

## Society Place Appendix Matrix

Doc Ref	Date	Title	Author	Description
<b>A</b>	2013	<b>West Calder &amp; Harburn Community Action Plan 2013-2018</b>	Small Town and Rural Development Group, Coalfield Development Trust.	Community Action Plan initiated by West Calder and Harburn Community Council , delivered by Coalfield Regeneration Trust and STAR Development Group as part of the Community Futures Initiative. Developed from detailed engagement and consultation with the local community and identifying a vision, aims, objectives and actions for the community and its local organisations. Creating a Community Development Trust was a specific action as are several aims that the Society Place project is designed to fulfil. The Trust adopted this as its guiding document.
<b>B</b>	2013	<b>WC&amp;HCDT Memorandum of Articles</b>	STAR Development Group	Governing document of West Calder and Harburn Community Development Trust
<b>C</b>	2014	<b>Design Study</b>	Collective Architecture Ltd	A report based on community consultation which sets out a series of potential projects based on the Community Action Plan. Redevelopment of the Workspace (Coop Bakery) Building is detailed and ranked along with others.
<b>D</b>	2018	<b>WC&amp;HCDT Annual Report 2017/18</b>	HM Moore Accounting	Annual accounts as submitted to Companies House and OSCR
<b>E</b>	2017	<b>WC&amp;HCDT Annual Report 2016/17</b>	HM Moore Accounting	Annual accounts as submitted to Companies House and OSCR
<b>F</b>	2016	<b>WC&amp;HCDT Annual Report 2015/16</b>	HM Moore Accounting	Annual accounts as submitted to Companies House and OSCR
<b>G</b>	2018	<b>WC&amp;HCDT Annual Review 2017/18</b>	WC&HCDT	The Trusts Annual Review
<b>H</b>	2017	<b>WC&amp;HCDT Annual Review 2016/17</b>	WC&HCDT	The Trusts Annual Review
<b>I</b>	2017	<b>Architects Stage One Report</b>	Collective Architecture Ltd	A report focusing on the wider and immediate context of the site, historical significance of the site and buildings including local history and heritage, existing photographic documentation and an existing buildings drawing exercise to include plans and contextual sections and elevations. (This report references Documents J,K,L,M,N & O as appendices)

<b>J</b>	2017	<b>Building Inspection Report Main Bakery Building</b>	Brown and Wallace Ltd	Building Surveyor's inspection report on the general state of repair and condition of the main bakery building. The primary aim of the inspection and report is to provide a clear commentary on the condition of the building fabric, structure and advise on the implications of refurbishment and re-occupation.
<b>K</b>	2017	<b>Building Inspection Report Stables Building</b>	Brown and Wallace Ltd	Building Surveyor's inspection report on the general state of repair and condition of the stables building. The primary aim of the inspection and report is to provide a clear commentary on the condition of the building fabric, structure and advise on the implications of refurbishment and re-occupation.
<b>L</b>	2017	<b>Building Inspection Report Substation</b>	Brown and Wallace Ltd	Building Surveyor's inspection report on the general state of repair and condition of the Sub-Station building. The primary aim of the inspection and report is to provide a clear commentary on the condition of the building fabric, structure and advise on the implications of refurbishment and re-occupation.
<b>M</b>	2017	<b>Structural Condition Survey</b>	Elliot and Co Ltd	Non-intrusive visual survey of structural condition.
<b>N</b>	2017	<b>Preliminary Cost Plan Report</b>	Brown and Wallace Ltd	The estimated construction costs for the Fabric and Structural Repair works for the entire site. The report also includes the estimated development costs for a series of demolition options.
<b>O</b>	2018	<b>Research, Options and Feasibility Report</b>	Community Enterprise Ltd	A report documenting the research undertaken by Community Enterprise to understand what the community needs are within West Calder and Harburn and how these could be met by developing spaces and facilities that will transform West Calder into a 'destination'. Includes results of a community survey outlining results of condition of building and gauging community appetite for progressing Community Asset Transfer process and gathering opinion and ideas as to use; an options appraisal of facilities and services; a physical options appraisal (see also Document Q architects report).
<b>P</b>	2018	<b>Research, Options and Feasibility Report – Executive Summary</b>	Community Enterprise Ltd	Executive summary of the above

<b>Q</b>	2019	<b>Architects Design Development Report</b>	Collective Architecture Ltd	Study documenting the design development following feasibility research and options appraisal (Document O) leading to current costed design. This document references Documents P, R and S and includes a summary of Document I and its appendices.
<b>R</b>	2018	<b>Feasibility Phase 2 Cost Report</b>	Brown and Wallace Ltd	Quantity Surveyor's costings for the designs developed in Document Q. This forms the basis for our current funding aims. Referred to in Documents Q and S.
<b>S</b>	2018	<b>Business and Development Plan</b>	Community Enterprise Ltd	Document detailing overall business plan of project and approach to ongoing development
<b>T</b>	2019	<b>Marked Site Plan</b>	WC&HCDT	Site plan showing boundary of property in asset transfer request
<b>U</b>	2019	<b>Cash Flow Forecast</b>	Community Enterprise Ltd	Working Document Cash Flow Forecast for project subject to development of detailed business plans
<b>V</b>	2019	<b>Strategic Alignment Matrix</b>	WC&HCDT	Document setting out how the Society Place project aligns with local and national priorities and outcomes
<b>W</b>	2019	<b>Funding Strategy Timeline</b>	WC&HCDT	Document setting out the funding timeline for the main funding strategy
<b>X</b>	1984	<b>Copy Deed 1979, 1982 and 1984</b>	Registers of Scotland	Copy Deed of transfer of title of land from Cooperative to West Calder Workspace including plan marked up as T
<b>Y</b>	2018	<b>Good Connections Handbook</b>	WC&CDT	Document developed by WC&HCDT detailing approach to volunteering, health and wellbeing and access to support and opportunity which will be the model for the approach at Society Place
<b>Z</b>	2017	<b>Collective Architecture Initial Tender</b>	Collective Architecture Ltd	Design teams initial tender for feasibility stage detailing the teams experience in delivering complex and ambitious projects
<b>AA</b>	2017	<b>Community Enterprise Initial Tender</b>	Community Enterprise Ltd	Community engagement and project development consultants initial tender for feasibility stage detailing their expertise and experience in developing and supporting ambitious community led projects