

CAT Application

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

West Calder & Harburn Community Development Trust

1.2 CTB address.

West Calder Community Education Centre, Dickson Street, West Calder, EH55 8DX

1.3 Contact details.

[REDACTED]

1.4 Type of organisation.

Company No: 446497

Scottish Charity: SCO43914

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

NO.

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

YES.

Section 2: Information about the land and rights requested

2.1 Please identify the land to which this asset transfer request relates.

The buildings and land of West Calder Workspace (as was) at Society Place, West Calder identified in red on the plan *appended as Document T*. Consisting of approximately 4860 square metres and forming part of the area identified in the Copy Deeds *appended as Document X*.

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

N/A

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

3A – Request for ownership

What price are you prepared to pay for the land requested? :

Proposed price: £0

Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

West Calder & Harburn CDT are making this request in order to deliver their local community's project: Society Place - a multi- purpose heritage and community space. Our vision is for a high quality destination venue that provides services and facilities for the local community, attracts visitors from the wider area and plays a key role in the regeneration of the local area.

This is a large scale, community-led regeneration project based around the heritage assets of the West Calder area. *The Business and Development Plan appended as Document S* shows how the plan developed to its current stage through consultation and research and how WC&HCDT intend to deliver this project.

This is a multi-element project which is built around the heritage of the Cooperative Movement – of which West Calder is a key birthplace - local and national. The Co-operative Bakery Building - a Victorian designed, key local landmark overlooking the landscape of the Shale Oil mining industry (*see appended Document I for detail*) from which it grew will be fully refurbished to create a flexible and fully accessible space incorporating:

- event and wedding venue with catering operation
- a “hands-on” Cooperative museum, a local heritage centre and a hub for the Shale Trail
- a shop and café/bistro

- a hub for delivery of Additional Needs, ASD and community services in conjunction with West Calder Community Centre

More detail is available in Document S, Section 5 appended but we provide some additional narrative below.

Heritage and Museum

There is currently no permanent collection or display of the Cooperative Movement in Scotland. Consultations have also placed sharing and celebrating our heritage high on the community's agenda and there is strong desire for a permanent local heritage centre.

We plan a destination that provides a hands-on, multi-media, multi - generational and multi - ability "experiential" museum that is intrinsically interwoven with local social, built and industrial history. We will show how local history interacts and influences national history while providing space to bring together a collection of national importance in one site.

We want this to be more than a "traditional museum". This will be a space where people can see, touch, feel, hear (and try on in the case of clothes!) things that bring back memories and relationships and engenders new understanding. In all groups we want to inspire people with knowledge that people have, do and can pull together to achieve common goals in the face of social and economic adversity.

This will have a strong "non-traditional" and ASN/ASD accessible theme: a hands-on, interactive (physical and digital) experience celebrating both local and national heritage and the links between these. West Calder has played a key role in the development of the cooperative movement and the heritage space will include a Scottish Gallery/Museum of Cooperation, bringing together a collection of national importance in one place for the first time. We are working with the support of the Cooperative Heritage Trust, Cooperative Education Trust, The Cultural Cooperative and The Peoples History Museum on this.

The legacy and heritage of the Cooperative Movement (in the form of Cooperative Societies, Social and Community Enterprise and Community Empowerment) is as relevant and important now as it ever has been.

Retail and gallery space will be linked to the heritage space providing an opportunity to promote local crafts and produce.

The Shale Trail Southern Hub, an orientation and display space for this newly funded project will also be housed as part of the heritage offering creating links between the cooperative and shale oil industries and between Society Place and its heritage partner Almond Valley Heritage Trust.

Society Hub: Community and Special Support Needs Spaces

The Society Hub – purpose designed space for those with additional support needs and their families. We are working in partnership with a local support charity to develop this, potentially providing them with a base and enabling them to offer training, services and meeting space for the families they support. Signpost, New Directions and the ASD resource at St Mary's Primary School are supporting us on integrating accessibility into the heart of this project.

Community Group and Education Space (including flexible use of the exhibition spaces) – this will complement and augment those in West Calder Community Centre ensuring best use of space across the two buildings. We are currently working in partnership with West Calder Community Education Centre on a number of projects (including the Community Café) and with them and Polbeth Hub on a joined up approach to community facilities and increasing community control of those.

Unitas Hall Wedding and Event Hire Venue

The Unitas Hall events and wedding venue will both provide a service locally, generate income and provide employment and training opportunities. We have a wide range of experience “in-house” in events, wedding and catering and are working with the Events course providers at West Lothian College

Catering kitchen will service the wedding and events business and the café/bistro and offer real-world work experience and training opportunities through links with West Lothian College and other local social enterprises.

Café/bistro attached to catering and training kitchen and linked to the gallery/retail space

It is the interaction between the above elements, encouraged by their physical proximity to each other, that will allow this project to deliver the USP of being a destination genuinely for ALL the family, whatever form your family takes.

This project has been developed by the community, facilitated and supported by WC&HCDT. The idea for the project was first established in the 2013 Community Action Plan of West Calder & Harburn (CAP) *appended as Document A* and urban realm study in 2014 *appended as Document C*.

In these studies the local community identified the following goals and actions:

- To celebrate local history and heritage
- To provide more quality community spaces
- To provide a family friendly venue with eatery
- To provide facilities for those currently excluded
- To revitalise the local trade economy
- To create jobs and opportunities for younger people
- To provide social facilities and services for excluded, vulnerable and older people
- To grow a sense of community pride
- To have community owned, income generation opportunities to help provide services long-term

Further consultation, feasibility and design work took place in 2017 to explore in more detail how the community wanted to use the space at Society Place. This included a community survey, stakeholder conversations, public meetings and focus groups. Throughout this development process we have worked in close partnership with a number of organisations including West Calder

Community Centre and Polbeth Village Hall (now Polbeth Hub) to ensure plans are developed in the context of other developments within the area.

Much detail on the development and testing of this project are contained in the Appendices. A Matrix detailing these appendices with date, author and a description of each is with this document.

Detail on community consultation, research and consultation are available in appended Documents O & P.

Detail on development of the proposed project and physical plans for the building are contained in the appended development plan and design reports, Documents Q & S).

Where we are and Next Steps are covered in appended Document S.

Design development detail is available in appended Document Q.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

Our Strategic Alignment Document (appended as Documents V) shows how this project fits with both local and national strategies, aims and outcomes.

Document S, Sections 3 & 5 gives detail on the local population and social outcomes.

Strategic outcomes are identified in Document S, Section 5.

West Calder and Harburn CDT's aims are in their simplest terms "to make life better for the inhabitants of the area". We take an asset- based approach to our work building on existing strengths within the community. Through this project we will utilise a range of local assets - a rich heritage with local and national relevance; a high level of community support, capability and desire; a strong sense of identity; a partnership of strong local community organisations; a key landmark building – to deliver a wide range of economic, physical and social benefits locally and across the wider West Lothian area.

Area of benefit

The facility is within the Fauldhouse and Breich Valley ward, home to three of West Lothian's most deprived areas (Central West Calder and Mossend itself has one of the lowest median incomes in the county) The facility will however also act as a focal point for regeneration throughout the wider South and West area of West Lothian. As a key community anchor organisation, West Calder and Harburn CDT is experienced in catalysing, organising and funding regeneration strategies in both the Fauldhouse and Breich Valley and further afield (Blackburn, Whitburn, Armadale and Knightsridge) through the Aspiring West Lothian project. The Society Place project will allow us to build on this work, facilitating and supporting initiatives within local communities. This will be possible because the project, although led by West Calder and Harburn CDT, meaningfully involves a number of other local community groups who have already evidenced partnership working through the Five Sisters

Community Partnership. These include Polbeth Hub, West Calder Community Education Centre, Polbeth and West Calder Community Garden and Harburn Village Hall Association.

The shared nature of the heritage focussed on in this project provides a platform to unite this work across many communities in West Lothian particularly those geographical communities with high levels of deprivation as these are the very communities from where the cooperative movement grew and was so integral to life. This is a similar approach to the education and social welfare outreach undertaken by The Cooperative Heritage Trust and The Rochdale Pioneers Museum in Rochdale and Manchester

We have summarised the wide benefits of this initiative below and provided an analysis of how these align with local and national priorities and strategies. In particular, the West Lothian Council priorities from the West Lothian Regeneration Framework, Local Outcomes Improvement Plan, the Transforming Your Council Corporate Plan and the West Lothian Anti-Poverty Strategy; and National priorities from the Scottish Governments Achieving a Sustainable Future – Regeneration Strategy. This alignment is further summarised in the appended Strategic Alignment document.

Economic benefits

This project will offer a range of economic benefits. The building will include commercial and community use, generating income and creating jobs, training and volunteering opportunities. These will include jobs to run the facility and services and businesses within it, placement and training opportunities within the catering kitchen and volunteering opportunities within the heritage spaces, retail and gallery area. The use of the facility by community groups also has the potential to expand local provision of volunteering opportunities.

It will also attract visitors to the area, increasing trade to the local economy and providing an outlet for local craftspeople and artists to showcase and sell their wares. It will also help raise the overall profile of West Lothian as the home of a “national” collection and display.

The project aligns strongly with council priorities, the West Lothian Framework for Regeneration and the local outcomes improvement plan which all include a focus on employment, education & training and economic development.

Social benefits

We expect the project to deliver significant social benefits across a range of areas including health and wellbeing, anti-poverty and improved community cohesion.

- **Health and wellbeing**

Both WC&HCDT and their partners West Calder Community Education Association have the wellbeing of the local population written into their constitutions.

Firstly, WC&HCDT has been trialling and developing a system of “social prescription” which aims to make the most of social opportunity and activity to help alleviate physical and mental health issues and the consequent reliance on medical services and drug prescription. We are working with West Calder Medical Practice in this as well as with other community partners through The Five Sisters Community Partnership. Key to this process is volunteering and we have found that heritage is a

good “hook” to engage people locally. In particular, primary school children (including those from the ASD Resource at St Mary’s Primary in Polbeth) and older and more isolated members of society. We intend to build volunteering and its positive effect on mental health and wellbeing into this initiative in a fundamental way. Indeed volunteering will be a key element of the sustainability of the community and heritage elements of this project.

Our Good Connections Handbook which shows our procedures for volunteers and health and well-being provision and which will provide the model for Society Place is appended as Document Y.

Secondly, access to facilities for physical activity (Youth Clubs, Play Groups, Martial Arts, exercise groups) is a key role of the existing Community Centre but the facilities have to “double-up” for social and educational requirements and ensuring their long-term sustainability is a challenge. This project has the capacity, by developing additional community spaces, to allow existing facilities to focus on better and more appropriate provision. WC&HCDT is working closely in partnership with West Calder Community Education Association to achieve this. The financial sustainability of this project (and the community owned enterprise within) is also, as a joined up community initiative, about the long-term sustainability of all of these facilities and services.

Thirdly, the entire venue and building will be designed to be genuinely accessible to all. As we say in our mock-up leaflet “When we say family-friendly, we mean ALL the family! “ All spaces, access and the services will be built to cater for all. The lower floor itself will house The Society Hub, an area that expands the educational and inspirational aspects of the museums and heritage centres into spaces that are able to cater for groups that work with individuals who need specialist support. This will include quiet and sensory areas, full adult changing facilities, accessible learning spaces and a sensory garden. There will also be opportunity to work with specific groups such as dementia support groups. We have learned in our research that communities of people with or supporting people with ASN or ASD often feel excluded from the social, educational and activity opportunities that mainstream communities might be able to access. It is these opportunities that do so much to engender support and a sense of well-being that we wish to provide.

- **Community cohesion and identity**

The health aspects outlined above are more specific to individual wellbeing but social wellbeing is again at the core of what WC&HCDT and its local partners strive for. The community has, in its Community Action Plan and in subsequent consultations, expressly stated its desire for more community events, more community facilities and spaces, more family-friendly eating opportunities, and space to celebrate local heritage. This project aims to deliver aspects of all of these. But perhaps less tangible, yet equally as important, is the desire to feel and express pride in the community, The Village and the area. To celebrate the “unique rural identity” and to encourage others to visit and respect this. The project also provides opportunities for increased and improved connections within the community by providing space for groups and individuals to come together.

Health and wellbeing feature strongly across council priorities, the regeneration framework and local outcomes improvement plans and both the regeneration framework and LOIP have outcomes relating to improved community cohesion and resilience.

- **Anti-poverty**

On the face of it, it may not appear as though this project is part of an anti-poverty strategy but it is in a number of ways. WC&HCDT has been actively involved with development of the Community Planning Partnership and in the first steps of implementation of the West Lothian Anti-Poverty Strategy. It has also developed a local anti-poverty strategy with Polbeth Hub and is instrumental in delivering projects that tackle issues such as access to support services (financial and health and wellbeing), quality affordable food (through a community shop and community café), facilitating a job club and working with The Advice Shop. We believe that along with access to support services (helping the “pockets” and “place” aspects of the Anti-Poverty strategy aims) it is the Prospects and People aspects that this project can really help deliver on.

We are building this around the aim of offering employment, training and volunteer opportunities to local people. We are working with West Lothian College and West Calder High School to ensure that what we offer fits the requirements of their local students and curriculum. We already host many students and volunteers in our projects and what we have learned is that there is a lack of “real world” work experience opportunities where students (young and old) can gather and test the skills required in a place that offers support and understanding. This is particularly important for those on the margins of opportunity.

Because this is a community led and developed initiative and we have taken great inspiration from the work carried out by the Rochdale Pioneers Museum, we intend that local touring events and community events in house will form a major part of what we do. The heritage we are working with is about local people and communities and we aim that this continues to be run and developed by as representative group as possible. We want that people feel actively involved in their community and that they can influence and effect change in their area.

Physical benefits

The project will bring a derelict building back into effective use, providing a high quality facility and instilling a sense of pride in the local community. The Cooperative Bakery Building is an important local landmark and The Society has played a huge part in the history of the village – as a place of employment for many families throughout the generations and serves as a link to the cooperative movement at both a local and national level. The building has many unique architectural features which will be made use of including three large windows overlooking the “Five Sisters” which will be within the Uitas Hall which will be used for wedding and event hire. The plans for the building and the use of space within it will ensure the facility is fully accessible for all with a particular focus on those with ASD (Autism Spectrum Disorder) and additional support needs and their families. It will also include a “changing places” toilet. The building will also provide a permanent home for a collection of the cooperative movement in Scotland for the first time and a “hands-on” experience of what “cooperation” means in today’s world.

This aligns with council priority of ‘protecting the built and natural environment’ and the local outcomes improvement plan which recognises the importance of the historic and built environment and includes a commitment to promote culture and heritage services.

The design drawings and visualisations are available in appended Document Q.

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Scheduled Items (doorway)

There is one historical, scheduled doorway carving on the building. This must be preserved either in-situ or elsewhere. The project aims to leave the doorway carving in place and views it as a heritage asset

Planning restrictions

Our investigations so far have identified several potential planning challenges. These include change of use, parking, vehicular access and noise levels.

At this stage, we believe that through conversation and discussion with the planning authorities these issues can be identified in more detail and resolved. We do however acknowledge the importance of conducting this conversation at the earliest possible opportunity and have engaged our architects to commence this immediately.

Electrical Sub-station

The sub-station is a challenge but not a major risk. We do not yet have a clear cost for relocation of the sub-station (which would be the preferred option) but accept that it could be as much as [REDACTED]. Our design team are fully aware that at this cost relocation may well not be viable. In this instance we have alternative options regarding layout.

We are in discussion with Scottish Power to clarify the position but this should not be seen as a deal breaker.

Proximity of railway

- The building is very close to the Edinburgh to Glasgow (Shotts) line. This will have an impact on the nature and method of works to the northern façade. This will be a challenge but no more, indeed possibly less, than for demolition of the building.

We have discussed this with Network Rail Asset Protection Department and have an agreement to work with them as plans develop.

Negative consequences

4.4 What negative consequences (if any) may occur if your request is agreed to?

How would you propose to minimise these?

Please refer to the Risk Register Document S, Section 7 and Funding Strategy Timeline, Document W.

Any Asset Transfer Request should be conditional on achieving a level of funding such that the project is viable. We know from other asset transfer projects that funding requirements change and that this can occur after transfer of an asset. This means that there is always an element of risk to the CTB both financial and reputational. In order to minimise this we have instructed our design team to develop as robust as possible funding and phasing plan taking into account potential for value engineering, procurement approach and to consider minimal development levels for financial viability/sustainability.

Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

West Calder and Harburn Community Development Trust is a robust and capable organisation with a strong track record in delivery including:

- Village Improvement Fund projects totalling [REDACTED]
- Aspiring West Lothian [REDACTED]
- Five Sisters Skatepark [REDACTED]
- Brunch Club Community café
- Several heritage projects including pop-up museums and exhibitions
- Annual Fireworks (2500 people) and Christmas events

WC&HCDT are also working with both Collective Architecture Ltd and Community Enterprise Ltd who have, individually and between them, a vast experience in funding, designing and delivering large scale and complex projects such as this.

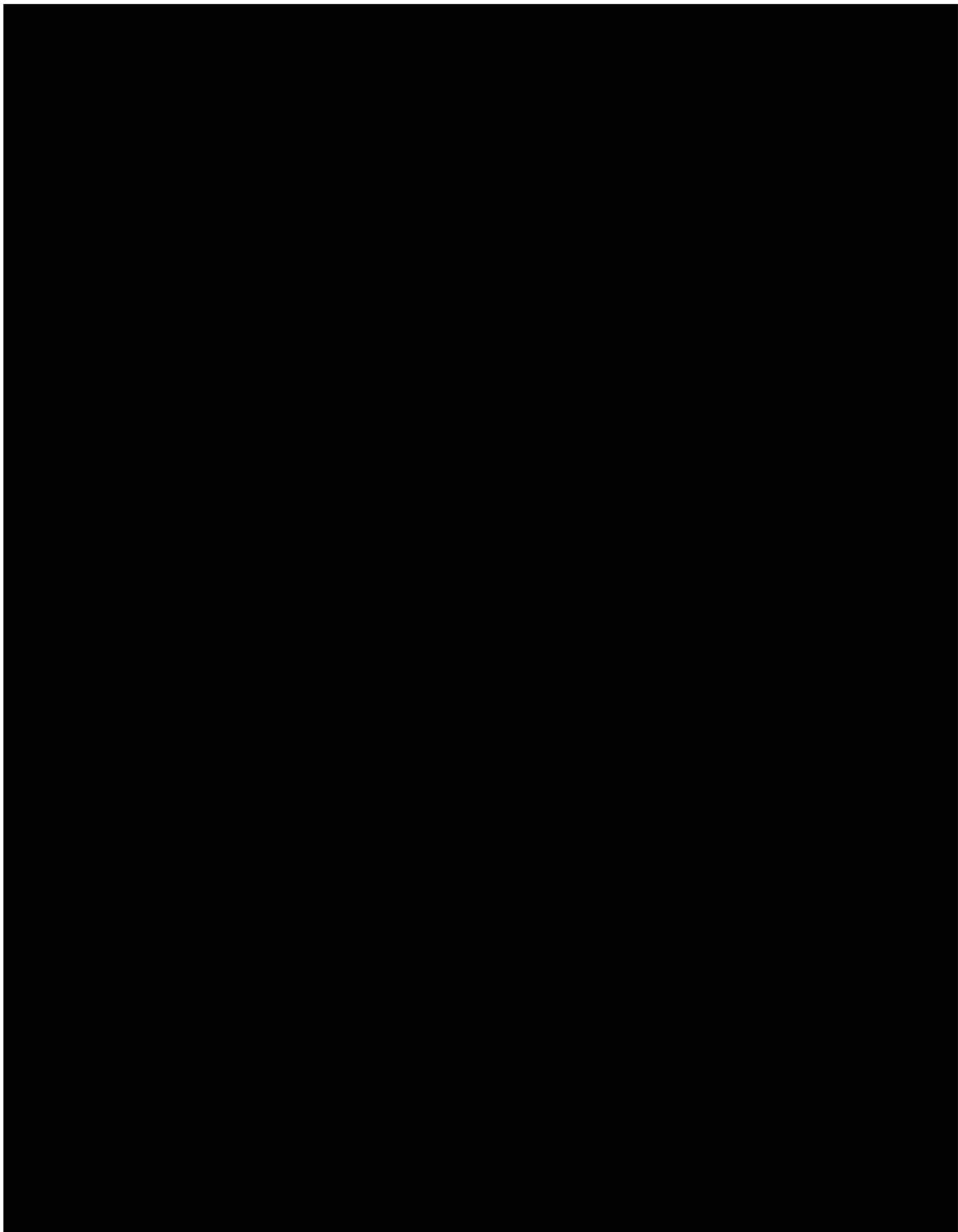
Our design team led by Collective Architecture Ltd have a huge range of experience and expertise in delivering large and complex physical projects. Their initial tender document which highlights some of their case studies and team experience is *appended as Document Z*.

Our development consultants, Community Enterprise Ltd, bring great experience in developing sustainable, community led and enterprising projects and in engaging and working with local communities. Their initial tender document which highlights experience and case studies is *appended as Document AA*.

We have a strong board with a good mix of skills and a dedicated staff team. Nevertheless we recognise the size and challenge of this ambitious project. Potential management structures are considered at part of the appended Development Plan and Feasibility Study. These structures may well evolve with the detailed design of the project but upskilling and capacity building of the staff and trustees is ongoing and will form a large part of the next development phase. As a development trust we have access to a range of support through DTAS to help with this.

Our current board consists of:





To date we have visited other similar projects to learn from their experience.

These include:

- Rochdale Pioneers Museum
- The Peoples History Museum
- The Grassmarket Project

- The Lighthouse
- Beith Community Trust
- Twecher Community Trust
- Cat Strand Community Arts Centre
- Manchester Museum of Science and Industry
- Summerlee
- National Coalmining museum
- Barra Community Development Trust
- Bhu Barra Community Shop
- Vatersay Community Hall
- New Lanark
- Community Central Hall
- Maryhill Burgh Halls

Learning from many of these projects informs and is referred to at various stages of the development process so far (documented in the appendices) and is currently being collated into a matrix which identifies key lessons, advice and inspiration.

We are aware of the ambitious nature of this project and where our experience is limited. We believe that strong partnerships are key to being able to deliver this. Our partners (at differing levels of engagement and development) include:

Community

- Five Sisters Community Partnership – in fitting into a joined-up goal for the wider community
- West Calder Community Education Association – in delivering better community services and facilities including meeting rooms, activity spaces, catering and events
- Harburn Village Hall Association – to offer a coherent range of community facilities
- Polbeth and West Calder Community Garden – to offer a coherent range of community facilities and access to sustainable food

Heritage

- Cooperative Heritage Trust (Rochdale Pioneers Museum) – to share displays, exhibitions and support on design and presentation/interpretation
- West Lothian Council Museums Department – for artefacts and support on methodology and presentation/interpretation
- West Lothian Council Archives – in providing access and materials and offering a “supervised access” facility and technical advice
- Cooperative Education Trust – in offering access to educational materials and support on presenting modern day information on cooperatives
- The Cultural Cooperative – for support on presenting information on the social, literary, musical and wider cultural impact of the cooperative movement
- The Shale Museum (Almond Valley) – sharing artefacts and information and expertise on the local cooperative movement and its relationship to the shale oil and mining industry

- The Shale Trail - supporting the development of this project and providing a southern hub
- Heritage Lottery Fund – our HLF supported heritage mapping project is where the collection started and roots it in the local community, it also provides the foundation for the interactive element of our offerign

Events and Catering

- West Lothian College – we provide work placements for events and catering students who have a high end reputation and wish to be involved from the outset
- West Calder Community Education Association – we partner on our community café and heritage events
- The Larder – we are in continuous discussion about integrating what they do locally with our offering
- West Lothian Council Community Arts – technical support and advice on exhibitions, spaces and working with artists

ASN and ASD

- St Mary’s Primary ASD resource – we have offered hand-on sessions with pupils and they feed into design of space and service
- Signpost – in supporting design of all elements of the project and exploring the potential for being a “resident partner”
- New Directions – offering support and advice on ASN services and design

A critical part of the next stage of development will be developing formal partnership agreements with a number of these partners. Key ones will be:

- Signpost
- The Cooperative Heritage Trust
- West Lothian College

Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This project has been developed from the ground upwards through the 2013 – 2018 Community Action Plan and the 2014 Urban Realm Design Study. *Appended as Documents A and C.*

The project specific engagement and consultation detailed in the appended Feasibility Study shows that 83% of the community support this initiative. This survey included those from neighbouring communities and wider across West Lothian.

Full details of the consultation, survey and feasibility process are given in appended Document O.

As outlined above, we have support from various organisations and individuals in developing this project.

Further work to develop partnerships will take place during the development phase.

We also have a commitment of support from our local elected members (MSPs and Local Councillors).

Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

At the level of our full ambition this is a costly project. It is also an opportunity to leverage funding into the county.

Detailed costings for the project design at this stage are contained in appended Document R and referred to in Document Q.

Our funding strategy is detailed in Document S and summarised in Document W.

We would like very much to work with West Lothian Council on securing funding from the Scottish Government Regeneration Capital Grant Fund as we believe the project aligns strongly with the council's priorities and regeneration framework. We plan to put a proposal to Council Executive in May 2019.

In addition to this we have a current EOI live with the National Lottery Heritage Fund with whom we have been in discussion about this project for nearly two years. LHF is likely to be the driving funder for this. We are also in discussion with National Lottery Community Fund for their Community Assets fund for the ASN, ASD, community and education areas.

The Trust is also receiving support and advice from Community Shares Scotland about raising capital not just from the local community (the buy-in would be very positive but the figures not very large) but with the wider national (and international) community of organisations in the cooperative and social enterprise sector.

There are a number of smaller funding streams we have identified that would individually fund certain elements of this project and collectively amount to a sizable contribution.

Finally we are in discussion with a number of social investment organisations from whom we may be able to borrow for the social enterprise/business element of this project.

The attached development plan includes further detail on potential funders for capital and revenue costs.

The ongoing financial sustainability of this project and its viability is discussed in appended Document S and a cashflow forecast is provided as appended Document U.

Development of the Business Plan

Section 7: Other supporting documentation

To enable the council to fully consider your application, the following supporting documentation must be submitted as part of your application:

An Appendix Matrix with detail on all supporting documents is provided with this document and includes the following:

- A copy of your organisation's constitution
- A business plan (that is proportionate to the nature of the asset transfer request)
- Audited accounts (or a financial projection where the applicant has been operating for less than one year)
- Annual reports (where these are available)