



West Lothian
Council

COUNCIL EXECUTIVE

BLACKBURN PARTNERSHIP CENTRE – COUNCIL ACCOMMODATION SCHEDULE

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to provide members with an update on progress with the Blackburn Partnership Centre project and, in particular, to seek approval of the Council's accommodation schedule, to allow the project to progress to the next stage of development.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes progress on the delivery of the proposed Blackburn Partnership Centre and that the Initial Agreement document has been approved by the Scottish Government;
2. notes that the next key project milestone is the approval of the Council's accommodation schedule and that, until this is approved, the project cannot progress to the next stage of development;
3. notes the analysis of responses to the consultation conducted on the draft accommodation schedule, which includes responses from officers, featured in Appendix 1 to this report;
4. notes the work undertaken to model the existing community centre programme into the proposed accommodation schedule, outlined in Section D.4 of this report
5. approves the Council's accommodation schedule for Blackburn Partnership Centre; and
6. notes that following approval of the accommodation schedule, the design team for the project will be appointed and further consultations will be undertaken with community, user group, staff and service representatives on matters including accommodation layout, design and functionality.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable. Focusing on our customers' needs. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Customer Services Strategy, Corporate and Property Asset Management Strategies and West Lothian Community Health and Care Partnership Joint Premises Strategy.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance indicators	At this stage, the proposed development is expected to impact positively on a range of indicators from asset management, service specific and partners' performance frameworks. Details of these indicators will feature in appropriate service plans/strategies.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	The total budget for Council accommodation within the proposed partnership centre is £3.683m. Further information about estimated costs and budget is included in Section D.7 of this report.
VII	Consideration at PDSP	Considered by Culture and Leisure PDSP on 20 December 2012 where it was agreed that the report be referred to a suitable meeting of the Council Executive for a decision on the Council's accommodation schedule, subject to the inclusion of an analysis of responses from community representatives.
VIII	Consultations	There is ongoing consultation and dialogue with a range of services, partners and other stakeholders including: <ul style="list-style-type: none">- Social Policy- Finance and Estates- West Lothian CHCP- NHS Lothian- Lothian and Borders Police- Blackburn, Seafield & District Credit Union- West Lothian Leisure- Community Consultation Group

- Community Council
- Community Education Association Management Committee
- Ashgrove Medical Practice
- Blackburn Family Centre
- St. Kentigern's Academy
- Local Primary Head-teachers
- Culture and Leisure PDSP
- Whitburn and Blackburn LAC

D. TERMS OF REPORT

D.1 Introduction

The Council, NHS Lothian and the community have demonstrated a shared aspiration for a partnership centre in Blackburn. The development was identified in the West Lothian Community Health and Care Partnership Joint Premises Strategy and is consistent with the direction of travel outlined in the Council's Customer Services Strategy and Corporate and Property Asset Management Strategies.

It is intended to facilitate a local service provision model, focussed on delivering priority outcomes for individuals and the community through:

- providing a central 'hub' for the community to access a range of public services;
- encouraging joint working, shared services and greater collaboration between agencies;
- better aligning resources; and
- improving assessment and information sharing processes across agencies.

The partnership centre development is included in the initial programme of hub projects for the South East Scotland hub territory. The South East Scotland hub (hubSES) programme involves public sector organisations working collaboratively and in partnership with a private sector development partner in a new joint venture company (hubCo), in order to benefit communities through more effective and efficient procurement and delivery of key capital projects. The delivery of these projects is via a design, build, finance and maintain (DBFM) model.

As well as contributing to improving outcomes for individuals and community groups in the area, the proposed development will significantly enhance the already sizeable levels of investment that the Council and its partners have recently made in the Blackburn area. For example, in 2012, the Council committed £1.15million to upgrade Blackburn United Community Football Club sporting facilities at Murrayfield Park. This investment, which also attracted £400,000 from sportscotland's Sports Facility Fund, will see a new changing pavilion, including six changing rooms, referee changing and community club room, along with a new floodlit, seven-a-side, third generation synthetic turf pitch and new 11-a-side grass pitch. Upgrades to the grass pitches and other improvements around the Murrayfield Park area have also been completed in recent years.

D.2 Project progress

NHS Lothian is the lead public authority for the Blackburn Partnership Centre

development and the project is being procured and delivered as part of a “bundle” of three projects across Lothian. This means that any of the three bundled projects can only progress through certain key project milestones at the rate of the slowest project.

The bundled projects are being managed as a programme by NHS Lothian and a Programme Board has been established with representation from each. In respect of the Blackburn development, a joint partnership Project Board, chaired by the Depute Chief Executive (CHCP), also meets on a regular basis. Due to the complex nature of the Blackburn project, a dedicated project manager has been tasked with developing the business case with NHS Lothian, coordinating work streams, coordinating service and community engagement and ensuring appropriate governance and reporting processes are in place.

The Initial Agreement document for the bundled projects was approved by the Scottish Government in October 2012 and a Key Stage Review of the three projects by the Scottish Futures Trust was completed in December 2012. These basically allow the projects to progress to the next stage which includes the issuing of a new project request to hubCo and agreement of the delivery model (DBFM) documentation.

Although the Initial Agreement to progress the Blackburn project has been approved, there is a need for the Council to finalise its accommodation schedule for the partnership centre – i.e. confirm how much floor space it requires and for what purpose. Until this is finalised, the project cannot progress to the next stage of development. This is also the case for the other two projects in the bundle.

In view of this, officers from Finance and Estates, Area Services, West Lothian Community Health and Care Partnership and NHS Lothian worked with hubCo to produce a draft accommodation schedule, which was considered fit for purpose in terms of community needs/priorities, suitable for sustained provision of local Council services and which represented best value.

This draft accommodation schedule, along with an associated indicative floorplan, was the focus of a consultation exercise (further details in Section 3 below) and featured in recent reports to Whitburn and Blackburn LAC and Culture and Leisure PDSP.

D.3 Community engagement

A number of meetings, discussions and consultations with community organisations and local services around the concept of a partnership centre for Blackburn have been progressed over recent years.

The early discussions and consultation work led to the formation of a Community Consultation Group (CCG) which involves representatives from a wide range of local organisations and community groups. The CCG provides a mechanism for officers to engage with the community on the project and is now led by community representatives.

The CCG previously gathered the views of the wider community regarding the proposal for a partnership centre and a household and schools survey was carried out. The survey, which involved over 300 residents, highlighted a view from the community that there was a need for sports facilities, youth activities and early years activities within the new facility.

The CCG continues to meet for officers to provide feedback on developments and

progress with the project, and representatives from the CCG have also visited other partnership centres in West Lothian.

The CCG played an important role in the formation of the Strategic Outline for the partnership centre through the course of a number of meetings in which other representatives and individuals participated. Following this, as part of NHS Lothian's requirements, workshops were held where representatives from the CCG contributed initial ideas and suggestions as to how the facility could be configured and designed. Following the finalisation of the Strategic Outline in 2012, a Working Group was formed of CCG representatives and officers to better establish the council and community requirements for the new facility.

As part of Blackburn Community Week in October 2012, consultations were held with local people in the Mill Centre to comment on outline proposals for the partnership centre. Over 150 residents participated in this exercise which reinforced the desire for a sports hall, showed positive feedback on co-location of the proposed facilities (and having these adjacent to the Mill Centre), and support for a dental surgery within Blackburn.

On 3 December 2012 a consultation exercise on the draft accommodation schedule commenced with meeting of the CCG held in Blackburn Community Centre. A presentation was delivered which updated the group with information on the following:

- aims of the project;
- recent developments and project progress;
- preferred site option;
- community consultation process to date and the priorities identified through that process;
- service provision requirements of the Council and NHS Lothian;
- initial options costed and the 'hybrid' option which had emerged together with the associated draft accommodation schedule and indicative floorplan, including the expected benefits of this option;
- requirement for the draft accommodation schedule to be finalised as a matter of priority and the timescales/decision-making process for this; and
- next stages, up to and following approval of the finalised accommodation schedule.

In addition, a number of further meetings with community representatives were held throughout December, January, February and into March. A copy of the presentation, the draft accommodation schedule and the indicative floorplan, was issued to all community representatives involved in the group, regardless of whether they were in attendance at the meetings.

The main aim of the consultation exercise was to provide community representatives with an opportunity to submit their views, comments and suggestions on the draft accommodation schedule.

An analysis of the views, comments and suggestions submitted and gathered as part of the consultation, and from ongoing dialogue with community representatives, has been produced and features as Appendix 1 to this report. The analysis is sub-divided into themes and also includes officer responses to the comments made.

Many of the comments received and gathered do not directly relate to the accommodation schedule, but instead relate to the design, operation and management of the building, or other matters associated with the proposed development. As can be seen from the appendix, such comments have been addressed with an officer response, however, it should be emphasised that they will perhaps be more relevant at later stages of the project e.g. in the design phase or as discussions on the partnership centre delivery model progress.

Blackburn Community Education Association Management Committee is the only group to have responded to the consultation stating a rejection of the proposed accommodation schedule. At the same time, the management committee also stated that the groups currently using the centre were generally happy with their size of suggested area, with the exception of those who predominantly used only the sports hall. As can be seen in Appendix 1, the management committee's main concerns relate to the size of the proposed hall and the impact this could have on the income generated from lets.

On 11 February 2013, officers met with the management committee to discuss their concerns. An overview of progress with the project was provided for information and there was an open discussion on matters including the accommodation schedule, lets income, the partnership centre delivery model and management committee functions. Officers also provided responses to a number of suggestions which had been made separately by the management committee. Details of these suggestions and officer responses feature in Appendix 1.

On the issue of hall size, officers explained that, within the agreed budget for the project, which had recently been significantly increased through the injection of further council capital and the commitment of hubCo enabling funds, the proposed accommodation schedule was considered to provide the optimum size of hall, whilst still providing other community space which could accommodate the existing community centre programme. The proposed hall is larger than those at Armadale and Whitburn community centres.

On the issue of income, the management committee agreed that maximising occupancy/usage was a shared aim with the Council, and that to do so would in turn lead to maximising lets income. In view of this, officers undertook to work with the management committee to jointly develop a plan to maximise occupancy/usage of the community space in the proposed building (not just the hall) with the intention of ensuring that future income was at a level which would allow the management committee to effectively further its aims. Officers attended a further meeting with the management committee on 25 February 2013 to discuss how best to take this forward. At this meeting, officers proposed to:

- prepare an initial estimate for the level of occupancy/usage of community space in the proposed building and, as a consequence, an initial estimate of capacity for development/growth – including how these varied across each distinct space;
- prepare initial estimates of future lets income from the existing building and from community space in the proposed building;
- prepare an estimate of how many hours of commercial/non-commercial lets per week would be required to generate income comparable to that of the handball let (not necessarily just sports hall lets);
- explore the level of initial interest in taking up lets in the proposed building from existing and potential new users; and

- explore the experience at other partnership centres in West Lothian, in relation to occupancy/usage, capacity and income.

It was also highlighted that a number of questions relating to occupancy/usage, capacity and income would require further discussion with appropriate officers, elected members, the management committee and other community groups/representatives - for example:

- what factors might impact (both positively and negatively) on the estimates referred to above?
- is it reasonable to expect that income will remain at current levels in future years?
- what level of income is considered to be appropriate to allow the management committee to effectively further its aims and meet its responsibilities?

The management committee accepted the proposal and officers advised that they would report back to future meetings of the management committee (and other community groups) on progress with these matters.

D.4 Modelling of the existing community centre programme

In parallel with the recent consultation exercise, an exercise to model the existing community centre programme into example configurations of the draft accommodation schedule has been undertaken.

The principles applied were that users/groups were hypothetically allocated accommodation of a size considered to be fit for purpose and a time which was the same or similar to their current booking. This desktop exercise initially showed examples of the types of potential compromises and flexibility which may have been required of existing users/groups, as well as examples of the opportunities for further growth and development of the existing community centre programme.

This work has culminated in the production of an example room occupancy matrix and an associated example timetable for the community centre programme, were it to be delivered from a partnership centre containing the accommodation shown in the table in Section D.6 below.

These example modelling documents respectively feature as Appendices 2 and 3 to this report and demonstrate that users, groups and functions of the current community centre could be accommodated within the proposed accommodation.

It should be noted however that Scottish Handball has advised that it could not operate from a hall which was smaller than the existing hall at Blackburn Community Centre. As such, officers are exploring potential facilities in the West Lothian area which may be able to accommodate this group and a dialogue with the group in this regard is ongoing. It should also be recognised that the governing body for handball in Scotland has expressed an interest in being part of the proposed national centre for sporting excellence and, as such, their long term use cannot be guaranteed.

The example modelling documents show that there would be significant opportunity for growth and development of the existing community centre programme. Given the indicative usage and anticipated capacity, there would also be potential for additional or enhanced services and activities to be delivered by the Council, its partners and other providers, from the new building.

D.5 Consideration at LAC and PDSP meetings

A report featuring the accommodation schedule was taken to Whitburn and Blackburn LAC on 17 December 2012. Community representatives at the LAC meeting requested further information on the credit union, fitness suite, police office, modelling of the community centre programme and details supporting the estimated cost of the development. Community representatives advised that until further information on these matters was available they were unable to fully support the accommodation schedule.

A report outlining progress and containing further information on all of the matters raised was subsequently taken to the LAC meeting held on 11 February 2013. At this meeting, community representatives in attendance highlighted that they were now positive about the progress which had been made on these key issues and with the regular and ongoing communications about developments coming from the project manager.

A report featuring the accommodation schedule was also taken to Culture and Leisure PDSP on 20 December 2012. The panel agreed that the report be referred to a suitable meeting of the Council Executive for a decision on the Council's accommodation schedule, subject to the inclusion of an analysis of responses from community representatives. No adverse comments on the accommodation schedule were received from the panel.

D.6 Proposed council accommodation schedule

In view of the responses received through the consultation exercise, the ongoing dialogue with community representatives, the example modelling of the existing community centre, and given the scoping discussions held with possible service delivery partners around use of certain spaces, the draft accommodation schedule has been revised.

The revised accommodation schedule, along with supporting information relating to each of the spaces defined, features as Appendix 4 to this report. Following is a summary of the revised accommodation schedule:

Accommodation	Square metres
Sports hall	510
Female Changing	25
Male Changing	25
Youth space	85
Early years space	105
Community space	117
Large meeting room	30
Library + Access2employment	210
Library store	20
IT training suite	30
Office (Council services)	24
Credit Union office	20
Police office	15
Manager/staff office	10
Interview room	10

Interview room	10
Kitchen	30
Storage	30
Total	1306

D.7 Estimated cost and budget position

The cost for the accommodation detailed above and the Council's apportioned share of communal, plant and circulation space, has been estimated by hubCo at £3.868million.

The estimate has been calculated using a cost per square metre of approximately £2400. This is supported by a hubCo affordability cap assessment which compares benchmark costs from six other similar developments. This cost per square metre is considered by officers to be acceptable and as would be expected from the initial costing of such a development. The cost per square metre value takes into account factors including:

- Site specific external works
- Construction costs
- Landscaping/works outwith site boundary
- Inflation
- Planning conditions costs
- Fees (e.g. design team, construction and project management)
- Post contract risk
- Surveys

The Council has committed £2.933m for its share of this development, which was approved on 29 January 2013 as part of the five-year General Services Capital Programme. The Hub South East Scotland Territory Partnering Board has also confirmed an allocation of £750,000 to the Council in respect of Blackburn Partnership Centre. The total budget for Council accommodation within the proposed partnership centre is therefore £3.683m.

As a matter of priority, officers are currently exploring the available options to reduce the gap between estimated costs and confirmed budget. As such hubCo will be formally requested to commit to undertaking a value engineering exercise in order to identify areas with the design/build that potentially have unnecessary costs, and thereafter recommend more cost-effective solutions to the Project Board. Closing this funding gap is considered to be achievable and officers do not at this stage consider this as a significant project risk.

D.8 Preferred site option

Following site investigations, the area to the rear of the existing Mill Centre has been identified as the preferred site for the development. This site is in Council ownership and will allow for the creation of a link between the shopping centre and the partnership centre. This is subject to agreement with the owners of the Mill Centre.

D.9 Partnership centre delivery model

Discussions about the partnership centre delivery model and related agreements, particularly the DBFM requirements of hubCo and the Scottish Futures Trust, are ongoing. Initial indications are that there may be some limited flexibility on the agreement the Council will enter into with NHS Lothian. A future Council decision on these will be sought once details are available.

It is, however, the intention to empower the community via a management committee to take responsibility for areas defined as community space. This will reflect the arrangements currently in place for Blackburn Community Centre and existing management agreements at other partnership and community centres.

D.10 Next steps

The immediate next step following approval of the Council's accommodation schedule is to formally engage hubCo through the submission of a New Project Request. This will support the development of the Business Case with NHS Lothian. As part of this process, and following appointment of the project's design team, further consultations will be undertaken with community, user group, staff and service representatives on matters including accommodation layout, design and functionality.

In terms of the entire project timeline, a list of estimated key dates will be issued by hubCo after the New Project Request has been submitted. Early indications are that the programme timeline will be compressed in an effort to allow the development to be completed in 2015.

E. CONCLUSION

The next key milestone for the Blackburn Partnership Centre development is approval of the Council accommodation schedule. Once approved the development can progress to the next stage. Officers will continue to make every effort to ensure that there are no unnecessary delays at this stage of the project.

F. BACKGROUND REFERENCES

Reports to Council Executive - 15 November 2011 and 7 February 2012.

Reports to West Lothian Community Health and Care Partnership Board - 10 April 2012 and 2 October 2012.

Reports to Whitburn and Blackburn Local Area Committee - 4 June 2012, 27 August 2012, 17 December 2012 and 11 February 2013.

Reports to Culture and Leisure Policy Development and Scrutiny Panel - 8 June 2010 and 20 December 2012.

Appendices: Appendix 1 - Accommodation schedule consultation - analysis
Appendix 2 - Example room occupancy matrix
Appendix 3 - Example timetable
Appendix 4 - Council accommodation schedule

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The main aim of the consultation exercise was to provide community representatives with an opportunity to submit their views, comments and suggestions on the draft accommodation schedule. The table below groups the views, comments and suggestions submitted and gathered as part of the consultation into themes and also includes details of officer responses to the key issues raised and suggestions made.

Theme 1 - Accommodation schedule (demand / usage / size)	
Comment	Response from officers
1. Need to know implications of proposed schedule of accommodation on current programme. (EY)	Work to model the existing community centre programme into example configurations of the draft accommodation schedule has been undertaken. Section D.4 of this report provides further information about the outcome of this work.
2. Gym stopped before as was not being used. (EY)	It is noted that previous gym provision in Blackburn Community Centre was not well used. The accommodation schedule featured in this report does not include a fitness suite.
3. If 'fitness suite' was instead a multi-function room, this would allow for a base for the early years programme currently provided within the Community Centre. (EY)	The accommodation schedule featured in this report does not include a fitness suite and does include a space designated for primary use as a space for early years provision/activity. Further information about this space is included in Appendix 4 of this report.
4. Support for the inclusion of a gym depended on how West Lothian Leisure was involved and the implications of that space being dedicated for rest of the community space. (MC)	The accommodation schedule featured in this report does not include a fitness suite. The space previously identified as a fitness suite has been re-designated in line with views coming from the consultation, the ongoing dialogue with the community and service providers, and the recent work to model the existing community centre programme into example configurations of the draft accommodation schedule.
5. Multi Function Room should be labelled as, and primarily used for, a 'youth facility'. (YP)	The accommodation schedule featured in this report includes space designated for primary use as a space for the provision and development of a range of young people's services/activities. Further information about this space is included in Appendix 4 of this report.
6. Credit Union not included in proposal. (CU)	There was a labelling error on the draft accommodation schedule circulated as part of the recent consultation exercise. The Credit Union office space was incorrectly labelled 'Fitness Office'. A recent meeting between Blackburn, Seafield & District Credit Union and officers has established the organisation's space and operational requirements. The accommodation schedule featured in this report includes a Credit Union office in line with these requirements. Further discussions will be required with the Credit Union on the specific agreements which would be need to be put in place, prior to any space being taken up.
7. The community council has unanimously agreed to support the revised accommodation schedule and was minded that it provided fit for purpose spaces which would ensure that the existing community centre programme could be delivered (excluding handball) and as it would ensure the sustained delivery of certain council services in Blackburn. (BCC)	Officers welcome the support for the revised accommodation schedule.

<p>8. Disappointing that space given over to sports hall in the proposed floor plan is 510m² - small by comparison with what is required. Current hall is over 800m². West Lothian College Sports Hall is 900m². The minimum, SFA recommended dimensions for 5-a-side football are 25.91m long x 16.76m wide. According to FIBA norms, a basketball court should be 28m long x 15m wide. A badminton court should be 13.5m long by 6m wide. Propose an increase in floor space for the Sports Hall to a slightly larger 30m long x 20m wide space that can be curtained off into two, 15m long x 20m wide spaces. (BU)</p>	<p>The accommodation schedule featured in this report includes a 510 sq/m hall intended for use for a range of indoor sports and other activities, in line with those undertaken in the existing community centre hall. This excludes Scottish Handball, in respect of which officers are exploring potential alternative facilities in West Lothian. There would also be potential for increased use of the hall for other purposes not currently in the existing programme.</p> <p>In terms of full court use, the recommended minimum dimensions referred to in this response equate to 435 sq/m for 5-a-side football and 420 sq/m for basketball, both of which could be accommodated in the hall size proposed.</p> <p>As stated in the information supporting the proposed accommodation schedule, as a benchmark, halls in Armadale and Whitburn community centres measure 469 and 475 sq/m respectively. It is also the intention for the hall to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required.</p> <p>The proposal to increase the floor space of the hall to 600 sq/m is not deemed feasible given the overall 1306 sq/m of accommodation cannot be increased due to the available budget, and consequently as this would require 90 sq/m to be diverted from other parts of the accommodation schedule with primary functions designated in line with key service and community priorities.</p> <p>In recent years the Council has made a significant investment (£1.15million) to upgrade Blackburn United Community Football Club sporting facilities at Murrayfield Park. £400,000 from sportscotland's Sports Facility Fund has also gone towards these developments, which on completion, will see a new changing pavilion, including six changing rooms, referee changing and community club room, along with a new floodlit seven-a-side third generation synthetic turf pitch and new 11-a-side grass pitch. Upgrades to the grass pitches and other improvements around Blackburn United's Murrayfield Park home have also been completed by the council in recent years.</p> <p>With the exception of Scottish Handball, no group has indicated that the proposed size of hall would not be suitable for its intended purpose i.e. to accommodate a range of indoor sports and other activities.</p>
<p>9. User groups are generally happy with their size of suggested area, with the exception of those who predominantly use only the Sports Hall. (MC)</p>	<p>It is welcome that a significant number of groups who currently use space in Blackburn Community Centre are happy with the accommodation schedule.</p> <p>The accommodation schedule proposed is considered to provide the optimum size of sports hall whilst still providing other community space which can accommodate the existing programme.</p> <p>Also see comments above in relation to the size of the hall.</p>
<p>10. Is it feasible to have the management committee pay an amount to be determined each year, on a mortgage style model to enable us to have more floor space? (MC)</p>	<p>The Council does not provide a mortgage facility for community groups.</p>

<p>11. We were shown various models, one of which was based on a 2 storey building, it was explained to us that this offered us more floor space, while working out cheaper to build. Why are we not exploring this option?</p>	<p>Whilst a 2-storey option may provide increased net floor area for a pro-rata lower initial capital construction cost, where accommodation includes high eaves height sports hall, this area cannot be utilised for an upper floor. 2-storey buildings are often more expensive to maintain over their lifespan, due to the inclusion of lifts, stairwells, roof access and working at heights etc,</p> <p>The NHS also has a requirement for all clinical rooms to have natural light. Those in the centre of the building under a 2-storey option would not fulfill this requirement and, whilst roof design can facilitate this, incorporating complex design features lead to higher risk of long term maintenance issues. One of the benefits of the site to the rear of the Mill Centre is the ability to accommodate the whole building on a single level making it fully accessible.</p>
<p>Theme 2 - Partnership centre delivery and management</p>	
<p>12. There are difficulties in young people having an identity and sense of ownership in shared facility, which are important for youth work with problematic young people to succeed. (YP)</p>	<p>There will be an opportunity for young people and appropriate service providers who use the community centre to participate in the design phase of the project, following appointment of the design team.</p> <p>The project manager will meet with representatives from appropriate service providers and the design team to establish the best way to ensure the active and meaningful participation of young people in this process.</p>
<p>13. Does Community Education Association have an involvement in the management structure of Partnership Centre? (MC)</p>	<p>It is the intention to empower the community via a management committee to take responsibility for areas defined as community space. This will reflect the arrangements currently in place for Blackburn Community Centre and existing management agreements at other partnership and community centres.</p> <p>Any agreements between the Council and a management committee in line with the intention stated above, would define the nature of the partnership and the requirements/responsibilities of the partners.</p> <p>Discussions about the partnership centre delivery model and the necessary agreements that the Council will enter into with NHS Lothian in respect of the proposed Blackburn Partnership Centre are ongoing. A future Council decision on these will be sought once details are available.</p>
<p>14. Who has control/responsibility over community facilities? (MC)</p>	<p>See comments above.</p>
<p>15. How will the facility be managed on a day-to-day basis? (MC)</p>	<p>See comments above.</p>
<p>16. Need to know how the building is going to be managed. (CCG)</p>	<p>See comments above.</p>
<p>17. Will the income generated by community facilities be managed by Community Education Association? (MC)</p>	<p>See comments above.</p>
<p>18. Not having Handball and smaller sized hall than present may reduce the income of the Community Education Association and, in effect, the ability to</p>	<p>Scottish Handball has advised that it could not operate from a hall which was smaller than the existing hall at Blackburn Community Centre. As such, officers are exploring potential facilities in the West Lothian area which may be able to</p>

<p>provide associated provision funded by this. (MC)</p>	<p>accommodate this group and a dialogue with the group in this regard is ongoing.</p> <p>It is acknowledged that if any current let within Blackburn Community Centre ceases, then this in turn could result in a reduction of income to the Community Education Association (management committee). This, however, should be viewed against the opportunities which emerge, in terms of capacity/availability, where an existing let ceases.</p> <p>In line with established practice/processes, occupancy rates for community facilities will continue to be tracked and appropriate action taken to ensure property assets are utilised in a way which facilitates the delivery of key outcomes and which represents best value.</p> <p>As such, appropriate officers will continue to work with the existing management committee to explore the opportunities for growth and development of the existing community centre programme.</p> <p>At recent meetings, the management committee has agreed that maximising occupancy/usage is a shared aim with the Council and that, to do so, would in turn lead to maximising lets income. In view of this, officers are actively progressing work and discussions with the management committee on these matters and information in this regard is provided in Section D.3 of this report.</p>
<p>Design, functionality and operation of space (service delivery / community programme)</p>	
<p>19. Fun to Fives have 3 rooms for storage at present- proposed schedule does not provide enough storage. (EY)</p>	<p>The accommodation schedule featured in this report includes a 30 sq/m multi-purpose store. It is also the intention for each of the community, youth and early years spaces to include fit for purpose storage solutions.</p> <p>There will be an opportunity for users, groups and appropriate service providers to participate in the design phase of the project, following appointment of the design team.</p>
<p>20. Large meeting room needs to have potential for sub-division. (CCG)</p>	<p>It is the intention, where practicable, for space to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required. The options for subdividing spaces will be explored following appointment of the design team for the project.</p>
<p>21. Sports Hall not suitable for Handball. (CCG)</p>	<p>Scottish Handball has advised that it could not operate from a hall which was smaller than the existing hall at Blackburn Community Centre. As such, officers are exploring potential facilities in the West Lothian area which may be able to accommodate this group and a dialogue with the group in this regard is ongoing.</p>
<p>22. Waiting areas could be mixed. (CCG)</p>	<p>This option will be explored following appointment of the design team for the project.</p>
<p>23. Needs to be recognised that youth work happens across various rooms, frequently the whole centre. (YP)</p>	<p>This comment will be highlighted to the design team following their appointment and given due consideration.</p>
<p>24. As work with young people can happen in numerous rooms at same time, the location of these rooms is important for supervision. (YP)</p>	<p>This comment will be highlighted to the design team following their appointment and given due consideration.</p>

25. As work with young people can generate noise, consideration should be given to having solid, rather than partition walls around this room. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
26. For above two reasons, the youth facility should be located away from centre of building. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
27. Should be separate, but identifiable entrance to access youth facility. (YP)	It is the intention for all accommodation to be accessible from the main entrance and/or from the Mill Centre via an access link.
28. Consideration should be given to provision of additional toilet. This could also potentially serve young children during day. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
29. Would be handy to have space next to kitchen given focus on group work which tend to involve developing cooking skills. This may also provide general cooking classes with sit-down area. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
30. Sports Hall should run gable end of building in order to minimise corridor space, and limit noise to adjacent rooms. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
31. In addition to existing programme, Youth Action Project are looking to start two group work sessions during week (Intensive Support Groups) as well as initiate a Girls Group. (YP)	The modelling work referred to at Section D.4 of this report has demonstrated capacity for development of the current community centre programme.
32. A shared toilet with public raises potential child protection concerns. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
33. Given a fit-for-purpose youth facility would include furniture such as couches, pool table, TV etc. it should be recognised that this would perhaps limit the other functions of the room. However, it would also mean that other informal learning adult groups would also have fit for purpose facility. (YP)	This comment will be highlighted to the design team following their appointment and given due consideration.
34. Potential for early years groups/providers to work together to enable more work with parents. (EY)	Officers recognise the potential inherent in collaborative working, particularly where the joint development and delivery of activities, services and interventions focuses on achieving outcomes for priority individuals/groups.
35. Xcite could give additional activity for young people. (CCG)	The accommodation schedule featured in this report does not include a fitness suite. Space previously identified for a fitness suite has been re-defined in line with views coming from the consultation, discussions with service providers and community representatives, and the recent work to model the existing community centre programme into example configurations of the draft accommodation schedule.
36. Ability to split a Sports Hall into two distinct areas maximises potential and	It is the intention, where practicable, for space to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required. The options for

maximises revenue returns. (BU)	subdividing spaces will be explored following appointment of the design team for the project.
37. Why not explore the idea of temporary partitions in the hall that can be removed at the weekend, giving an available area of approx 800m2? (MC)	This comment will be highlighted to the design team following their appointment and given due consideration. Although this suggestion will be explored, to be viable it must satisfy a number of conditions, including that it can be facilitated within available budget.
Other	
38. Need to know what services are going into facility. (CCG)	<p>Current list of provision expected to be delivered from the proposed partnership centre:</p> <ul style="list-style-type: none"> • Library / mobile library • Customer Information Service • Employability service • Other provision from Blackburn Connected e.g. Resettlement Team, Addictions Team, housing officers • Community centre • Early years • Young people • Credit union • Health centre - GPs, Community Health • Dentist • Police office <p>Current list of primary delivery partners:</p> <ul style="list-style-type: none"> • West Lothian Council • NHS Lothian • West Lothian CHCP • Lothian and Borders Police • Blackburn, Seafield & District Credit Union • Ashgrove Group Practice / Ashgrove Health Centre • Dentist (provider tbc following tendering exercise)
39. The community council was positive about: the recent progress which had been made on a number of key issues; the information now being shared about project developments; the extent of investment in the Blackburn community at a time of financial constraints; and the benefits the partnership centre model would bring in terms of being a single point of access for public services, as well as being conveniently linked to the retail space in the Mill Centre. The community council further acknowledged that the footfall from the partnership centre would be an important factor in helping sustain retail provision in the town, just as retail footfall and the co-location model could lead to increased access to public services. (BCC)	Officers welcome these positive comments.
40. Need to know what impact proposed schedule would have on existing programmes. (CCG)	The modelling work referred to at Section D.4 of this report highlights the work undertaken in this regard.
41. Difficult to take a view on schedule without a clear timescale. (CCG)	The recent consultation exercise commenced with a Community Consultation Group meeting on 3 December 2012 where the draft accommodation schedule was presented to community representatives. This information was circulated to

	<p>all community representatives on the group regardless of whether they attended the meeting. Views, comments and suggestions relating to the schedule were invited by a deadline of 14 January 2013 however comments submitted beyond that deadline have also been included where possible. It should be noted that there is an ongoing dialogue between officers and community representatives about the proposed development. If comments are received following the drafting of this report, officers will give a verbal update the Council Executive, if required.</p>
<p>42. That similar level of consultation is provided at design stage. (YP)</p>	<p>There will be an opportunity for users, groups and appropriate service providers to participate in the design phase of the project, following appointment of the design team.</p> <p>Officers will continue to engage with community representatives and service providers/users in order to provide information about the project, respond to any questions/queries and provide a route for their views on the development to be taken into consideration.</p>
<p>43. It needs to be recognised that fundamentally there is a major issue of working with problematic young people in a shared facility as experienced elsewhere. (YP)</p>	<p>Service providers will be encouraged to learn from the issues and problems encountered, and solutions being developed and delivered, at other shared facilities in respect of working with young people.</p>

<p>Key: Early Years providers group (EY), Youth Work providers group (YP), Community Consultation Group (CCG), Blackburn Community Education Association Management Committee (MC), Blackburn Community Council (BCC), Blackburn United FC (BU), source not known (NK)</p>
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	Accommodation	Indicative dimensions in metres	Square metres	Supporting information
1.	Sports hall	30 x 17	510	Intended for use for a range of indoor sports and other activities, in line with those undertaken in the existing community centre hall (excluding Scottish Handball). Officers are exploring potential alternative options for Scottish Handball. Potential for increased use for other purposes not currently in existing programme. As a benchmark, halls in Armadale and Whitburn community centres measure 469 and 475 sq/m respectively. Intention for space to be designed to maximize potential use by ensuring it can be subdivided into smaller suitable spaces as required.
2.	Female Changing	5 x 5	25	To include changing bench, lockers, showers and WCs, available for sports or other users of the facilities.
3.	Male Changing	5 x 5	25	To include changing bench, lockers, showers and WCs, available for sports or other users of the facilities.
4.	Youth space	10 x 8.5	85	Intended for primary use as a space for the provision and development of a range of young people's services/activities. The intention is for the space to be available as multi-functional community space when not in use for the stated primary use. Defining this space as having a primary use for young people will not preclude provision for young people being delivered from other space within the development. Space to include storage solutions. Intention for space to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required.
5.	Early years space	15 x 7	105	Intended for primary use as a space for the provision and development of a range of early years services/activities. The intention is for the space to be available as multi-functional community space when not in use for the stated primary use. Defining this space as having a primary use for early years will not preclude provision for early years being delivered from other space within the development. Space to include storage solutions. Intention for space to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required. Plans for use of this space will in part be informed by a review of early years provision in the area, which is being progressed through the multi-agency Early Years CFMG Sub-Group.
6.	Community space	13 x 9	117	Intended for primary use as a space for provision and development of a range of community services/activities. Intention for space to be designed to maximise potential use by ensuring it can be subdivided into smaller suitable spaces as required.
7.	Large meeting room	6 x 5	30	Intended for primary use as a space which can accommodate a range of meetings, and support provision and development of community services/activities.

8.	Library + Access to Employment	20 x 10 + 4 x 2.5	210	Intended as space which will allow for the provision of Library and Access to Employment services which are currently delivered from Blackburn Connected in the Mill Centre. Intention is for Library space to form the central hub of the building. Potential for Library space to be used in a flexible way e.g. for uses which are not currently associated with library provision in Blackburn Connected and/or for other uses out with Library operating hours.
9.	Library store	5 x 4	20	Intended as a store to support the Library service, including the mobile library service, which currently operates from Blackburn Connected.
10.	IT training suite	6 x 5	30	Intended to support the continued provision and development of employability services, activities for young people and other groups.
11.	Office (Council services)	6 x 4	24	Intended to provide four workstations for use by posts and services identified as requiring an operational base in the partnership centre or as being suitable for flexible/mobile working.
12.	Credit Union office	5 x 4	20	Intended to provide an office base for the Credit Union which currently operates out of Blackburn Connected.
13.	Police office	5 x 3	15	Intended to provide an office for Police use. Ongoing discussions with the Police about the lease and operational agreements which will be required in respect of this space.
14.	Manager/staff office	4 x 2.5	10	Intended to provide an office for staff with responsibility for operational and facility management of Council accommodation within the building.
15.	Interview room	4 x 2.5	10	Intended to provide interview and/or small meeting room space, to re-provision such space which is currently utilised in Blackburn Connected by a range of services and groups. The space could be available for community use out with the times where access was required for existing use.
16.	Interview room	4 x 2.5	10	Intended to provide interview and/or small meeting room space, to re-provision such space which is currently utilised in Blackburn Connected by a range of council services and other groups. Potential for space to be made available for community use out with the times where access was required for existing use.
17.	Kitchen	6 x 5	30	Intended for use as a teaching kitchen which could accommodate a range of services and groups. Would also be accessible by services/groups using other Council accommodation that needed kitchen access (e.g. to make tea and coffee or to prepare food).
18.	Storage (multi use)	6 x 5	30	Intended to be a multi use store to support the service provision, groups and activities operating out of Council accommodation.
Total			1306	

