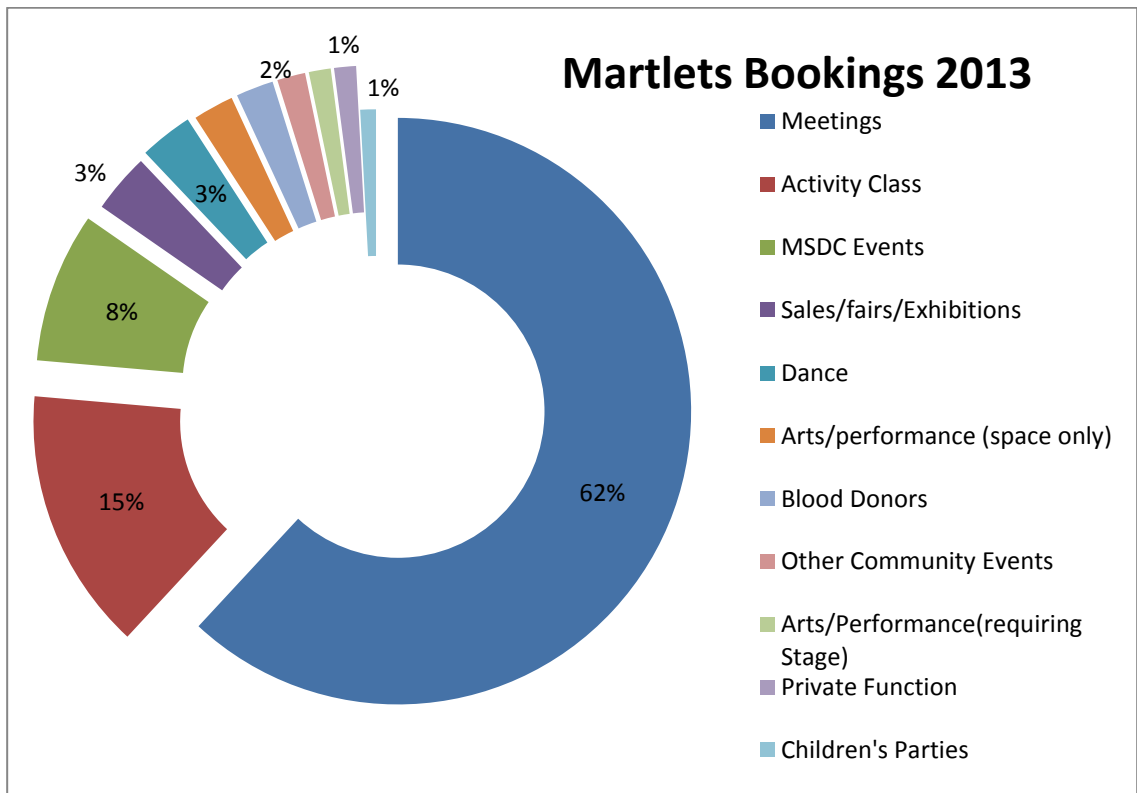
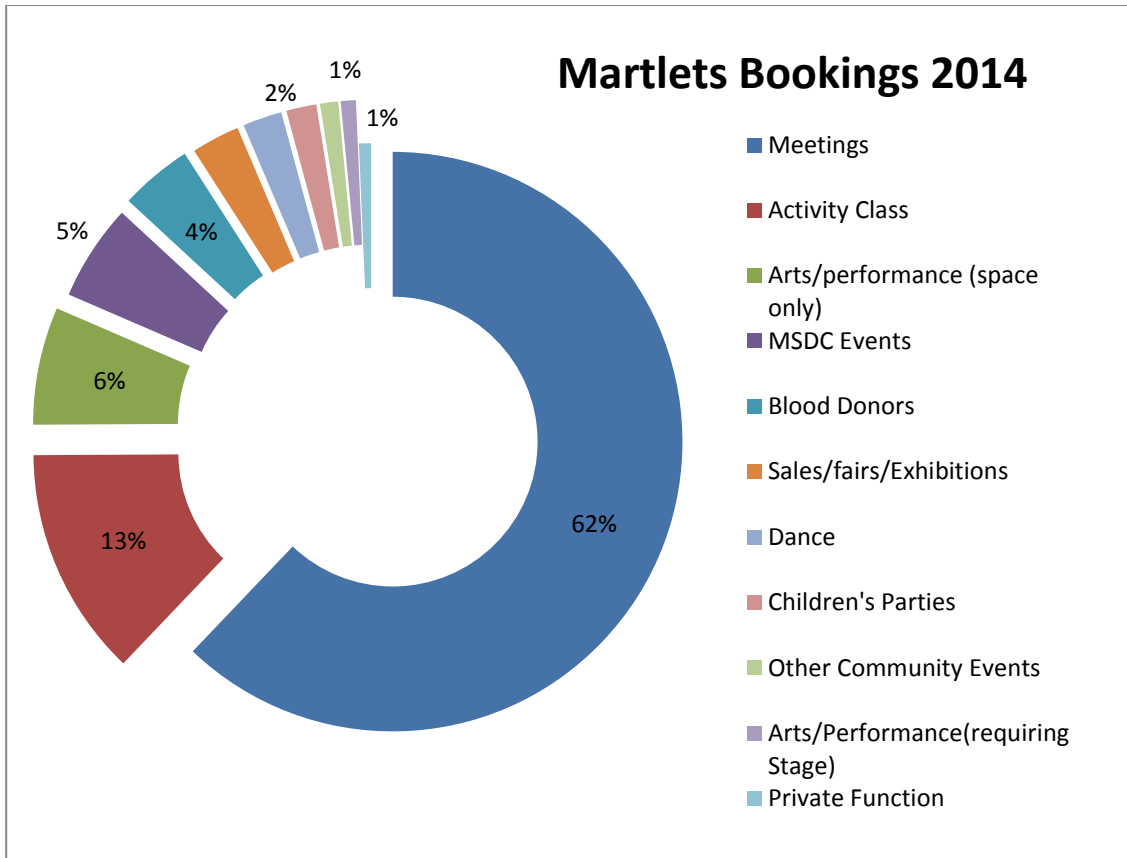
4 MARTLETS HALL: CURRENT PATTERNS OF DEMAND

- 4.1 Our analysis of current business demand at the Martlets Hall has been based on a review of hall diary sheets and booking lists provided for 2013 and 2014. The period covers January through to December in each calendar year. Given that this report provides a broad based analysis of the current position, the details are intended to provide a snapshot of the current state of business at the Martlets.
- 4.2 Martlets Hall had around 594 bookings in 2014 a slight increase on 2013 (580). The greatest portion of business at the Martlets relates to hall hire for meetings. These represent 62% of all bookings taking place in 2014 consistent with findings for 2013. In 2014 Martlets Hall had more MSDC programme events and meetings and fewer activity classes and bookings requiring the main hall than in 2013.
- 4.3 Occupancy rates vary throughout the year averaging 43% in the main hall that includes lows of less than 30% in April, June and July to over 60% utilisation in October, November and March. Use of the Sheldrake and Griffin average less than 30% throughout the year with Griffin performing particularly poorly with 8% of available space utilised in 2013-14. MSDC figures suggest that the main hall was left unused for a total of 45 days in 2013-14 excluding closure for public holidays.
- 4.4 The pattern of use reflects the general multi-purpose nature of the space. Demand from hirers for some form of activity space (class) represents 13% (2014) and 15% (2013) whilst bookings for performance space specifically requiring stage/audio facilities which excludes MSDC's own programme of events and concerts accounted for a total of 5 bookings in 2014 (2 theatre shows, 2 dance competitions and the Burgess Hill annual pantomime) compared with 7 in 2013.
- 4.5 Given the low number of requests for these types of events and the general duration of these bookings for use over Saturday and Sundays, it is considered feasible with advance notice to signpost future users to other local venues. It is only when trying to accommodate the Burgess Hill pantomime which currently books space for three consecutive weeks in January that finding suitable future accommodation may be more problematic. In this instance Clair Hall or use of the Triangle is likely to remain the best alternative option.
- 4.6 Demand from hirers for large main hall space (where the use of full stage facilities is required, in our view, is less likely to be important than the overall size of the room), increased from 12 bookings in 2013 to 39 bookings in 2014. Likewise bookings from sales, fairs and exhibition users also increased from 5 bookings in 2013 to 16 in 2014. In addition, MSDC provided an events programme of 32 events, each of which involved an audience watching a stage performance which was down on the 48 events taking place in 2013.
- 4.7 Judging by the low volume of bookings for social events (20 in total), the Martlets appears less popular for family events, gatherings and parties.
- 4.8 A summary of the bookings and utilisation rates is provided below:

Martlets Hall Type of Booking	2014	2013
Meetings	369	359
Activity Class	76	84
Arts/Performance(requiring Stage)	5	13
MSDC Events	32	48
Arts/performance (space only)	39	12
Dance	13	19
Blood Donors	24	17
Sales/fairs/Exhibitions	16	5
Children's Parties	10	9
Other Community Events	6	7
Private Function	4	7
TOTALS	594	580

Average Utilisation 2013-14	Morning	Afternoon	Evening	Total
Main Hall	26.34%	52.30%	51.24%	43.29%
Sheldrake	28.56%	35.10%	20.22%	27.96%
Phoenix	12.10%	7.34%	3.26%	7.57%
Griffin	30.65%	28.43%	16.77%	25.28%

4.9 A comparison of booking type for 2013 and 2014 is shown below.



- 4.10 Our assessment of the diary sheets for 2013 and the slight increase in overall bookings between 2013 and 2014, confirms that the hall has been and is continuing to operate at medium to low levels of utilisation.
- 4.11 Discussions with Officers at MSDC reveal that whilst the previous operator, Freedom, Leisure, did manage to develop a relatively successful programme of events, there were relatively few increases in the overall number of other bookings during their tenure.
- 4.12 Our analysis showed that there were a series of bi-weekly gym sessions taking place at the hall in 2013 but that these had discontinued in 2014. In our experience the demand or loss of one regular weekly hirer booking one or two rooms each week might have a marked impact on utilisation levels of the rooms although in reality, the increase in revenue associated with these regular but short duration hires is likely to be less significant.
- 4.13 MSDC have requested that this report also provides some indication of any impact that these proposals may have on other council facilities. For this reason, it is appropriate here to include some discussion on the position at Clair Hall in Haywards Heath.
- 4.14 A similar analysis has been undertaken for bookings taking place at Clair Hall in 2013. We calculate that Clair Hall handled a total of 611 bookings in 2013 including 41 MSDC events. Occupancy rates taken from records provided by Officers shows average utilisation rates slightly higher at 58.70% in the main hall but with these decreasing for each of the other rooms in the venue.
- 4.15 A breakdown of the bookings and utilisation for the Clair Hall is provided below.

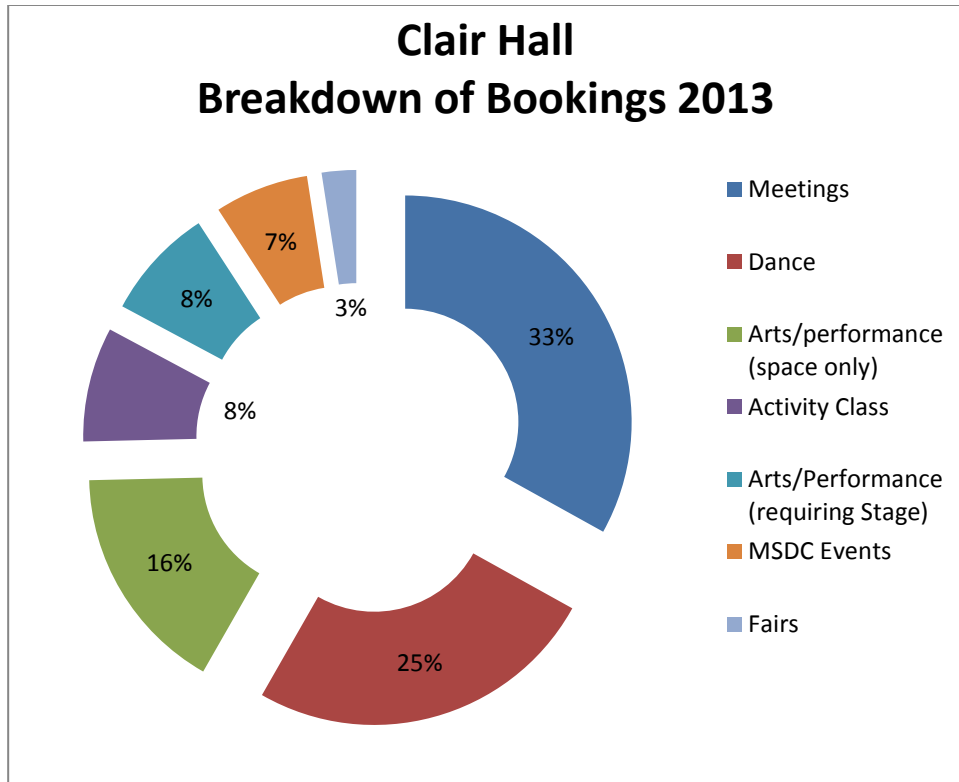
Clair Hall Bookings	2013
Meetings	202
Dance	154
Arts/performance (space only)	100
Activity Class	50
Arts/Performance (requiring Stage)	49
MSDC Events	41
Fairs	15
Total	611

Year on year comparison (10 months Jan-Dec)

Clair Hall 2013-14				
Utilisation Clair Hall	Morning	Afternoon	Evening	Total
Main Hall	55%	51%	38%	48%
Studio	35%	40%	27%	34%
Function Suite	39%	32%	9%	27%
Dressing Rooms	19%	19%	9%	15%

Clair Hall 2012-13				
Utilisation Clair Hall	Morning	Afternoon	Evening	Total
Main Hall	63%	51%	44%	53%
Studio	41%	41%	21%	34%
Function Suite	46%	39%	15%	34%
Dressing Rooms	14%	14%	8%	12%

- 4.16 In 2013 Clair Hall attracted 202 meetings (33% of total bookings). Our analysis of the bookings shows that in contrast to the Martlets, meetings at Clair tend to be larger attracting higher number of visitors where the use of the largest space (300 plus seating) is more often required.
- 4.17 Requests for hire to provide some form of dance activity accounted for 25% of overall bookings with 16% for demand required for some form of performance/rehearsal space. Demand for performance space was 15% in total, 7% from private hire and an additional 8% utilised by the Council's events programme.
- 4.18 Average utilisation data for 2013 and 2014 suggests that overall usage rates for the main hall (360 capacity) have declined from 53% to 48% and that this is more noticeable in the evening rather than morning periods where rates have increased (55% to 63%).
- 4.19 Demand for the use of the function suite which seats around 100 persons has increased moderately from 27% to 34% with general use increases throughout the day. There does not appear to be any marked change in use of the remaining rooms.
- 4.20 Based on the current analysis, time slots and other diary commitments, we suggest that there may be some spare capacity at the venue to develop the programme of events or promote the venue more widely to attract new business.
- 4.21 A breakdown of bookings at Clair Hall is provided below:



Differences between Hirer needs at Martlets Hall and Clair Hall

- 4.22 Demand by users groups varies between the two halls. Analysis of the bookings diary for the Martlets for 2013 reveals a large proportion of hirer requests for one annual event per year often covering a number of rooms or an extended period perhaps including the mid week and the weekend. At Clair Hall hirers tend to book the facility more frequently throughout the year for quarterly, monthly or weekly time slots.
- 4.23 Should the proposed redevelopment plans for Burgess Hill go forward, MSDC would need to be aware of the need for a number of annual hirers to be able to find suitable alternative accommodation to meet their needs either during the week or at weekends. Given the higher frequency of repeat bookings at Clair and the established events programme being run by MSDC, although some spare capacity may be available, it is unlikely that Clair Hall would be able to accommodate all requests from those hirers being displaced from the Martlets. As such identifying alternative large sized and easily accessible venues, in or around Burgess Hill would be necessary.
- 4.24 Included below is a summary of the frequency of booking requests made by customers between the two halls. The data shows that Martlets Hall is booked by groups more for one off/annual events (19) than its sister site Clair Hall (7) which has a higher proportion of weekly hirers (8 compared to 4).

Frequency	Martlets 2014	Clair 2013
Weekly	4	8
Bi-Weekly	2	
Monthly	4	12
Bi-Monthly	2	
Quarterly		4
Annually	19	7

- 4.25 This is important when considering the need for alternative venues as it is more feasible that the alternative provider could accommodate requests for space from hirers with a less frequent need than say from a group who required the same space at the same time each week throughout the year.
- 4.26 Given the high proportion of annual bookings being made at Martlets Hall, it is therefore feasible to suggest that given a sufficient notice period, suitable booking arrangements could be made either with Clair Hall itself or with a number of the other providers.

5 THE LOCAL SUPPLY OF ARTS AND CULTURAL SPACES

- 5.1 Burgess Hill is centrally located with easy access to facilities in Brighton and the neighbouring towns of Crawley, Tunbridge Wells and East Grinstead. Commuting time by train to London is around 45 minutes. In addition car ownership in the District is higher than the national average and there are good transport links available between the nearby towns.
- 5.2 Local opportunities for residents to access arts and cultural provision particularly staged performances, concerts and touring events are likely to remain extensive with a broad range of options available at theatres in Haywards Heath, East Grinstead and Crawley as well as in Brighton which is around 20 minutes travelling time by car from the town. In addition connecting rail links are good between the towns and Brighton and to an extent between the towns and Crawley and Horsham.
- 5.3 In Burgess Hill itself, there are a number of facilities with the potential to accommodate some form of multi-use space for arts and cultural provision. A list of venues available in Burgess Hill is included at Appendix 1.
- 5.4 In preparing the Leisure and Cultural Strategy, a survey of arts organisations suggested the availability, quantity and suitability of arts and cultural spaces was generally good. We are not aware of a recent audit of arts and cultural facilities across the District or in Burgess Hill in particular and as the responsibility for upkeep and provision of these facilities is not with MSDC or BHTC, we have assumed that the underlying condition of facilities has remained relatively stable since that report was produced.
- 5.5 In researching for this report, we are also aware of newer refurbished venues entering the market, such as The King's Centre, The Hub in Haywards Heath, St Edwards Church Hall coupled with the wider promotion of school and college sites for community access. We have previously mentioned BHTC's purchase of the Royal British Legion building and anticipate further developments in the supply of suitable community space for the arts and culture once development plans for this and the adjoining Cyprus Hall are known.
- 5.6 Since the production of the Leisure and Cultural Strategy, new facilities at the Kings Centre in Burgess Hill and The Hub in Haywards Heath, have been introduced and our evidence suggests that their layout and overall appeal as places for community use has proved popular.
- 5.7 Whilst some of the earlier access problems with alternative venues are likely to persist, in terms of Burgess Hill, we estimate a total of 25 venues exist with 24 presently available for hire. (A full list is included in Appendix 1).
- 5.8 These include the three school sites: Oakmeeds Community College, Burgess Hill School for Girls and St Paul's Catholic College; the Triangle Leisure Centre and the King's Centre. Of these we consider 9 are likely to prove problematic and offer limited space for use for arts and cultural activities as required by members of the public. The fifteen remaining venues, in our view offer a wide array of room sizes, and ancillary services providing the potential for use by existing hirers of the Martlets.
- 5.9 In order to calculate overall supply, we have taken the stated capacity of the rooms at Martlets Hall and Clair Hall and extrapolated these dimensions to provide a guide to

calculate the square meters available at other hall hire venues listed on the MSDC website.

5.10 Our estimates of supply are therefore based on the following room capacities/sqm ratios:

Stated Capacity (persons)	Estimated Sq m
200-300	200
120	115
40/50	80
20	50

5.11 Without the Martlets Hall **we calculate a total available supply for arts and cultural space in Burgess Hill of 3360 square metres** which includes 1580sqm attributable to the three school sites (920sqm); and the King's Centre (660sqm). Non sporting use of The Triangle is limited to 26 days per annum and therefore we have not included this in our calculations.

5.12 We are mindful that BHTC also own the Cyprus Hall adjacent to the RBL building which is leased to the Cyprus Road Residents Association who maintain it and manage bookings on behalf of BHTC. Given that the hall contains one badminton court and space for 170 people seated together with three meetings rooms we have assumed that this would yield around 380sqm. An allowance for the RBL building of 195sqm has also been included.

5.13 **For Haywards Heath**, we estimate a total supply of 754.80 square metres available from the Clair Hall and around 480sqm from The Hub Theatre. Details from the website of Oathall Community College suggest at least a further 80sqm may be available from use of the conference room plus both St Wilfred's and the United Reform Church have main halls available that are able to accommodate around 100 persons at each venue. If we assume no additional capacity provided from the Dolphin leisure centre at this stage, **potential total supply equates to 1544sqm.**

5.14 Details of our estimates of potential supply are provided at Appendix 2.

5.15 Our analysis provides a snapshot of the extent of arts and cultural space available at this time. In setting out these details, we acknowledge that there may be some variation to the estimates provided in the report although, in our view, these measures offer a reasonable assessment of the current picture.

6 ANALYSIS OF DEMAND AND SUPPLY

- 6.1 The Arts Council of England³ (ACE) has published benchmark guidelines for local authorities to help with determining local planning requirements for arts and cultural provision. The current standard is 45 square metres per 1000 population. This figure comprises an aggregate metric for galleries (30 sqm); multi-use arts venues (5 sqm) and theatres, and production and rehearsal space (10 sqm).
- 6.2 From these standards the following estimates given the current population and future population estimates have been calculated.

Arts/Culture Needs Analysis	Pop 2011	Arts and Culture Requirements 2011 (sq m)	Pop Estimates 2031	Arts and Culture Requirements 2031 (sq m)	Difference 2011-2031 (sq m)
Burgess Hill	32000	1440	45000	2025	585
Haywards Heath	23500	1058	28500	1282.5	225
East Grinstead	26000	1170	29000	1305	135
Total Towns	81500	3668	102500	4612.5	945
Total Villages	58360	2626	58360	2626.2	0
Mid Sussex	139860	6294	160860	7238.7	945

*assumes no significant changes in requirements

- 6.3 Based on the ACE recommendations, **without the Martlets Hall** Burgess Hill at 3360sqm would have **provision far in excess of current or future requirements**.
- 6.4 Our analysis of the bookings at the Martlets revealed a low level of demand for the main hall where hirers required a full technical stage and audio set up and stronger evidence and higher demand for more generic all-purpose meeting spaces. If the proposals moved forward as designed there would be some practical implications on some existing hirers. These include:
- the absence of a central location for those hirers, who use the facilities for coffee mornings, fund raising events and for market research purposes, and where a town central location is preferred.
 - the likelihood of venue staff being retained is very low and therefore unless this was to be promoted by other venues, the entertainments programme currently promoted at Martlets Hall would be discontinued.
 - Limited purpose built stage and performance facilities capable of accommodating full stage shows and theatrical productions.

3

The Community Infrastructure Levy: advice note for culture, arts and planning professionals. M J Elson April 2012

- A recognition of the need perhaps for further discussion with alternative providers with the aim of establishing what improvements may be possible to the venues in order to accommodate stage performances as well as an assessment of their arrangements for bar, catering and refreshment services.

Travelling Distances

- 6.5 In terms of existing hirers, the supply of hall hire facilities is within easy reach by car with the majority of spaces within 1-2 miles from each other. St Pauls Catholic College and the Triangle Leisure Centre are the furthest from the town centre although people living on this side of the town are closer to Clair Hall. People looking to travel to Clair Hall for entertainment should allow around 10-15 minutes for their car journey. Further details of travelling distances between selected local venues are included at Appendices 3a and b.

Mapping Demand at the Martlets to Supply

- 6.6 We have carried out a mapping exercise to see how compatible other venues are purely in terms of space and size in meeting the needs of users being decanted from the Martlets. Our analysis (provided at Appendix) suggests that in the majority of cases, where requirements are general and attendances are for activities up to 200 persons, a degree of fit looks likely and suitable alternative accommodation appears to be available.
- 6.7 In due course, MSDC may need further contact with a number of the other venues, to discuss whether suitable times and dates are available or whether the venues have suitable capacity to absorb the potential business. Although a number of larger venues appear to provide ancillary services such as access to kitchens, and to tea and coffee making facilities, no practical considerations have been taken into account whilst mapping these requirements.
- 6.8 In carrying out this cross mapping, we were conscious to align the times, duration and frequency of bookings only with those venues considered likely to be able to accommodate these types of requests. For instance requests for large midweek day time bookings were not mapped to the school sites but only to the Kings Centre. In the same way requests for hire on Sundays were mapped to the schools and not to the Kings Centre.
- 6.9 The results of the mapping exercise in principle show that there are a number of alternative venues that do provide a viable option for meetings. The extent of reliance on other providers is significant and likely to increase in the future should the proposals go forward as designed.

Alternative Venues

- 6.10 To better understand the alternative facilities available for performance and theatre space, dialogue has taken place with bookings staff at the three school sites and a visit made to the Kings Centre.

Performance Space

- 6.11 At the schools sites, community use is generally available after 6pm during school terms and at weekends with advance notice. Whilst bookings can be made up to two years in

advance at Oakmeeds and St Pauls, Burgess Hill School for Girls offers potential hirers dates 6 months in advance. In all cases bar and catering facilities are permitted but hirers will need to make their own arrangements for catering and if required, for obtaining the necessary licences for the selling of alcohol. The range of audio visual facilities varies across the school sites and hirers are being encouraged to make arrangements to supply their own technical support as on-site teams tend to possess general rather than specific AV equipment and technical knowledge.

- 6.12 At the Kings Centre, bookings are taken 1-2 years in advance although use is restricted on Sundays owing to church bookings and on Wednesdays and Thursdays during term times when the church holds a number of children's activities. Currently hirers are at liberty to arrange their own catering although from September 2015, the church is looking to be able to provide a more permanent in house service that includes the necessary license to serve alcohol. A PA and technical team is available to help with AV set ups. The main hall is especially suited to large conference events and meetings and to holding concerts and recitals. With just three years of trading history, the venue is currently not marketed to music promoters as a potential venue.
- 6.13 The modern facilities at the King's Centre are already proving popular with a wide range of community groups including the Police, local businesses, dance groups and musical societies. Hours of business tend to be from 8am -10pm Monday through Saturday and it is reported that in a typical week 1500 people would come through the building. Whilst the opportunity for regular hirer is becoming more difficult, the church reports that it is able to cater more easily for less frequently occurring, quarterly, six monthly or annual events.

Theatre Spaces

- 6.14 The information collated so far suggests that the range of venues capable of holding stage performances and theatre style events, such as the annual Burgess Hill pantomime where requests for stage and props preparation, rehearsal space and show time can be longer than one or two days at a time is likely to be more limited. This is either due to a lack of extensive backstage and front of house infrastructure, such as scenery stores, curtaining and wing space or appropriate technical facilities like full theatre and stage lighting.
- 6.15 The timing of these events can also prove trickier for less specialist venue providers particularly where the main auditorium needs to be dismantled and converted for other uses particularly likely during term times at the school sites, or in the case of the Kings Centre, for holding weekly church services on Sundays.
- 6.16 In order to accommodate these types of bookings in future, MSDC may need to investigate how feasible it is to encourage hirers like the Burgess Hill Theatre Cub to adapt their operations to match the available supply. In addition MSDC may wish to help smooth arrangements by considering some form of touring infrastructure which permits quick and temporary erection of sets and plug and play sounding and lighting equipment thereby reducing the overall space requirements and time periods for bookings.
- 6.17 It is understood that the setting aside of long periods of time to house stage sets and theatre performances in the main hall at the Triangle, is likely to have an impact on the current sports programme at the Leisure Centre. Therefore failing any of the options cited

Mid Sussex District Council: Martlets Hall

above being effective, MSDC may need to look at this or consider if possible relocating some of these types of events to Clair Hall.

6.18 Further discussions may be required to understand what impact such arrangement may have on the existing programme and pattern of bookings.

6.19 A summary of the information obtained from dialogue with the schools and the Kings Centre is provided below.

Facility	Seating capacity	Tiered	Availability	Kitchen Hire	Bar	Restrictions	Type of Booking
Oakmeeds Community College*	200	No	Up to 2 years in advance	Yes	TENS # required	After 6pm during school terms and Thursday evenings	Weekend cycling event 3 x per annum; Aerial Drama group; sports clubs
Burgess Hill School for Girls**	300	Yes	6 months in advance	No/ mobile catering only	TENS required	After 6pm during school terms and summer schools	Stage productions; dance displays; Burgess Hill Musical Society
St Pauls Catholic College***	300	No	Up to 2 years in advance	No/ mobile catering only	TENS required	After 6pm during school terms and Sundays before 1pm	Private functions/ parties; singing groups; school productions, concerts (local bands)
Kings Centre****	500	No	1-2 years in advance	Yes	TENS required	Sundays all year and Wed/Thurs term time	Conference bookings, meetings, exhibitions; musical concerts

Hirers require public liability insurance; **hirers to provide their own technicians; * premises officer provides guidance on lighting and audio facilities; **** in house PA support team available on request; # TENS Temporary Event Notice.*

7 CONCLUSIONS

- 7.1 MSDC have been approached by New River Retail with outline plans for the re development of Burgess Hill Town Centre. The proposals potentially could transform the town centre and bring a much needed boost to the town and its local economy.
- 7.2 Our analysis suggests that the Martlets is relatively lightly used although the smaller number of user groups would likely consider any loss of the service to have a high impact on their perception of the town and what it has to offer. In contrast, this low level of utilisation results in an annual operating subsidy being offset by surpluses generated by the current leisure operator PfPL as part of its wider contractual arrangements with MSDC.
- 7.3 An assessment of need based on ACE recognised guidelines for arts and culture of 45sqm/1000 population has been undertaken and shows Burgess Hill has sufficient capacity to deal with current and future population needs. The majority of hirers who use the existing Martlets facility for general purpose bookings would, in our view, appear to be able to find suitable, albeit, not the same accommodation with other local providers.
- 7.4 The proposal will however have consequences for those hirers requiring a central location, larger capacity spaces and facilities for events, shows and stage performances. Whilst larger community access spaces are available, they are likely to come with some constraints and MSDC may need to consider what further support it can provide to both venue operators and hirers looking to relocate from the Martlets.
- 7.5 Decanting the current mix of hirers from the Martlets to nearby venues in principle appears a practical step forward. This conclusion should assist MSDC in its discussions with the New River Retail.

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Appendices

Mid Sussex District Council: Martlets Hall

Appendix 1: List of Halls for Hire

Halls for Hire Burgess Hill (updated from source (<http://www.midsussex.gov.uk/7904.htm>) accessed 13/11/2014

Name	Contact	Organisation	Location	Post Code	Capacity	Notes	Operator	Community Access	Telephone	Contact Person
Royal British Legion building	Dave Carden	Burgess Hill Town Council	Cyprus Road Burgess Hill	RH15 8DX	60/100	Currently non operational	Burgess Hill Town Council	Yes but Non operational	01444 238208	-
Burgess Hill Methodist Church	Cardino Rebbetts	Burgess Hill Methodist Church	London Road Burgess Hill	RH15 8QD	120	Main Hall (120 people); 2 x Small Halls (50 people); Disabled facilities and kitchen available	Church Group	Yes	01444 245372 (235033)	
Community Resource Centre		Community Resource Centre	Church Road Burgess Hill	RH15 9AE	50	Disabled toilet and lift; theatre style seating 50 people	Voluntary Organisation	Yes	01444 258102	
Cyprus Hall Community Association		Cyprus Hall Community Association	Cyprus Road Burgess Hill	RH15 8DX	170	The main hall includes badminton court and can also be used for bowls. With the addition of staging it can be used for concerts, plays and fashion shows seating up to 170 people. Other facilities include 3 meeting rooms - (35, 25 and 16 capacity) and 2 kitchens. The venue is wheelchair accessible with disabled parking and toilet facilities.	Burgess Hill Town Council	Yes	01444 246655 (243267)	cyprushall@homecall.co.uk
Fairfield Community Centre - Burgess Hill Boys Club		Fairfield Community Centre	Royal George Road Burgess Hill	RH15 8QN	170	Main Hall (120) people; 2 x small halls (50 people each); advertises as available for children's parties	Voluntary Organisation	Yes	01444 248343	-

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Name	Contact	Organisation	Location	Post Code	Capacity	Notes	Operator	Community Access	Telephone	Contact Person
Burgess Hill Rugby Club	Peter Long	Burgess Hill Rugby Club	Povey's Close Burgess Hill	RH15 9TA	120	120 maximum - no 18th birthday parties	Sports organisation	Yes	07710 942311	pjkchl@aol.com
Age Concern/The Cherry Tree Centre		St Alban's Hall	Fairfield Road Burgess Hill	RH 15 8QB	60/100	Theatre style 100 people, circular tables 60.	Charitable Organisation	Yes	01444 236497	
St Edwards Church		St Edward's Church	Bramble Gardens Burgess Hill	RH15 8UQ		Refurbished main hall and kitchen available for meetings and social gatherings	Church Group	Yes	01444 241300	contact@stedwardsburgess.co.uk
Burgess Hill Town Council		Sidney West Sports and Community Centre	Burgess Hill	RH15 8HS	70	Main Hall 71; Main Hall with extension 104; extension 33	Burgess Hill Town Council	Yes	01444 247726	bookings@burgesshill.gov.uk
Burgess Hill Town Football Club	Sharon Collins	Burgess Hill Town Football Club	Off Maple Drive Leylands Park Burgess Hill	RH15 8DL	150	Up to 150 people standing; small stage - free function room available for private parties, anniversaries, celebrations and meetings. Licensed Bar (nominal charge for bar staff)	Sports organisation	Yes	07796 316180	www.bhtfc.co.uk
Kings Church	The King's Centre	King's Church	Victoria Road Burgess Hill	RH15 9LR	up to 500	Main auditorium (up to 500); Café area (up to 100 seated); Wivelsfield Room (20 seats); Bolnore Room (60 seats); Cuckfield and Hassocks room (50 each or 100 combined)	Church Group	Yes	01444 244215	info@tkc.org.uk
The Triangle		Places for People	Triangle Way Burgess Hill	RH15 8WA	1300 / 60 / 30	Conference Room -60; Main Hall 1300 seated	Places for People Leisure	Yes	01444 876000	http://www.placesforpeopleleisure.org/centres/the-triangle/

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Name	Contact	Organisation	Location	Post Code	Capacity	Notes	Operator	Community Access	Telephone	Contact Person
Burgess Hill School for Girls	Julia Riches	Croft Hall (18 x 15m) & Oaks Hall (15.5m x 12m)	Keymer Road Burgess Hill	RH15 0EG	300/150/60/25	Croft Performance Area 300 tiered seating; Drama Studio 60; Oaks Hall 150; Board Room 25; classrooms 25+ and Full size gymnasium	School	Revolves around school use	01444 237017	juliariches@burgesshill-school.com
St Pauls Catholic College			Jane Murray Way, Burgess Hill	RH15 8GA		Main sports hall 1000; Main Hall 300 seated, Conference Hall 60	School	Revolves around school use	01444 873898	office@st-pauls.w-suusex.sch.uk
Oakmeeds Community College		Oakmeeds Community College	Station Road Burgess Hill	RH15 9EA	200/60	Large hall and stage (200 conference style, 120 (seated); drama studio (600 kitchen facilities and car parking.	School	Revolves around school use	01444 241691	jmills@oakmeeds.co.uk
Sheddingde an Community Centre		Sheddingde an Community Centre	Maple Drive Burgess Hill	RH15 8HP	60	Small meeting room spaces	Voluntary organisation	Limited	01444 870154	
Burgess Hill Town Council		Jane's Lane (World's End) Pavilion	Burgess Hill		25		Burgess Hill Town Council	Limited	01444 247726	helppoint@burgesshill.gov.uk
1st Burgess Hill Scout Group	Margaret (Group Treasurer)	1st Burgess Hill Scout Group	Station Road Burgess Hill	RH15 9EN	100	Available weekends for parties children under 10's	The Scout Organisation	Limited	01444 245444	
8th Burgess Hill Scouts	Roger and Kathy	8th Burgess Hill Scouts	Royal George Road Burgess Hill		90	up to 90 but depends on layout	The Scout Organisation	Limited	01444 242887	rogerandkathy@hotmail.co.uk

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Name	Contact	Organisation	Location	Post Code	Capacity	Notes	Operator	Community Access	Telephone	Contact Person
Burgess Hill Theatre Club	Sandra Stapleton	Burgess Hill Theatre Club	South Close Burgess Hill	RH15 9PZ	70	70 people seated in rows; 45 with tables; Disabled toilets, small kitchenette; Public car park close by.	Organisation	Limited	01444 242960 (241117)	venuebooking@burgesshilltheatreclub.org.uk
Park Centre		West Sussex County Council	60 Park Road Burgess Hill	RH15 8ET	100		Youth Club and support organisation	Limited	01444 235560	park.centre@westsussex.gov.uk
St Andrews Community Centre		St Andrew's Community Centre	Cants Lane Burgess hill	RH15 0LG			Church Group	Limited	01444 253762/232337	staccs@tiscali.co.uk
St John's Pavilion		St John's Park	Burgess Hill	RH15 9AA	25	Parking, kitchen, chairs and tables	Mid Sussex District Council	Limited	01444 477379	bookings@midsussex.gov.uk
Old Post Office Resource Centre		Signposts Limited	32 Station Road Burgess Hill	RH15 9DS	6-60	Selection of rooms, kitchen facilities, disabled facilities, art facilities and pool table	Voluntary organisation	Limited	01444 616232/07535 403249	info@signpostsmidsussex.org.uk
Mid Sussex South Council for Voluntary Service		Community & Training Room	Burgess Hill		50	Theatre style seating for 50	Voluntary Organisation	Limited	1444 258102	info@msscvs.org.uk

Appendix 2: Estimates of Supply Burgess Hill

No.	Name	Description	Capacity	Est Sqm	Notes
1	Royal British Legion building	Room 1	100	115	Currently non operational; includes kitchen areas but limited parking
		Room2	60	80	
2	Burgess Hill Methodist Church	Main Hall	120	115	Main Hall (120 people); 2 x Small Halls (50 people); Disabled facilities and kitchen available
		Small Hall	50	80	
		Small Hall	50	80	
3	Community Resource Centre	Meeting Room	50	80	Disabled toilet and lift; theater style seating 50 people
4	Cyprus Hall Community Association	Main Hall	170	200	The main hall includes badminton court used for bowls. With the addition of staging it can be used for concerts, plays and fashion shows seating up to 170 people. Other facilities include 3 meeting rooms - (35, 25 and 16 capacity) and 2 kitchens. The venue is wheelchair accessible with disabled parking and toilet facilities.
		Meeting Room 1	35	80	
		Meeting Room 2	25	50	
		Meeting Room 3	16	50	
5	Fairfield Community Centre - Burgess Hill Boys Club	Main Hall	120	115	Main Hall (120) people; 2 x small halls (50 people each); advertises as available for children's parties
		Small Hall	50	80	
		Small Hall	50	80	
6	Burgess Hill Rugby Club	Room 1	120	115	120 maximum - no 18th birthday parties
7	Age Concern/ Cherry Tree	Room 1	100	115	Theatre style 100 people, circular tables 60.
8	St Edwards Church	Main Hall	50	80	Refurbished main hall and kitchen available for meetings and social gatherings
9	Burgess Hill Town Council	Main Hall	70	100	Main Hall 71; Main Hall with extension 104; extension 33
		Extension	33	50	
10	Burgess Hill Town Football Club	Main Hall	150	115	Up to 150 people standing; small stage - free function room available for private parties, anniversaires, celebrations and meetings. Licensed Bar (nominal charge for bar staff)
11	Kings Church	Main Hall	500	300	Main auditorium (up to 500); Café area (up to 100 seated); Wivelsfield Room (20 seats); Bolnore Room (60 seats); Cuckfield and Hassocks room (50 each or 100 combined)
		Café	100	115	
		Bolnore	60	80	
		Cuckfield & Hassocks	100	115	
		Wivelsfield	20	50	
12	The Triangle	Main Hall	1300	0	Conference Room -60; Main Hall 1300 seated (limited availability)
		Conference	60	n/a	
13	Oakmeeds Community College	Main Hall	120	115	Large hall and stage area; drama studio; kitchen facilities and car parking
		Studio	60	80	
14	Burgess Hill School for Girls	Croft	300	200	Croft Performance Area 300 tiered seating; Drama Studio 60; Oaks Hall 150; Board Room 25; classrooms 25+ and Full size gymnasium
		Oaks Hall	150	115	
		Studio	60	80	
		Board Room	25	50	
15	St Pauls Catholic College	Main Hall	300	200	Main sports hall 1000; Main Hall 300 seated, Conference Hall 60
		Conference Hall	60	80	
			Total	3360	
			Schools	920	
			Other	2440	

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No.	Name	Description	Capacity	Est Sqm	Notes
1	The Hub Theatre	Main Hall	260	300	260 seater theatre; 2 rehearsal studios (20 each); drama studio 60; full stage and audio facilities
		Conference Hall	60	80	
		Studio1	20	50	
		Studio 2	20	50	
2	Oathall Community College	Meeting Room	50	80	
3	Dolphin Leisure Centre			n/a	omitted at this stage
4	St Wilfreds	Main Hall	100	115	Main Hall
5	United Reform Church	Main Hall	100	115	Main Hall
6	Clair Hall	Main Hall	360	280	Performance space and mutli purpose rooms; includes bar and kitchen areas; disabled access
		Stage	-	101	
		Function suite	100	115	
		Studio	100	110	
		Bar Area	50	78	
		Foyer	50	70	
		Total		1544	
		Schools		80	
		Other		1464	

Appendix 3a: Travelling Distances from the Martlets Hall

Burgess Hill Travelling Distances (car)	Martlets Hall	Oakmeeds CC	Age Concern The Cherry Tree	Cyprus Hall/ RBL	King's Centre	Burgess Hill School for Girls	BHRFC	BHT FC	St Pauls CC/ Triangle LC	Clair Hall
Martlets Hall	-	0.4 miles/ 1 min	0.5 miles/ 2 mins	0.7 miles/ 2 mins	0.8 miles/ 2 mins	0.8 miles/ 2 mins	1.0 miles/ 4 mins	1.1 miles/ 4 mins	1.8 miles/ 5 mins	4.7 miles/ 11 mins
Oakmeeds CC	0.4 miles/ 1 min	-	0.8 miles/ 2 mins	0.5 miles/ 1 mins	1.4 miles/ 5 mins	0.5 miles/ 1 mins	1.3 miles/ 4 mins	1.4 miles/ 5 mins	2.3 miles/ 6 mins	5.0 miles/ 11 mins
Age Concern The Cherry Tree	0.5 miles/ 2 mins	0.8 miles/ 2 mins	-	1.0 mile/ 3 mins	0.8 miles/ 2 mins	1.2 miles/ 3 mins	0.6 miles/ 2 mins	1.2 miles/ 4 mins	1.6 miles/ 4 mins	4.5 miles/ 10 mins
Cyprus Hall/ RBL	0.7 miles/ 2 mins	0.5 miles/ 1 min	1.0 mile/ 3 mins	-	1.0 miles/ 3 mins	1.0 miles/ 3 mins	1.5 miles/ 5 mins	1.0 miles/ 4 mins	2.4 miles/ 6 mins	5.3 miles/ 12 mins
King's Centre	0.8 miles/ 2 mins	1.4 miles/ 5 mins	0.8 miles/ 2 mins	1.0 miles/ 3 mins	-	1.1 miles/ 3 mins	0.8 miles/ 3 mins	1.6 miles/ 5 mins	2.0miles/ 5 mins	4.8 miles/ 11 mins
Burgess Hill School for Girls	0.8 miles/ 2 mins	0.5 miles/ 1 min	1.2 miles/ 3 mins	1.0 miles/ 3 mins	1.1 miles/ 3 mins	-	1.7 miles/ 5 mins	1.4 miles/ 5 mins	2.5 miles/ 7 mins	5.4 miles/ 12 mins
BHRFC	1.0 miles/ 4 mins	1.3 miles/ 4 mins	0.6 miles/ 2 mins	1.5 miles/ 5 mins	0.8 miles/ 3 mins	1.7 miles/ 5 mins	-	1.9 miles/ 7 mins	1.0 miles/ 4 mins	4.8 miles/ 11 mins
BHT FC	1.1 miles/ 4 mins	1.4 miles/ 5 mins	1.2 miles/ 4 mins	1.0 miles/ 4 mins	1.6 miles/ 5 mins	1.4 miles/ 5 mins	1.9 miles/ 7 mins	-	1.7 miles/ 5 mins	4.6 miles/ 11 mins
St Pauls CC/Triangle LC	1.8 miles/ 5 mins	2.3 miles/ 6 mins	1.6 miles/ 4 mins	2.4 miles/ 6 mins	2.0 miles/ 5 mins	2.5 miles/ 7 mins	1.0 miles/ 4 mins	1.7 miles/ 5 mins	-	4.5 miles/ 9 mins
Clair Hall	4.7 miles/ 11 mins	5.0 miles/ 11 mins	4.5 miles/ 10 mins	5.3 miles/ 12 mins	4.8 miles/ 11 mins	5.4 miles/ 12 mins	4.8 miles/ 11 mins	4.6 miles/ 11 mins	4.5 miles/ 9 mins	-

Appendix 3b (cont'd) Travelling Distances from Clair Hall

Haywards Heath Travelling Distances (car)	Clair Hall	The Hub Theatre	Dolphin LC	Oathall CC
Clair Hall	-	0.7 miles / 2mins	0.8 miles / 3 mins	1.1 miles / 3 mins
The Hub	0.7 miles / 2mins	-	0.3 miles / 1 min	1.4 miles / 4 mins
Dolphin LC	0.8 miles / 3mins	0.3 miles/ 1min	-	1.4 miles/ 5 mins
Oathall CC	1.1 miles/ 3mins	1.4 miles/ 4mins	1.4 miles / 5 mins	-

APPENDIX 4: Degree of Fit: Mapping Exercise - Martlets Hirers and Other Suitable Venues

Mapping Matrix	Royal British Legion building	Cyprus Hall Community Association	Burgess Hill Methodist Church	Community Resource Centre	Fairfield Community Centre - Burgess Hill Boys Club	Burgess Hill Rugby Club	Age Concern/ The Cherry Tree Centre	St Edwards Church	Sidney West Sports & Community Centre	Burgess Hill Town Football Club	Kings Church	The Triangle	Oakmeeds CC	Burgess Hill School for Girls	St Pauls Catholic College
Act Too Productions(show)											x		x		
Act Too Productions (classes)	x	x	x			x	x			x		x		x	x
Alzheimers Society	x	x	x	x	x	x	x		x	x	x				
Ansvar Insurance	x	x	x		x	x				x	x	x			
Bluecrest Health											x	x			
Burgess Hill Democrats	x	x	x	x	x	x	x		x	x	x	x			
Burgess Hill Gardens and Allotments	x	x	x	x	x	x	x		x	x	x	x			
Burgess Hill Labour Party	x	x	x	x	x	x	x		x	x	x	x			
Burgess Hill Marching Youth	x	x	x	x	x	x	x		x	x	x	x			
Burgess Hill Methodist Church	x	x	x	x	x	x	x		x	x	x	x			
Burgess Hill Theatre Club											x	x			
Burgess Hill Town Council	x	x	x		x	x				x	x	x			
Burgess Hill U3A											x	x			
Burgess Hill U3A	x	x	x		x	x				x	x	x			
Burgess Hill Bonfire Society											x	x			
Chartwells - Compass UK											x	x			
Circles Network		x	x	x	x		x		x	x		x			
Circles Network	x	x	x	x	x	x	x		x	x	x				
Conquest / Kindling	x	x	x	x	x	x	x		x	x	x	x			
Cruse Friendship Group	x	x	x		x			x	x		x	x		x	x
Dance Infinity		x	x	x	x		x	x	x		x	x	x		
GRM Church		x			x	x			x					x	
Guide Dogs For The Blind	x	x	x		x			x	x			x		x	x
IOSHH	x	x	x	x	x	x	x	x	x	x	x	x			
KGS	x	x	x	x			x					x			
Lets Dance											x				
Lifeline Screening	x	x	x		x						x	x		x	x

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Mapping Matrix	Royal British Legion building	Cyprus Hall Community Association	Burgess Hill Methodist Church	Community Resource Centre	Fairfield Community Centre - Burgess Hill Boys Club	Burgess Hill Rugby Club	Age Concern/ The Cherry Tree Centre	St Edwards Church	Sidney West Sports & Community Centre	Burgess Hill Town Football Club	Kings Church	The Triangle	Oakmeeds CC	Burgess Hill School for Girls	St Pauls Catholic College
Mencap Training Services	x	x	x	x	x	x	x	x	x	x	x	x			
Methodist Church	x		x										x		
Mid Sussex Mencap											x	x			
NHS Blood Service	x	x										x			
Nearly New Baby Sale	x	x	x		x						x			x	x
NHS - Public Meetings	x	x			x					x	x	x			
NHS - Training	x	x	x		x						x	x			
NHS - CCG Meetings	x	x	x		x					x	x	x			
NSPCC	x	x	x	x		x	x	x	x	x	x	x	x		
Outlook Fostering	x	x	x	x	x	x	x		x	x	x	x			
Product Perceptions	x	x	x		x						x	x			
Rock Choir	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Slimming World	x	x	x		x	x		x	x	x	x			x	x
Slimming World	x	x	x		x	x		x	x	x	x	x		x	x
Snowdrop Music											x	x			
So You Want To Dance											x	x	x	x	x
St Catherines Hospice	x	x	x					x			x	x	x	x	x
St Johns Church	x	x	x					x			x	x	x	x	x
St Peter and St James Hospice												x/?	x	x	x
Strictly Dance Magic											x	x	x	x	x
Sussex Community NHS Trust - Time To Talk	x	x	x	x	x	x	x	x	x	x	x	x			
Sussex Community NHS Trust - Time To Talk	x	x	x	x	x	x	x	x	x	x	x	x			
NHS Trust - Time To Talk	x	x	x	x	x	x	x	x	x	x	x	x			
Sussex Community NHS Trust - Time To Talk	x	x	x	x	x	x	x	x	x	x	x				
Sussex Community NHS Trust - Time To Talk	x	x	x	x	x	x	x	x	x	x	x				
Sussex County Smallbone Rifle Association		x	x		x	x				x	x	x			

Appendix 4: cont'd

Mapping Matrix	Royal British Legion building	Cyprus Hall Community Association	Burgess Hill Methodist Church	Community Resource Centre	Fairfield Community Centre - Burgess Hill Boys Club	Burgess Hill Rugby Club	Age Concern/ The Cherry Tree Centre	St Edwards Church	Sidney West Sports & Community Centre	Burgess Hill Town Football Club	Kings Church	The Triangle	Oakmeeds CC	Burgess Hill School for Girls	St Pauls Catholic College
Sussex Gymnastics Academy		x	x							x	x	x			
Sussex Stoolball Association		x	x	x	x	x	x		x	x	x	x			
Tea Dance											x	x			
Tony Parris - Burgess Hill Lions											x				
UKTI South East	x	x	x	x	x	x	x		x	x	x	x			
Weald Of Sussex Art Club											x				
Weight Watchers	x	x	x	x	x	x				x	x				
Windmill Opportunity Playgroup	x	x	x	x					x		x		x	x	x
WSCC	x	x	x		x						x				
WSCC - Libraries	x	x	x												
Yellowstone Square Dance											x	?			
Burgess Hill TC											?	?	?	?	?
U3A											x	?			
4 Sight Luncheon		x	x								x		x	x	x