



Accommodation property and land needs questionnaire for local businesses and organisations

Frome Town Council
June 2015

TEAM
CONSULTING
RESEARCH
ANALYTICS

INTRODUCTION

Frome Town Council has commissioned TEAM Consulting to undertake a study of accommodation / property assessment within the Frome Council area. As part of this study Team are undertaking a survey of local businesses and community organisations to gauge both current and future property requirements. We are also gathering information in relation to skills and training requirements.

This questionnaire represents an opportunity for you to give your input into the accommodation / property and land needs of local businesses and other organisations.

This questionnaire should take no more than 10 minutes to complete.

We would be most grateful if you would complete the attached document and return it to Frome Town Council officers or one of TEAM's researchers.

If you have any queries please do not hesitate to contact us on the following

Seamus Cleary, TEAM, teamanalytics1@gmail.com.

Mobile: 07712107451

Jane Llewellyn, Frome Town Council, llewellynj@frometowncouncil.gov.uk

Tel Direct: 01373 465757

SECTION A: Location and Contact

1. Contact Details

Name of Organisation _____

Contact Name _____

Address 1 _____

Address 2 _____

Postcode _____

Telephone _____

E-mail _____

Twitter Account _____

Skype _____

2. Location

Is the address contact

Your only site? Yes No

A national, regional or divisional HQ? Yes No

A branch, subsidiary or division with HQ elsewhere in the UK? Yes No

A branch, subsidiary or division with HQ outside of the UK? Yes No

A franchise? Yes No

If your HQ is elsewhere, please specify the location _____

SECTION B:

Current Accomodation and Property Status

3. Sector

Which of the following best describe the sector that your organisation operates in?

- Manufacturing
- Construction, building, architecture
- Motor trades
- Wholesale/Warehouse
- Transport
- Professional services - e.g. consultancy, solicitor,
- Financial services
- Personal services - Hairdressing
- Real estate, renting
- Education - Schools and colleges
- Health
- Retail
- Hotel & Catering
- Public Administration
- Voluntary / Charity / 3rd Sector
- Other (please specify) _____

4. How long has your organisation been at this location?

- Less than 12 Months
- 1 to 2 years
- 2+ to 5 Years
- 5+ to 10 years
- More than 10 years

5. How many times has your organisation moved in the past five years?

- 1 2 3 4 5+

6. If so, please detail below the reasons for moving / relocation

TABLE 1. Reason for Moving

No of moves	Date / Year	Reason
Move 1		
Move 2		
Move 3		
Move 4		
Move 5		

7. Please complete the table below by placing an 'X' in the relevant box that captures your type of premises and size of premises. The example denoted '(x)' shows an organisation that is in an office of 100 sq ft.

TABLE 2. Size of Premises

	0 – 100 sq ft (0 – 9.29 sq m)	101 – 249 sq ft (9.29 – 23.1 sq m)	250 – 499 sq ft (23.22 – 46.35 sq m)	1,001 – 3,000 sq ft (91 – 280 sq m)	3,001 – 5,000 sq ft (281 – 460 sq m)	5,001 – 10,000 sq ft (461 – 930 sq m)	10,001 – 20,000 sq ft (931 – 1860 sq m)
Hot Desk							
Office	(X)						
Office, with research & design							
Office with warehouse							
General Industry							
Warehouse							
Open Storage							
Small business at home							
Workshop							
Studio							
Leisure, sports and entertainment							
Service shop i.e. hairdressers							
Retail/shop							
High Street offices, with shop front serving the public							
Farm	Please complete acreage in this box:						

Please add any additional comments to this response.

8. What is the tenure of the property at the address contacted?

- Freehold
- Leasehold
- Rented

9. Please indicate which figure (per sq ft) reflects the rental you pay for your premises (if possible separate out the various elements). Our example reflects a business that has office space (£30 per sq ft) and warehouse at less than £1 per sq ft).

TABLE 3. Cost of Premises

	<£1	£1.50	£2	£2.50	£3	£3.50	£4	£5	£6	£8	£10	£12	£15	£17.50	£20	£25	£30	£35
Hot Desk																	(X)	
Office																		
Office, with research & design																		
Office with warehouse																		
General Industry																		
Warehouse	(X)																	
Open Storage																		
Small business at home																		
Workshop																		
Studio																		
Leisure, sports and entertainment																		
Service shop i.e. hairdressers																		
Retail/shop																		
High Street of-fices, with shop front serving the public																		
Farm	Please complete acreage in this box:																	

SECTION C:

Estimate of accommodation required for the next 1 - 3 years

This section seeks to gather information regarding anticipated accommodation needs over the next number of years.

10. **What best describes your anticipated accommodation / property requirement for workspace within next 1 - 3 years?**

- No change anticipated
- Existing premises will need to be extended/reconfigured for expansion
- Existing premises will need to be reduced/reconfigured as result of contraction / decrease in the organisation
- Additional premises in Frome required (If selected go to next question)
- Relocation to new premises in Frome (If selected go to next question)
- Relocation to premises outside of Frome (If selected go to next question)
- Land required to construct new premises

11. **Within what timescale do you anticipate acquiring new premises or relocating?**

- Within 6 months
- Within 6 months – 1 year
- Within 1 – 2 years
- Within 2 – 3 years

12. Please rank (1,2,3) the main reasons for you considering acquiring new premises / relocating

- Outgrown current premises
- Current premises are too big
- The existing location is unsuitable
- Lease is coming to an end and the rent/lease is too expensive
- Require better quality premises
- Require better transport links
- Want to consolidate on a smaller site
- Need to move nearer to customers / suppliers
- Having difficulty in recruiting staff
- Price of premises too expensive in existing area
- Relocate to an area with better local amenities
- To realise the increased value of our site
- Require land (to buy) and build new premises

13. Approximately what scale / size of change in accommodation requirements do you anticipate?

14. What area / location are you considering?

- Site/premises close to current location
- Site within Frome
- Site in the rural area surrounding Frome
- Site outside of Frome and the surrounding area
- (please provide further information on your reasons for wanting to relocate outside of the Frome area)

15. Which is your preferred location ?

16. Why is this your preferred location ?

17. What infrastructure and services are important to your decision for selecting location of premises ? (select all that apply)

Please tick 3 only in order of priority i.e.1, 2, 3.

- Public transport links
- Good access to motorways and trunk road network
- Heavy goods access
- Parking for staff and customers
- Service yard/outside storage area
- Access to local amenities
- Superfast broadband
- Power supply
- Other

18. What type of location will you be looking for?

- Town Centre
- Industrial Estate
- Business Park
- Other (please state)

19. What type of location will you be looking for?

- Freehold
- Leasehold
- Rented
- Other (please state)

20. Please indicate on table 3 below, your anticipated total accommodation requirements within the next 1 to 3 years.

TABLE 4. Accomodation Requirements

	0 – 100 sq ft (0 – 9.29 sq m)	101 – 249 sq ft (9.29 – 23.1 sq m)	250 – 499 sq ft (23.22 – 46.35 sq m)	1,001 – 3,000 sq ft (91 – 280 sq m)	3,001 – 5,000 sq ft (281 – 460 sq m)	5,001 – 10,000 sq ft (461 – 930 sq m)	10,001 – 20,000 sq ft (931 – 1860 sq m)
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Warehouse							
Open Storage							
Small business at home							
Workshop							
Studio							
Leisure, sports and entertainment							
Service shop i.e. hairdressers							
Retail/shop							
High Street offices, with shop front serving the public							
Farm	Please complete acreage in this box:						

Please add any additional comments to this response.

21. Do you currently have any surplus workspace or storage areas that you would be prepared to rent/lease to another user, if so please state the size and type of work space/storage areas.

SECTION D: Staff, Skills and Quality of Location

22. How many employees / staff are there at the address contacted? Please complete numbers for 2013 and 2011.

No of staff	Currently	2013	2011
Full-time staff			
Part-time staff			
Self-employed / contractors			

23. **Staff Categories**

Please indicate the numbers of staff across each of the categories below

Category	No of staff
Professional	
Silled Manual	
Clerical	
Sales and aftercare	
Semi-skilled	
Unskilled	
Volunteers	

24. What type and what numbers of staff will receive training in the next twelve months?

	Project Management	Finance and Accounting	Negotiation	Sales	Administration	Media Relations	Driving and distribution	Advertising & Marketing	Social Media	ICT	Profess Quals	Catering / Hospitality	Mechanical and Engineering	Design, creative / writing/ copy	Building and Construction
Professional															
Skilled Manual															
Clerical															
Sales and aftercare															
Semi-skilled															
Unskilled															
Volunteers															

25. Many skills that are required are often ‘soft skills’ such as team work, networking and presentation skills. If you could influence education providers please state the skills that you would like to ensure that students gain?

- a. _____
- b. _____
- c. _____

26. If you are likely to need specialist skills and qualifications what are they? Please state.

27. What infrastructure and services are important to you and your staff?

Please tick 3 only in order of priority i.e. 1, 2, 3.

- Good local schools
- Good social life / sense of community
- Good business networks
- Vibrant and diverse cultural activities
- Service yard/outside storage area
- Access to local amenities
- Superfast broadband
- Rural life and access to facilities
- Other _____

28. In your opinion, what facilities, events, resources do you consider could add to the economic and social vibrancy of Frome? Please indicate below

29. Additional staff / apprenticeship support.

Next Steps is a new partnership between Frome Town Council and Frome Community College which offers a number of apprenticeship opportunities for local businesses in the area.

Terry Bishop is the Next Steps Coordinator and he is keen to assist eligible local businesses to avail of this great opportunity. The ambitious target is to create 25 new apprenticeships in Frome in first year. If you are interested in hearing more of this opportunity please tick the box below.

Yes I wish to hear more about this opportunity.

Frome Town Council thanks you for taking the time to complete this questionnaire. If you have any queries regarding this survey please contact Seamus Cleary, TEAM Consulting on teamanalytics1@gmail.com or mobile 07712107451.



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