

The Next Steps:

An updated premises strategy for Ealing's Voluntary and Community Sector

Report by: Carol Coventry Independent Consultant February 2008

Commissioned by: Ealing Community Network

Section A- Summary and Recommendations **Page 3**

1. Report Summary
2. Process
3. Recommendations
4. Practical Actions

Section B- Overview, Progress and Need **Page 10**

1. Overview
2. Progress Report
3. Evidence of Need

Section C- Local, Regional and National Activity **Page 16**

1. Ealing Initiatives
2. Borough and Sub-regional Initiatives
3. London Initiatives
4. National Initiatives

Section D -Additional Information **Page 25**

1. How to fund Premises – Antony Bewick-Smith
2. A greener office
- 3. Acknowledgements**

Appendix 1- The Case for a Premises worker **Page 32**

Appendix 2 - The ECN Community Premises Survey **Page 34**

Appendix 3 - Resources and Links **Page 37**

Section A- Summary and Recommendations

1. Summary

Development work on an initial Voluntary and Community Sector (VCS) Premises Strategy was commissioned by the Ealing Change Up Consortium and completed in 2005.

The aim of the original work was to provide information and statistical evidence about the premises shortage, highlighting the main areas in which premises were difficult to acquire. The strategy then went on to look at current and proposed premises projects, with case studies of successfully run premises initiatives in other areas, ending with recommendations for the future.

This original piece of work put Ealing at the forefront of considering premises related issues for the whole of the local VCS. Thanks to funding from the London Borough of Ealing and the support of the Ealing Change Up Consortium it has now been possible to take this development work to the next stage.

This follow up strategy aims to take things a step further. It reports on the progress of initiatives which were in the planning phase in 2005. It also aims to show the current local, sub-regional and national context, all of which have been changing during the preparation of the strategy. Recommendations are made which apply to all those in Ealing with an interest in, or responsibility for, community matters; to statutory partners and to the sector itself.

A lack of affordable and accessible accommodation has been a top priority issue for local groups for some time and is identified as a key priority in the current Ealing Change Up Plan. A survey of Black, minority Ethnic and Refugee groups for the Change Up Plan revealed that 60% of groups in Ealing perceived lack of affordable premises as a major problem.

In researching for this report it has been pleasing to see that some progress has been made. The new Ealing Community Resource Centre has successfully opened, a Community Premises Directory is now available on-line on the ECN website, Acton Community Forum is providing new 'hot-desk' facilities and facilities at Southall Community Alliance are being well used by small and emerging groups.

Some of the projects anticipated previously have progressed more slowly than had been hoped. A much needed Southall Resource Centre has not yet been developed although

The Next Steps:

discussions about this are continuing this demonstrates how difficult major premises projects are to develop and how slow their progress can sometimes appear.

However, as an indication of just how quickly things can change my original draft of this summary reported a disappointing lack of progress on Hanwell Community Centre. I was delighted to hear, just in time to amend this final version of the report, that Ealing Council has committed £2 million pounds towards the restoration of the centre.

The premises issue is not confined to Ealing but has become a pressing concern across London. Largely as part of the ongoing Change Up programme various boroughs have taken time to look at the problems facing the sector, with a number of reports and strategies being published in the past two years. The West London Network has also commissioned a report on premises issues across the sub-region.

Since 2005 community premises have also received national attention, with the commissioning of the Quirk report and its publication in 2007.

The original strategy demonstrated that Ealing could be ahead of other boroughs in thinking about how premises needs could begin to be addressed. Experience in London and beyond since 2005 indicates that there is no easy answer to the premises question. The dilemma of how to adequately house the sector and provide for community needs is one that is unlikely to be completely resolved. This strategy aims to show what the next steps might be for Ealing.

2. Process

I am grateful to all those in Ealing who took the time and trouble to talk to me about premises matters. My aim was to speak to individuals and organisations with an overview of various parts of the borough, or with a particular area of interest. I provided contact details in Evolve last summer and people were free to contact me. I also met with local groups at an Ealing Community Network meeting and followed up a number of approaches with telephone calls and e-mails. Each of these contacts, whether providing information or opinion were used in reaching the conclusions and recommendations found in this report. Opinions and conclusions are, however, my own.

There could never be enough time to speak to everyone with an interest in premises matters as it affects virtually all organisations and community groups. My apologies therefore for any omissions and my thanks to everyone who took an interest.

The Next Steps:

I have used VCS for the voluntary and community sector, to mean the whole range of what are now commonly described as 'third sector' organisations.

Carol Coventry February 2008

3. Recommendations

a) All Partners need to:

- I. **Promote Sustainability**- whilst new developments are very much to be welcomed it is also important to ensure that existing accommodation for the sector is properly maintained and well managed. This can best be achieved by ensuring that support is available to VCS groups with responsibilities for property management and that new projects are properly planned to ensure that ongoing costs can be met. In addition, attention should be paid to the environmental and social sustainability of premises. Sustainability involves support for both the buildings and the community anchor organisations which manage them.
- II. **Support good practice**-VCS groups need training and professional advice not just in planning for and costing premises projects but in premises and facilities management to deal with the host of issues which arise from owning or managing premises.
- III. **Build on what we have**- Ealing starts from a good position compared to many boroughs and can be an exemplar for other VCS areas. It already has three major VCS premises hubs e.g. Southall Community Alliance, Ealing Community Resource Centre, Acton Community Forum as well as good local smaller hubs (such as the Tallo Centre). There is a real need to address lack of core premises in Northolt and Greenford and to realise the potential of Hanwell Community Centre, now that the Council has shown commitment to the restoration of the centre.

b) Local Authority & other Statutory Partners need to:

- I. **Think VCS**- there will be instances in which co-location with VCS services will enhance statutory services e.g. benefits advice, or specialist counselling provided at health centres. There were great hopes for Extended Schools and for Children's Centres which have only been partially realised. Statutory partners need to be aware that the very long lead –in times of new developments can be

The Next Steps:

difficult for VCS organisations which typically have shorter planning cycles and often unstable funding. LB Ealing has produced a draft premises strategy (although this is currently under review) and local VCS groups are keen to link into and support this where appropriate.

- II. **Think Community**-in addition to formal space to deliver services there will also be a need for flexible community space for meetings and activities. This should be reflected in the planning process for new developments and by use of S106 provision. It is important that local communities are consulted about what is needed and how to provide it. Ealing is already a national leader in this area; the Shaping Communities Scheme developed jointly by Ealing Community Network and LBE Planning Department has won a national AOL 'Innovations in the Community' award. Through 'Digital Challenge' the current pilot scheme is now being extended across the Borough. There is also a successful and well supported joint Planning Working Group involving planning officers and Ealing Community Network (ECN) representatives.
- III. **Promote and Protect Community Assets**- London Borough of Ealing should look at the recommendations in the Quirk report on the transfer of community buildings to the VCS and consider how these might apply within the borough. In doing so there needs to be discussion and planning to ensure long term sustainability and financial security. Where statutory agencies own premises which are leased to VCS organisations, greater clarity needs to be established about responsibility for maintenance and medium to long term plans need to demonstrate sustainability.
- IV. **Extended Schools**- these may provide greater opportunities for the VCS to use premises and also to provide services which may meet the needs of the extended schools, e.g. after- school and holiday activities. The need to generate income from lettings at a market rent can often exclude VCS groups and work needs to be done to determine how access may be made easier e.g. discounts might be offered for use which meets certain criteria. The sector looks forward to the development of the 'Building Schools for the Future' programme to more fully involve community and voluntary organisations.

The Next Steps:

- V. ***Rent and Leasing Policies-*** LBE has recently introduced a revised rent policy managed by an external provider. Though there is an appeals process ECN has had concerns raised by several groups faced with apparent very large `market rent `increases and with formal documents which can appear daunting to small groups. There have also been concerns at long delays in resolving lease issues. While recognising LBE has clear premises management and financial responsibilities it is recommended LBE Officers meet with VCS representatives to see if these processes can be managed in a more user friendly way. The identification of a lead officer for VCS premises matters within the Local Authority.
- VI. ***Use the Voluntary and Community Sector's expertise and consult early-*** There have been recent high profile issues around the Dominion Centre and ongoing discussions around Southall Community Centre. Without commenting on the substance, these concerns might have been mitigated through early discussion with local VCS anchor groups and representatives on how best to manage local consultation and feedback.

c) Voluntary & Community Sector organisations need to:

- I. ***Assess their own premises needs-*** with external support if needed. This may help to ensure that groups do not take on unnecessary overheads which take both time and money to manage appropriately. It might also help to assess where buildings are currently underused. This approach may need some increased flexibility and the ability to think a little more creatively about how services and activities can best be delivered .Some small-medium sized groups may need support and training to do this effectively.
- II. ***Make the best use of available premises-*** through sharing with other VCS groups, or with statutory partners. Those groups with premises should consider whether sharing these could be beneficial to other organisations and to their own finances and role in the local community. Some of the faith groups are already doing this very effectively and may be able to share their experiences.

The Next Steps:

- III. ***Have access to support for problems*** associated with the management of buildings, including health & safety and other legal issues. Commercial leases in particular do raise lots of issues for small groups, and should never be entered into without legal advice, which can be costly. If community groups are going to benefit from the provisions in the Quirk report they will need adequate support.

- IV. ***Ensure that training is available***, (and taken up) in matters relating to obtaining, occupying and managing buildings. This could, for example, include training and support in developing policies to enable co-location of groups and sharing of both premises and of back-office services.

- V. ***Consider the extension of hot desks*** which have so far been available at Southall Community Association, Acton Community Forum, and Ealing Community Resource Centre. These centres could be used as a basis for smaller satellites in other areas and as part of new developments, to provide hot desk services for small and emerging community groups.

- VI. ***Not reinvent the wheel***- Ealing is fortunate in having three core premises hubs. Although each premises project has its own challenges there are a host of issues (e.g. supply contracts, insurance, security, leases) which are common to all. Existing VCS premises projects should be willing to share their experience and offer mentoring to other small-medium groups wishing to develop new premises projects. There is also potential for Ealing to attract funding through consultancy services to other areas- Ealing Community Resource Centre has already started to offer this on a small scale to a number of London boroughs and the Southall Community Alliance premises have been visited by a range of national organisations. In addition Ealing Community Resource Centre has been cited as a national good practice model by Capacitybuilders and filmed for their national VCS DVD.

4. Practical Actions

The following practical actions should be considered to enable Ealing to continue to make progress on premises and accommodation matters for the sector:

The Next Steps:

- a) Establish a post which will be able to offer support to groups with responsibility for premises through practical advice and to act as a lead for the sector on maximising use of available premises; securing external funding and developing local mentoring and premises consultancy services. **A more detailed proposal for this post may be found at Appendix one.**
- b) The TIDE project to offer a training programme, possibly in association with the West London Network, which provides groups with an understanding of how to manage and make the most of existing premises.
- c) The LBE/ECN Planning Working Group to explore how the guidelines in the Quirk Report could best be used to the advantage of the local community and how existing premises in both statutory and voluntary sectors could be better used. This might include looking at the feasibility of managing existing council owned premises within the voluntary and community sector. The group should also consider how section 106 funding might be used as revenue to contribute to the ongoing sustainability of community premises.
- d) Ealing Community Resource Centre, Southall Community Alliance and Acton Community Forum to consider developing a consortia to provide mentoring support to new VCS premises projects in Ealing and consultancy services to other areas. This could include a password protected `how we did it` section on the ECRC website and some model documents (recognising that some may be commercially confidential and some might be offered free to Ealing VCS groups and charged at a consultancy rate to other areas).
- e) ECVS to provide a specific section on their website with details of national organisations who can support VCS premises projects and free or reduced cost professional support which might be available.
- f) A named officer to be identified within the London Borough of Ealing able to take on overall responsibility for VCS premises matters and to act as a main point of contact for organisations.

Section B- Overview, Progress and Need

1. An Overview

What do we mean when we talk about community premises or accommodation?

The need for community premises is varied and complex. It is likely to include:

- Office space for voluntary and community groups
- Space to deliver services provided by the voluntary and community sector
- Venues for a wide range of community activities, including social and sports activities

All of these needs create pressure locally. They affect all parts of the sector, from large service delivery charities to small community and self-help groups. The growth and continued expansion of the voluntary and community sector, combined with the well-documented increases in land and property values have added to premises difficulties.

The most recent research amongst Ealing based groups indicates that there is significant concern about the cost of premises available to the sector, and about standards of maintenance in VCS premises rented or leased from statutory partners. For many this appears to be a greater concern than the perception of an overall lack of accommodation. The need for issues of sustainability and affordability to be addressed is an urgent one if Ealing is to maximise the use made of community premises of all kinds.

In Ealing it has been seen that proposed changes in the way that premises are used, including the disposal of buildings which are highly valued by the local community can be controversial. This may lead to conflict and hostility which can be made worse by the length of time complex developments take to move from the drawing board to reality. Meaningful community sector involvement is needed to ensure that the full implications of such changes are understood by all.

It is important that there is a varied and flexible supply of premises to cater for the wide range of community needs. Some of the strategies in other boroughs concentrate on the provision of a Resource Centre (i.e. premises housing a number of VCS groups). Resource Centres are an excellent asset, and Ealing would greatly benefit from additional centres in good locations across the borough. However this is not the only answer to the premises problems faced by groups.

It would not be possible or appropriate for all VCS groups to be housed in a similar way. Some groups have benefited from using serviced offices in commercial property, and this

The Next Steps:

can work well for them if it is affordable. it should be possible to promote real opportunities for innovative ways of sharing facilities and meeting the needs of smaller groups in Ealing . Using the expertise gained in developing the Ealing Community Resource Centre, combined with productive partnerships with other community based organisations, such as Southall Community Alliance and Acton Community Forum the ideal of a range of space managed by the sector may become achievable.

More than ever the sector needs to demonstrate its ability to think (and act) flexibly and innovatively and work in partnership. This approach needs to be supported by statutory partners if a thriving voluntary and community sector is to remain at the heart of local life.

2. Progress Report

a) 2005 Recommendations

The previous strategy, and the Change Up Plan , made a number of proposals to take forward activity on premises for the sector. This section reports on progress on some of those recommendations:

I. Premises Directory:

This searchable list of premises available to hire is now available on the Ealing Community Network website, and is well used. In addition to being a useful resource for the community it also provides an indication of where in the borough community space is lacking.

II. Premises Information Pack:

This contains useful information on a range of matters relating to premises including leases, licences and health and safety matters. It can be downloaded from the Ealing Community Network website.

III. Additional Hot Desk facilities:

These facilities are now available at Southall Community Alliance, Acton Community Forum and the Ealing Community Resource Centre. There have also been some very

The Next Steps:

good new smaller VCS hubs developed-such as the Tallo Centre and West Ealing Community Centre

IV. Children's Centres:

These have been developing across the borough since 2005. There is voluntary and community sector involvement, particularly through the Pre School Learning Alliance. Many centres offer a range of services for the local community. There is less evidence that Children's Centres have provided additional space for community groups and activities not directly related to childcare.

V. Community Planning Involvement:

Shaping Communities is an award-winning online project which allows Voluntary and Community Sector Groups (VCS) to have a greater input in major physical planning developments – ensuring VCS organisations have a say in shaping their communities. In 2007 additional Digital Challenge funding was received to enable an expansion of the on-line activity.

b) Update on Premises Developments

One of the difficulties of planning for premises is the long lead in time for new developments and the tendency for such plans to change. In the Change Up Plan, and previous strategy, a number of expected new developments were detailed. It is interesting to note what has become of some of them.

I. Ealing Resource Centre:

The Centre successfully opened in April 2007. The Centre provides permanent accommodation for 18 groups, hot-desking, meeting, interview and counselling rooms. A more detailed case study can be found elsewhere in this document.

II. Southall Community Alliance/Southall Resource Centre:

In 2005 the new SCA premises had recently opened and a new resource centre was expected to open in 2008 through the use of Section 106 provisions. However in 2007 Ealing Council sold the SCA building to a private landlord and the lease is not expected

The Next Steps:

to be renewed when it expires in 2010. It is hoped that the new mixed development at Phoenix House will have space for a resource centre and a base for SCA and discussions on this are continuing. A resource centre is still seen as a priority for Southall.

III. Oaktree Centre (South Acton):

The newly rebuilt Oaktree Centre was originally due to be re-opened in May 2006, to provide extended facilities for community groups on the South Acton estate. There were delays and difficulties in completing the Centre and in establishing an appropriate management structure. These have now been resolved, the Oaktree Centre is now open and a management arrangement has been agreed between Acton Community Forum and Ealing Homes. This will provide an important new resource for community activities in South Acton

IV. Hanwell Community Centre:

In 2005 it was hoped that improvements at the centre would be complete by 2008. Since then the centre has been subject to lengthy redevelopment discussions with London Borough of Ealing.. On 5th February 2008 the Leader of the Council announced that £2 million was to be committed to the restoration of the Centre, and that the lease would be extended, opening the way for the Centre Management Committees to apply for additional funding. A restored Centre has significant potential to support increased community activities in Hanwell.

3. Evidence of need

a) Previous Research

Ealing has one of the largest voluntary sectors in West London. There are currently 824 voluntary and community groups registered on the Ealing CVS database.

The “Ealing Voluntary Sector Voice” survey in 2002 was the biggest ever survey of the local sector. 50% of respondents highlighted better accommodation as a priority for the sector. A lack of affordable premises (especially in the evening and weekends) was identified as a weakness across the borough. It was anticipated that additional opportunities would arise through the resource/ community centre proposals that were being developed in key areas of the borough

The Next Steps:

Despite the lack of adequate premises Ealing groups spend a large amount of money each year on accommodation. Ealing CVS was previously funded by the Government Office for London to undertake research into spending by local groups and to identify the potential for more effective sharing of facilities. The Community Co-op Feasibility Study showed that Ealing groups were spending an estimated £3,170,000 per year on office accommodation and the hire of venues for meetings, events and activities.

A survey of the needs of BMER (black, minority ethnic and refugee) groups was carried out in 2005. The survey showed that premises were the second most pressing concern of groups, after funding.

b) 2006 Survey by ECN

In 2006 Ealing Community Network (ECN) conducted a survey of members to identify their needs in relation to community premises. As this is the newest information a summary report is included at **Appendix Two**.

The 2006 consultation helpfully looked at the needs of the sector for sessional space in which to run activities and events, rather than concentrating on the need for office space. The responses suggest that Ealing's Community Centres are perceived to be in fairly poor condition, not always well managed and often difficult to book but are also generally the only cost effective option for small groups. There are though good examples and the recent agreement for Acton Community Forum to manage the Oaktree Centre on behalf of Ealing Homes is a potential model to extend to other local centres

Schools are relatively under used as the costs are prohibitive to most groups. This is particularly an issue with many small sports groups which may have potential for development if they had better access to sports halls at reasonable rents

c) Ealing Community Premises Directory

With the support of the Change Up Consortium Ealing Community Network produced an online Premises Directory. The directory was a first step in detailing premises available to community groups and in addition to offering a useful resource provides evidence as to the number of properties available, mostly for sessional or short-term hire (145 in total). Community and voluntary groups were recruited and funded to search out premises in their ward, and the end result highlighted the shortage of premises in particular areas of the borough.

The Next Steps:

This directory is not a definitive guide to all premises within the borough as some wards were more represented than others by groups able to research what was available; however, it still highlights the clear lack of premises in some areas and has therefore been included in this section as evidence of need:

The overall breakdown of identified community premises for hire by VCS groups is

Area	Premises	%
Acton	43	27
Chiswick	1	0.63
Ealing	29	18
East Acton	1	0.63
Greenford	7	4
Hanwell	18	11

Area	Premises	%
Northolt	10	6
Perivale	4	2.5
South Acton	7	4
South Ealing	5	3
Southall	22	14
West Ealing	13	8

d) West London Research

A survey carried out across the other five West London boroughs in August / September 2007 showed that premises continue to be a significant issue for many groups with 72% indicating that their current premises arrangements are inadequate for their needs. There is no reason to think that these problems are any different for Ealing groups. Of the respondents for the WLN survey, 35% were operating or delivering services in more than one of the West London boroughs, including Ealing.

Section C- Local, Regional and National Activity

1. Ealing Initiatives

a) Hot Desks

In Ealing 'hot desks' have been found to be a useful solution for small and emerging groups. Groups are able to book a desk regularly for a period of half a day or more per week and will typically have access to a computer and some other facilities, depending on the location. The system is particularly valuable in encouraging new groups to seek support from specialist workers and to network with other users and the host organisations. Major hot desk facilities are currently found at Southall Community Alliance, Acton Community Forum and Ealing Community Resource Centre with some smaller hot desk hubs (such as Tallo Centre and West Ealing Community Centre).

More could be done to promote the use of shared desks in solving problems of lack of office facilities. In planning and designing of new community facilities consideration should be given as to whether shared desks could be made available. Ealing appears to have had more success with Hot Desks than in neighbouring boroughs and this may be because of a good choice of locations. Provision in Ealing varies between areas and there is a real need for similar hot desk facilities in Hanwell and the north of the borough

b) Extended Schools

'The development of extended school provision requires a 'hearts and minds' change in the way in which schools work together and with other partners, including the statutory, voluntary and community sectors.'

Quote from London Borough of Ealing Extended Schools Strategy (updated Jan 2007)

Ealing has responded to the Government Extended School proposals by supporting the development of partnerships between groups of schools based on geographical location.

The Next Steps:

Voluntary and community sector involvement in extended schools does vary considerably between areas, although some good practice examples are given below.

The use of schools by the wider community for non education related activity can sometimes appear as a means of maximising income , rather than a means of involving the community in the life of the school and vice versa.

Some schools are reported as reluctant to offer community organisations use of the premises because of doubts about the suitability of the activities. In some schools, and this may be particularly true of Private Finance Initiative (PFI) run schools, costs of lettings are high. Decisions on costs and policies on lettings appear to be left to individual schools which can be confusing for community groups.

Good Practice Examples

West London YMCA run after school and breakfast clubs, some of which are based in local schools

- ✓ West London YMCA also ran a Summer Holiday Activity at Viking primary school in summer 2007.
- ✓ 'Wizz Kids' have organised Wheel Chair Mobility Classes at John Chilton School
- ✓ Gifford Primary School worked with the pre – school learning alliance on the provision of on-site breakfast and after-school clubs. Due to an increase in numbers at the school this activity has now moved to a different location.
- ✓ Acton Community Forum has established a good working relationship with Acton High School and is working on some joint community initiatives which go beyond just the use of premises.
- ✓ The Kids Cookery School also reports good joint working with Acton High School.

All these examples of good practice are to be celebrated. However more work could be done on offering extended school facilities to the wider community at affordable rates.

c) Ealing Community Resource Centre (ECRC)

ECRC is the largest VCS premises project for many years and has been identified as a national case study by Capacity Builders. It is therefore worth drawing out some key lessons to date and potential models for other

The proposal for a local Resource Centre for voluntary groups was first made in 1997. During the next four years feasibility studies were prepared and a number of potential sites

The Next Steps:

identified and investigated. In 2001 Ealing CVS was awarded funding from the Home Office for a local Resource Centre for voluntary groups and entered into a partnership with Dominion Housing Group, who later bought the Gosai cinema site. Work on the new building started in October 2005 and the Resource Centre opened in April 2007

It therefore took 5 years from initial funding to opening the Centre. Though there were particular site and planning issues this time frame is not unusual for a major VCS Resource Centre. For comparison Hillingdon Resource Centre took 2 years from conception to opening, once the building had been identified. In general VCS groups should allow 3 years for a major premises development

Ealing Community Resource Centre Ltd is a Charitable Company, limited by guarantee, and holds the lease of the ground floor of the building which is owned by Dominion Housing. Traditionally many VCS premises projects have been with the local authority but based on the ECRC example groups should consider wider options for joint developments e.g. with housing associations or Primary Care Trusts

In addition to £220,000 Home Office funding for the building, ECRC has raised over £350,000 for staff and equipment from several major national and local funders plus smaller contributions from LB Ealing, BAA, ECVS and some of the larger groups in the Centre. This does show that high profile premises projects are attractive to funders but with a need for a clear long term business plan for when initial grants end

ECRC has 59 desk spaces, a large training/meeting room, small meeting room, three counselling rooms, 4 hot desks and a community equipment loan scheme. There are a total of 18 permanent tenants and a good mix of size of groups and a wide range of special interests represented. The selection process for groups interesting in having space in the centre favoured those prepared to work co-operatively to ensure the ethos of the centre, ensuring that 'the sum is more than the parts'.

ECRC has been open for just 10 months (and some groups did not move in till September 2007) but experience to date shows clearly the demand and need for VCS premises:

- Though 4 permanent desks remain there is already a significant waiting list and after April there are unlikely to be vacancies for the foreseeable future
- Level of bookings for meeting and training rooms have increased substantially and with some bookings already 3 months ahead there are now regularly days when the Centre is 'full' all day and cannot accommodate additional requests

The Next Steps:

- In the 9 month period April-December 2007 (recognising this was a start up period with not all groups fully operational) ECRC had already had ??? (Carol please get figure from Knox) visitors

There are three other developments at ECRC that are worth mentioning as potential models:

- The City Bridge Trust has funded a `Concept Space` Development Worker. The principle is that a Resource Centre can be not just a building but a different way of working between VCS groups .The Worker will support groups at ECRC to develop new partnerships, consortia funding bids and joint services (e.g. shared purchasing)
- West London LSC has provided funding to offer a range of additional features on ECRC hot desks (so groups can design research surveys, produce leaflets or newsletters and do small group accounts) and online e-learning (e.g. groups who cannot attend training course can access course materials online)
- At the time of writing of this report ECRC has agreed in principle its first major business sponsor and will be carrying out a wider business sponsorship drive in the spring

d) South Acton Residents Fitness Centre

This is a good example of a smaller innovative approach to VCS premises development

The Residents' Fitness Centre has been a project to convert an ex curry-takeaway shop on the South Acton Estate into an affordable health and fitness centre in the heart of the estate

The Centre is a community led project. The Centre Management Committee will be made up of local residents, and local community groups and service providers

The Centre will offer a number of services e.g.

- Fitness training (e.g. exercise bikes, floorwalkers)
- Space for outreach health advice (e.g. heart and blood pressure checks, diabetes clinics)
- Counselling sessions (e.g. families of drug users)
- Mother and toddler sessions
- Teenage pregnancy advice
- Stop smoking sessions
- Health nutrition sessions

The Next Steps:

- Aromatherapy sessions
- Information on local community activities (e.g. estate football teams, kids cookery school, older peoples club, Anglo Caribbean lunch club)

Through links with Hammersmith and West London College the Centre also hopes to provide a base for training programmes supporting unemployed young people on the estate to train as personal fitness coaches. The Centre will also provide opportunities for local residents to develop self-employed businesses (e.g. around beauty therapy or massage).

The Centre has secured funding for physical refurbishment (now complete), donations of equipment from Active Ealing and held a successful open day during Summer 2007 attended by over 100 residents and local groups

The challenge for the Centre now is to raise funds for revenue costs as well as setting up a membership scheme to receive fee income.

e) **Commercial Serviced Offices**

2. Borough and Sub Regional Initiatives

a) Royal Borough of Richmond-upon-Thames

In Richmond a recent consultation showed 53% of groups with a premises 'deficiency'.

The Local Authority developed a strategy for council owned property which aimed to bring greater cohesion to use by the Voluntary and Community Sector. Not all of the strategy, which was due to run from 2005-2010, has been implemented as yet. This is partly related to the change in political control at the 2006 election. Whilst it is not yet clear what will become of the strategy, the Borough continues to be fairly generous with rent subsidies for key VCS groups. The main aims in the strategy were to have been:

- All tenants to have a proper lease, including provisions for sub-letting
- Council to follow a set protocol for giving notice when necessary
- Council will consider awarding longer term contracts to VCS to enable longer term decisions on premises to be made
- A condition survey of all council owned properties currently let to the VCS, with recommendations for repair, renewal or disposal

The Next Steps:

- Where the decision is to dispose the Council will explore a means of reinvesting the capital receipt in assets benefitting the sector
- To work with partners to identify pilot sites where a range of agencies can work collaboratively
- Investigate means of enabling property assets to be bought, or occupied under long term leases, by existing tenants

Richmond CVs currently manages premises in central Richmond and in Twickenham. Although this is not formally known as a Resource Centre it could be described as a managed workspace as, in addition the CVS and Volunteer Centre there are a number of other groups with offices in the building. There are some shared facilities, including good quality meeting rooms. The buildings are leased to the CVS by the Local Authority, at a subsidised rent.

b) Kensington and Chelsea

The Royal Borough of Kensington and Chelsea is unusual amongst the Local Authority areas that have been looked at for this report in that Canalside House is a Resource Centre which is owned and managed by the local authority and let to a variety of VCS groups. It has been open since 2004. . The building currently houses 15 organisations, 5 full time, 7 sessional (hot desks) and 3 day tenants in a shared office. The centre is self-financing and has maximised income by letting the meeting room and spaces in the car park. There is currently work going on to extend the centre by adding a floor (on the roof) and a lift. This will extend the available letting space.

Kensington and Chelsea Social Council has also been considering work on VCs premises needs. Premises were an issue for the first round of Change Up work; the Westway Development Trust manages a complex of voluntary sector offices which house a number of groups. There is also a building in Olympia which is modelled on Canalside House and houses around 12 voluntary and community groups. The two main premises issues are affordability and transport links across the borough. The Local Authority did not respond to the Quirk review in the first round but is now looking again.

c) Islington

In 2006 Islington Voluntary Action council (IVAC) commissioned a premises strategy which was produced by The Women's Design Service in partnership with AVCO (Accommodation for Voluntary and Community organisations) in Waltham Forest.

The Next Steps:

The strategy identifies a number of issues, including the high cost of premises in the borough; the poor state of many VCS premises, and relative inaccessibility; a desire by the council to either dispose of or maximise the income from premises currently occupied by VCS groups and a lack of support from the Islington Council in improving and maintaining premises.

Five goals were identified within the strategy:

- Information about premises is maximised
- Islington Council to commit to support of the VCS around their premises needs
- A new centre or centres to be established under community control
- Opportunities to be developed with non-council organisations, including the private sector
- Islington groups to co-operate to maximise opportunities

d) West London Network

The Network has commissioned a piece of work on a sub-regional premises strategy and report which has been developed concurrently with this strategy and has benefitted from sharing information and research. The strategy will show the position of the remaining five West London Boroughs, Brent, Hammersmith and Fulham, Harrow, Hillingdon and Hounslow and makes some recommendations for further sub-regional activity.

3. London Wide Initiatives

a) London Voluntary Sector Council

Commissioned and published a report by on Voluntary Sector Resource Centres in London and in particular the role played by Councils for Voluntary Service (CVS) in setting these up and managing them. The report included Ealing Community Resource Centre, as an example of good practice.

b) Development Trusts Association

The DTA has taken particular interest in the Quirk report and the possibilities it presents to local communities. It has commissioned a report entitled 'London VCS Premises Research

The Next Steps:

Study', which was carried out by Environment Trust Associates. The report draws on Local authority plans for community buildings and local Change Up plans. It can be found at:

<http://www.dta.org.uk/aboutus/dtaintheregions/london/londonresearch.htm> .

In February 2008 DTA held a major regional consultation event based on London VCS premises needs as detailed in the report and chose Ealing Community Resource Centre to host it

4. National Initiatives- Making Assets Work

The Quirk Review of Community Management and Ownership of Public Assets

a) About the review

This review, by the local government 'efficiency champion', Barry Quirk, was published on 15th May 2007. It recommends that councils and other public bodies take a more corporate approach to their property asset portfolios and their relationships with the community sector. The report also recommends a programme of capacity building to ensure that community groups are able to take on the challenges that owning these assets presents.

The report suggests that the benefit of asset transfer, when done properly, outweighs the risks associated with it. The report encourages both local authorities and community groups to look carefully at how such transfers may benefit the wider community. The report does not recommend new legislation, such as exists in Scotland, and does not comment on the level of financing that might be required.

b) Main recommendations of the report

- The publication of comprehensive, up-to-date and authoritative guidance on all aspects of local authority asset management, including within it detailed and explicit guidance on the transfer of assets to community management and ownership.
- The publication of a toolkit for local authorities and other public bodies on risk assessment and risk management in asset transfer to communities.
- The provision of much greater access for local authorities and community organisations to expert advice and organisational development support relating particularly to the transfer and management by communities of land and buildings.
- The smarter investment of public funds designated for community-led asset-based developments, where permissible, through the involvement of specialist financial intermediaries with expertise in the field and the ability to achieve high leverage ratios.

The Next Steps:

- A major campaign to spread the word, through seminars, road shows, training, use of the media, online and published information, and the dissemination of good practice, as well as promotion of "bottom up mechanisms" such as the proposed Community Call for Action and the existing Public Request to Order Disposal (PROD).

c) The implementation plan includes:

- **A new £400,000 challenge for councils to become one of twenty pilot areas which will transfer up to forty key assets from local authorities to community organisations.** Barry Quirk's team will monitor the community benefits and public satisfaction with lessons learnt spread around the country.
- **Access to a £30m Cabinet Office Community Assets fund** to support community-led organisations in owning and running buildings, to be managed by the Big Lottery Fund. The fund will offer grants for refurbishment of local authority buildings, ensuring they are appropriate for community use and for transfer to third sector ownership or management.
- **New guidance to be issued to all local authorities to help them identify proactively all assets that community organisations could run** and provide a focal point for local communities.
- **A new drive to promote powers available to residents to call for assets to be devolved.** Residents will be able to raise issues through a Community Call for Action and even appeal to the Secretary of State through a Public Request to Order Disposals (PRODs) for her to direct councils to transfer assets.
- **New training programmes for community organisations** and local authority officers to build the management skills necessary in community organisations and encourage culture change in local councils.
- **Greater collaboration between financiers,** to maximise leverage from existing and new investment in asset-based development

d) Progress on implementation

Pilot Areas

Twenty local authority areas were named in July 2007 as the pilot areas for asset transfer. None were in London.

Community Assets Fund

The Next Steps:

This fund is being managed by the Big Lottery fund, under new powers which enable non-lottery funds to be handled. Applications were opened in September 2007; with a short closing date for expressions of interest of 15th November Grants from the fund will be made to partnerships between local authorities and third sector organisations to refurbish local authority-owned buildings and facilities. These will be capital grants only; no revenue funding will be available through this programme.

There has been criticism of the very short time frame for applications The National Council for Voluntary Organisations has also cautioned the Office of the Third Sector that resources are needed to ensure that the assets are well managed and sustainable and that managing organisations have the resources to they need to make such transfers successful. NCVO also urged that the primary aim of the fund should be to provide a focus for community action rather than an alternative way to deliver public services.

Devolution of Assets

The 'Resident's ability to ask for assets to be devolved 'is a power has been in existence for some time. There is a little known piece of legislation from the 1980 Local Government Planning and Land Act called a PROD - a Public Request to Order Disposal. A PROD allows an individual to force a public landowner to take action over derelict, publicly-owned land or even be forced to put it up for sale. The new 'Community Call for Action' provisions in the Local government Act are also suggested as a means of ensuring that Local Authorities deal appropriately with surplus assets.

Section D Helpful Information

1. Funding Premises (and premises projects)

(with thanks to Antony Bewick- Smith, Funding Advisor ECVS)

a) What can be funded?

The majority of funders fund projects, not premises in themselves. Funders will normally want to fund activities that have particular benefits – and this might involve using a worker, who might need to use accommodation. The activity justifies the need for paid staff and accommodation, not the reverse.

The Next Steps:

For example, if an organisation were to apply to the Big Lottery Fund for a development coordinator, the BLF would fund the accommodation costs of housing that worker – whether in that organisation’s existing premises, or, if they haven’t any, in accommodation suitable for the coordinator’s needs. What they will not do is fund an organisation’s administrative ‘headquarters’ in itself.

In some cases, however, funders will fund premises in themselves – when the justification is that these are being bought/refurbished as a resource to use for a particular community or communities to engage in some kind of activity – again, not funding for ‘headquarters’ buildings. Funders are more likely to be interested in funding a building that will have many uses and be available for all sections of the community than one which will have limited use or will be only used by one organisation.

b) Getting Advice

It is always a good idea to get advice about potential funders and what you can ask for **before** putting in an application. This can be done through the funding advice service at ECVS.

c) Strategies for Office Funding

It is important for any voluntary or community group to assess accommodation needs carefully. Instead of thinking ‘how do I get an office’, think ‘how can my group provide services to our client group within the size of grant available?’

The cost of premises in Ealing, or any other part of London is high and money not spent on premises can often be used for other areas of work. Consider innovative solutions such as sharing space and facilities. As with running a business it is very important that overheads are kept to the minimum that will meet the needs of the organisation, and as much of the grant as possible is used for delivering services to the community. Funders will be keen to get as much value for money as possible from the grants they make. For example, could the administration be done from home, particularly if it were possible to bid for a computer (and a year’s broadband connection)? Could you get by with using a library or internet cafes? Ealing is fortunate in having several locations with hot desk facilities; consider carefully whether these could be useful for your organisation.

Clearly, if your organisation obtains funding for its first paid worker, with associated rental costs, then congratulations, you now have an office, assuming you have budgeted well. The funding challenge from then on is to find continuation funding for the existing post or new projects, which will bring in a contribution towards the office costs. This is something you

The Next Steps:

should consider very carefully when looking for an office, particularly when considering taking on a commercial private sector lease.

The biggest challenges, however, are faced by those groups who are not yet in a position to bid for a paid worker – because the group in question is very new, has no track record, etc. In these cases the small grants which are the only funding accessible at this stage of development are small – typically about £5,000; and, once again, funders will only fund a piece of work, not the group's HQ. (If you consider that the smallest office in the most run-down area of Ealing will cost at least £3000 per year – before paying for utilities, telephone, etc – then there's almost nothing left to run any activities).

In this situation your group needs to think like the funders:

- If your group wants to do outreach work with your clients, could your bid include the costs of hiring premises on a session-by-session basis?
- If at these sessions you need telephone/internet access, could you include the cost of a wireless laptop and/or a mobile phone in your grant application?

d) Potential Funders

Almost all the general grant funders will consider overhead costs of providing office space, or appropriate accommodation to deliver the service that is being funded, when they agree to grant fund paid workers. The exception may be where a local authority is already providing a core grant which is to cover accommodation for the whole organisation.

There are some funders who may consider grants or loans towards buying, developing or refurbishing a building. This is a complex procedure and at some point you will need to budget for the services of professional advisers such as lawyers and architects

As a general rule, your group will have a better chance with the following organisations if you already have 'track-record' or you have a clear vision of where you want to go, set down in a business plan. Increasingly medium and large organisations are being encouraged to access loans from specialist lenders, but groups should only consider this if they are confident about their future finances.

FutureBuilders

The Next Steps:

One of the few funders (through a mix of grants and loans) who will fund premises – but only if your organisation is planning to get most of its income from ‘selling’ services to ‘purchasers’ such as the local council, Primary Care Trusts, and so on. You’ll need to have a well thought through business plan, for which a development grant might be available. More information at: www.futurebuilders-england.org.uk.

Major changes are expected in FutureBuilders in 2008, so make sure your information is up to date.

The following are some of the specialist charity finance houses which may be prepared to consider lending money for premises developments. The information here comes from the websites of the individual institutions, **it is very important to discuss any plans with them at the earliest opportunity.**

Charity Bank

Charity Bank is aiming to offer range of financial services of the type which are available to businesses, but tailored to the needs of not-for-profit organisations. What they can offer depends very much on the individual organisation. Information is available at <http://www.charitybank.org/>

Unity Trust Bank

Unity Trust Bank has developed a Rent to buy funding scheme to help charities and voluntary sector organisations purchase their business premises. The scheme provides up to 100% of the finance required to purchase your property through a simple combination of a traditional mortgage topped up by the Bank’s equity loan. Rent to Buy allows charities and voluntary organisations the security of owning their own property, to be protected against future rent hikes and provides the option of buying back the Bank’s stake at any time. Unity’s Rent to Buy funding scheme means that organisation’s will benefit from:

- A stable future with the security of owning your own property
- Protection against large rental increases
- Acquiring an asset. Your equity builds up month on month in the property as the mortgage is repaid and it could actually increase further with any rises in market values. You can also buy back the Bank’s equity stake at any stage.
- Unity Bank recently launched a new £50million loan fund for organisations seeking to borrow from £500,000 to £5 million.

The Next Steps:

To obtain a copy of the book which contains examples of repayments amount, details on who can apply and much more contact Unity Trust Bank on 0800 7839650 or visit www.unity.uk.com

Venturesome

Venturesome aims to be a financial partner that supports charitable work achieving high social impact by providing loans and investments. They provide custom-built funding for charities who aim to repay the money. They fill the gap in the financing spectrum between grants and bank loans. They specialise in working through your finances with you in order to understand what type of funding is right for you. As part of the Charities Aid Foundation, we want to increase the different types of financing resources available to the voluntary sector. <http://www.cafonline.org/venturesome/main.cfm>

Fidelity UK Foundation

Because our goal is to help strengthen charitable organisations, we seek to support the types of projects that such organisations undertake to achieve their goals and reach long-term self-sufficiency. We have found that our resources can be most productive with charitable organisations taking significant measures to reach greater levels of proficiency. Most often, this entails major projects such as:

- capital improvements
- technology upgrades
- organisational development
- planning initiatives

www.fidelityukfoundation.org

2. Making Premises Greener

The Next Steps:

There are a variety of ways in which VCS premises and work places can become more environmentally friendly. In addition to benefitting the planet many of these measures will also represent a financial saving.

There is a lot of information available to support attempts to improve environmental impact and some of these resources are listed at the end of this section.

In addition ECN :

1. has recently agreed an Ealing Voluntary Sector Environmental Charter
2. is developing a `Going Green` section on the ECN website
3. is offering training to local groups (with ECVS) on how to develop an environmental action plan and apply for a Green Quality Award
4. will be launching an annual ECN Environmental Award with £1,000 prizes for the best small, medium and large group

For more information contact Carmel Cahill ECN Co-ordinator (carmel@ealingcvs.org.uk)

Efforts to 'green' workplaces can be divided into a number of areas.

a) Energy

- Encourage staff to switch off lights, computers, photocopiers and other electrical equipment at night. Enable energy-saving features on all computers and copiers.
- Ensure that lights and none essential equipment are turned off when not in use.
- Consider energy-efficiency when purchasing new equipment. Give preference to equipment with low power stand-by or sleep features. Check with your supplier.
- Keep a regular account of how much energy is used by the office and set sensible targets for reducing consumption.

b) Green Transport Plans

- A Green Transport Plan is a way in which organisations can manage the transport needs of their staff and visitors.

The Next Steps:

- The aim of any plan should be to reduce the environmental impact of travel associated with work.
- The Plan should not be seen as anti-car. In certain situations the use of the car is required, as it is not feasible to use any other means of transport. However a Green Transport Plan encourages employees to use cars more wisely whilst providing employees with incentives to use alternative modes of transport and communication. It might also support car sharing initiatives.

c) Recycling

- Contact other organisations in your area to set up a co-operative recycling program.
- Speak to your current waste carrier to see if they offer a recycling service. Ask if diverting recyclables from your current waste stream will reduce your collection costs, freeing up funds to pay for the recycling scheme

d) Using Paper and other consumables

- Set the photocopier to print both sides as standard.
- Use once used paper for draft copies in all desktop printers.
- Re-use paper used on one side for fax cover sheets and notepaper.
- Retain documents on your computer rather than in hard copy, this saves paper; saves on file storage space and keeps them right at your fingertips.
- Investigate the availability locally of recycled ink cartridges for printers etc

e) New Buildings

When a new building, or significant refurbishment, is planned it is sensible to ensure that environmentally aware features are included in the design. Many architects now specialise in this but advice can also be sought from some of the sources listed below and elsewhere in this document.

www.est.org.uk The Energy Saving Trust

Particular thanks to www.green-office.org.uk, a project of Friends of the Earth in Scotland, for the information used here.

Acknowledgements

The Next Steps:

Thanks to everyone who provided information to enable me to prepare this strategy and report. I am particularly grateful to ECVS , ECN and West London Network for agreeing to pool information and share it between the two pieces of premises work, which were carried out concurrently. Thanks also to Diane Corriette the writer of the original strategy for providing a solid piece of work on which to build. Thank you to Antony Bewick-Smith for the section on funding and to Carmel Cahill for the ECN survey.

Carol Coventry

February 2008

Appendix One:

The Case for a Voluntary & Community Sector Premises Officer

In researching and writing this strategy it has become clear to me that a strategic and cohesive approach to dealing with premises matters in the community is needed. I have identified a number of activities which are intended to move the sector and local partners forward, but I believe that there is an excellent case for a post which can work with all partners to ensure that the strategy is delivered.

In making this recommendation I am aware that it is an innovation; I have not been able to identify a similar post elsewhere (although London Borough of Hammersmith & Fulham have set aside some funds in the 2008/09 budget to fund a premises post within the CVS). Ealing should embrace the opportunity to be one of the first in the field.

It is proposed that this would initially be for a two year period to make a `step change` in local VCS premises development and establish Ealing as national good practice model

Specific tasks would include:

- To act as an initial point of contact for all partners on VCS premises matters, including leading on the proposed premises group to look at better use of community assets.
- To support and assist statutory partners in identifying potential opportunities for joint premises developments with VCS groups
- To support VCS groups on applying for external funding for premises projects

The Next Steps:

- To establish shared information exchange and mentoring schemes between existing VCS premises projects and local groups wishing to set up new projects
- To support existing VCS hubs to develop consortia consultancy services to be offered to other areas
- To work with statutory partners and VCS organizations to explore the feasibility and options for a VCS premises hub in Northolt
- To support ECN and statutory partners to explore and develop potential options for wider VCS roles in facilities management of local community centres (building on the Oaktree model)
- To have an overview of new developments in Ealing in which VCS space could be available and to represent the sectors interests in discussions on such developments.
- To offer practical support to local groups with responsibility for premises management on e.g. Health & Safety; environmental issues; legal responsibilities including sub-letting
- To work with groups on assessing their premises needs and identifying innovative and resource effective ways of meeting these
- To work with groups on maximising the use of existing premises through sharing, co-location etc
- To design local VCS training programmes relating to premises and facilities management
- To oversee further development and expansion of the current community premises directory

The Next Steps:

Appendix 2:

COMMUNITY PREMISES NEEDS AUDIT 2006

At the behest of Ealing Council Planning Strategy, Ealing Community Network undertook a Community Premises Needs Audit during the last quarter of 2006. The purpose of the research was to benchmark premises needs of the Voluntary and Community Sector (VCS) and to identify issues and barriers around premises.

The research was in 2 strands:

- 1) A questionnaire sent to around 400 groups who are members of ECN. The responses were proportionally in line with the general spread of VCS groups across the borough.
- 2) Two voluntary organisations were commissioned to undertake focus groups in the 2 areas of the borough with the largest concentrations of voluntary and community groups – Acton and Southall.

Financial status of respondent groups

Of the respondents the group income was:

Income under £5,000	27%
Income £6,000 to £50,000	32%
Income over £50,000	31%

- Whilst looking like a fairly even sample across income ranges from previous research it would appear that the responses were slightly higher among higher income organisations which account for a smaller percentage of groups operating in the borough.
- It should be noted that many of the groups in the research have insecure long term funding and are very reticent to take on premises commitments unless they are on very short leases.
- The research highlighted some recent very positive examples of where disused shops and other empty premises have been given over to community use on short leases bringing life back to otherwise derelict areas. This small number of projects have faced considerable difficulty to access the premises. Their successes should be

The Next Steps:

reflected in a more open and proactive stance by statutory owners to the use of such premises.

Current Office Usage

Of the questionnaire respondents the following office facilities were used by their group:

Have own premises	26%	Rent a desk P/T	12%
Share premises	4%	Work from home	42%
Rent a desk F/T	12%	Other	8%

- The number of organisations who have or share premises is virtually equivalent to those with funding in excess of £50,000.
- Nearly 50% of voluntary and community groups still work from home. Many of these are small groups who use community premises for specific activities or meetings.
- There does not appear to be any lack of office space across the borough but half the respondents cited cost as the main barrier to accessing it.
- There is also a strong contention that many of the facilities available to groups are not located centrally and have poor public transport access.

When asked what annual price groups felt was reasonable for a desk in a shared office space responses ranged from £500 to £5,000 with the most responses between £1,500 and £2,000.

Current Sessional Community Premises Usage

The responding groups used the following types of premises for sessional work and meetings:

Community Centres	42%	Church premises	10%
Schools	10%	Other Groups space	6%

The Next Steps:

Own Space

4%

Other

3%

- Nearly half of the groups currently use space in community centres but the focus groups made it clear this was often from necessity rather than choice.
- Ealing's Community Centres are perceived to be in poor condition, poorly managed and often difficult to book but are also generally the only cost effective option for small groups.
- The focus groups identified that in planning community centres for the future it was important to look at the range of normal uses, office space, community events, educational space, art space, sports, holiday play schemes, luncheon clubs and storage.
- There is a perception that there is a lack of larger spaces for community use.
- There is a clear correlation between groups saying there is a lack of larger space and under used capacity in more expensive venues i.e. it is difficult to get space at The Priory but Acton Assembly Hall often has space available
- Schools are relatively under used as the costs are prohibitive to most groups. This is particularly an issue with many small sports groups who could develop if they had better access to sports halls at reasonable rents.
- Another key issue for most small organisations is that no or very limited storage space is available at most community venues.

Again there was considerable variance in hourly rate groups felt was reasonable for hourly hiring of community space.

£10 or less 42%

£10 to £20 38%

£20 plus 20%

A recent overview of 20 key Ealing venues that can accommodate 30+ people showed that prices of community run venues ranged from £15 to £50 per hour with an average of approx £25 and venues run by the council from £33 to £50. Community Centres are considerably less at an average of approx £10.

Appendix 3

Information and Resources

The body of the report already contains some of these links, but they are repeated here for ease of reference.

The Development Trusts Association has produced the 'London VCS Premises Research Study',

<http://www.dta.org.uk/aboutus/dtaintheregions/london/londonresearch.htm> .

The DTA website also has information and resources on transferring and managing Assets:

www.dta.org.uk

Community Matters produce several publications which may be of interest:

- Managing your community building 3rd Edition;
- Occupying Community Premises guidelines for community associations and local authorities
- Community Anchors
- Forgotten Resources? The role of community buildings in strengthening local communities

http://www.communitymatters.org.uk/resources/docs/Publications_list_new.pdf

The Ethical Property Foundation has been set up to ensure that charitable and community organisations make positive property decisions. It aims to ensure that the development and use of property is a benefit rather than a burden. They offer commercial property advice, as well as running training courses and offering other resources.

<http://www.ethicalproperty.org.uk>

National Council for Voluntary Organisations : Response to Community Assets Consultation June 2007

www.ncvo-vol.org.uk/policy/index

Planning Aid for London: PAL provides free and independent town planning advice to individuals and groups unable to afford professional consultants.

www.planningaidforlondon.org.uk

The Centre for Accessible Environments (CAE) is the UK's leading authority on inclusive design. As the recognised experts in the field CAE can help organisations meet their duties under the Disability Discrimination Act 1995 (DDA)

www.cae.org.uk

The Next Steps:

Big Lottery Fund- Community Assets Fund Guidance

(N.b. Fund closed to applications on 15th November)

www.biglotteryfund.org.uk/prog_community_assets

London Voluntary Service Council Published 'Developing Voluntary Sector Resource Centres in London' in March 2007

WWW.lvsc.org.uk

Quirk, B. (2007) Making Assets Work: The Quirk Review of community management and ownership of public assets

www.communities.gov.uk/

The Energy Saving Trust can provide information and advice.

www.est.org.uk

Particular thanks to www.green-office.org.uk, a project of Friends of the Earth in Scotland, for the information used in the 'Greener office' section.