

# **Making Places Fund 2017/18**

## **Application Form**



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# **Making Places Fund 2017/18 Application Form**

Please ensure you have read the Information for Applicants before completing the Application Form.

The application form is divided into three sections:

- The first collects contact information about the applicant body and some brief details that will confirm the eligibility of the project and the amount of grant that is sought.
- The second section collects more detailed information on the nature & scope of the event that you seek funding for, and asks you to set out why you have chosen the particular approach that you have.
- The third section requires detail on how your project/event will meet a set of criteria. This is a competitive fund and it is unlikely that all applications will be successful. The information collected in this section will be used by the assessment panel to determine the projects that will receive grant funding.

## **Assessment of Applications**

Applications will be considered against 4 criteria.

### **1. Participation**

Projects may be led by the community, local authority or third sector. However, it is mandatory that all projects involve the community directly in a design process. You should aim to involve as many people as possible to ensure your event is reflective of the wider community and not just a narrow selection. Your application should outline your strategy for achieving this, and include a list of local groups and individuals likely to participate in the event.

### **2. Tackling Inequalities**

Whatever the nature of your project or the event you propose to run, you must show how it will help to tackle inequalities and combat disadvantage. You will want to consider the impact the project will have in your area. You will also be required to demonstrate how the way in which you propose to run the event will support the ongoing engagement of groups or individuals who may face barriers to participation.

### **3. Delivery**

In this section you will be asked to focus on how your community will be changed as a result of your project. This is an opportunity to set out how you intend to take forward the actions arising from the event, and to consider what some of the challenges and risks might be and how you might address these.

The assessment panel may contact you to seek additional information if they deem it necessary.

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## Completing the Application Form

1. Please use the space provided alongside or beneath each of the questions to provide the information requested.
2. Please check your application for completeness and accuracy before submitting to us. The decision to offer funding is based solely on the information provided in the application form.
3. We would prefer all applications to be completed and submitted electronically. The form must be signed and dated by an authorised signatory of your organisation before submitting to us by e-mail.

## Submitting your application

The closing date for applications is **midnight 13 October 2017**. Please email the completed application form to [architecture@gov.scot](mailto:architecture@gov.scot). You will receive an acknowledgement email shortly after receipt. We aim to notify you regarding the outcome of your application by the end of October 2017.

## Further Information

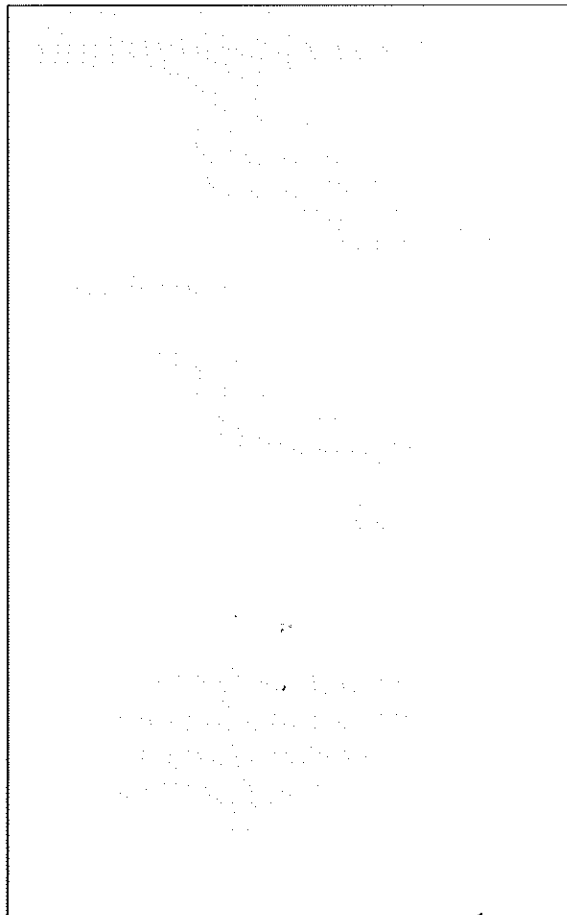
If you have any questions please contact [architecture@gov.scot](mailto:architecture@gov.scot)

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## Section 1: Applicant / Organisation Details

<b>Project name / location:</b>	Westbank Street Placemaking Project, Portobello, Edinburgh	
<b>Name of proposing organisation:</b>	Action Party	
<b>Is the organisation formally constituted and able to receive funds ?</b>	Yes, Company No. 542465 Charitable SC047358	
<b>Address:</b>	Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED]  Postcode: [REDACTED]	
<b>Name &amp; telephone number of main contact:</b>	[REDACTED]	
<b>E-mail address:</b>	[REDACTED]	
<b>Name &amp; telephone number of additional contact:</b>	[REDACTED]	
<b>E-mail address:</b>	[REDACTED]	
<b>Local Authority Area:</b>	City of Edinburgh	
<b>Grant applied (£'s) for and the percentage of projected overall cost of event ?</b>	£12,000	80 %
<b>Source of match funding:</b>	The funding will be partially matched by crowd sourced funds and possibly through contributions from the Local Authority and Community Council (these are currently being explored). Other avenues to be pursued include Coastal Communities, Tesco Bags of Help, Cooperative Community Grants and Foundation Scotland Express Grants.  In addition, it is proposed to match paid	

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	<p>external expert time with <i>pro bono</i> contributions sourced from the wealth of indigenous local design/place-making and facilitation talent within the Portobello community. We believe this innovative model of joint working between locally sourced and external experts will ensure the smooth running of the project, providing the correct combination of local creativity and external perspectives required for this key site within the heart of the Portobello Community.</p> <p>We also believe by harnessing local knowledge and skills this model will demonstrate a new form of community-led design with wide engagement and buy-in. The work will seek to utilise the Place Standard tool, be broadly based on the principles of charrette style working, and focus on achieving strong community buy-in and participation moving forward into delivery phases.</p>
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## Section 2: The Project

### 1. What is your project?

Please describe:

- details of the aims and objectives of the project/ event
- your vision for the project/ event (ie duration, timeline, design professional input etc.)
- the outputs that you expect to produce (eg: a masterplan/ action plan/ designs etc)
- why you have chosen this approach and not an alternative process

The project aims to produce a community led, integrated and mixed use development masterplan for the Council owned land at Westbank Street, Portobello, Edinburgh.

As background context, this is a key and strategically positioned development site within the rapidly changing western centre of the community. It interfaces with and is prominently located between the High Street and the Beach Promenade, key areas of public and civic life for Portobello and Edinburgh residents, as well as visitors. The site itself currently provides recreational and leisure facilities in the form of five-a-side pitches, indoor gymnastics and soft play centre.

Currently the site is allocated in the Local Development Plan as open space and for leisure use but now, for reasons partly due to what is described as declining use of the current five-a-side facilities, it is being marketed for development by the Council. Given this context, and the narrow focus of community engagement to date, the project seeks to agree outcome based parameters for development with the Council in advance. The project would then work with the community to define the form, scale and broad function of development that is best suited to deliver a great place and meet the needs of a rapidly changing community.

Portobello is Edinburgh's eastern-most community, best known for its role as 'Edinburgh's Seaside'. Formerly an independent town, it remains the focal point and civic hub for both the immediate community and a number of surrounding housing estates and residential areas. There are currently 3,425 households (c. 11,500 population) within the immediate area, although the population served by existing facilities in Portobello and on the Westbank site both extend more widely across Edinburgh and south east Scotland. The population of Portobello has expanded in recent years and a further 2,141 new homes are in various stages of development in and around the Portobello area, including 220 at Baileyfield and 480 at the former Standard Life site, both immediately adjacent to the Westbank site. This equates to an increase in population of around 40%.

Against this background of a sharp population increase, Portobello has also over the last few years experienced a decline in both community facilities and open public

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space to which the community have access. This included, until recently, net loss of 4 halls due to sale of church buildings. This situation is compounded by the re-building of the High School on a site well out-with the centre of Portobello and the demolition of the former Scottish Power buildings which also provided much needed space for community use over a number of years. Between 60 and 70 organisations, groups and local businesses - including sports, arts and music industry - used the former industrial premise at Baileyfield (directly opposite the Westbank site) but have had to make way for housing development and a supermarket there.

Two of the church halls have now been secured into community ownership by Action Party, following a successful application under the Community Right to Buy legislation and funding through the Scottish Government's Scottish Land Fund. Action Party wishes to build on this success by delivering a place-making approach that is holistic and that takes cognizance of the needs of the existing community as well as new residents.

Portobello is a relatively mixed community, as evidenced by its mid-table overall SMID 2016 ranking, but there are pockets of deprivation including at the site with the Westbank datazone which is within the 5<sup>th</sup> decile overall but within the 10% most deprived for housing and 30% most deprived for crime. The adjacent eastward datazone which directly borders the site is in the 4<sup>th</sup> decile overall but within the 20% most deprived for housing and crime, and; the area to the south which is within the 3<sup>rd</sup> most deprived decile overall, 10% most deprived for housing, and 30% most deprived for income and employment.

While the current planning status of the site is complex, the local authority has initiated sale and a developer led development process, which by its very nature is likely to lead to a density of development and housing which could conflict with the urgent needs of the community which survey results suggest include key public services, community facilities, economic development and employment opportunities, open and amenity space, leisure and sports provision and some level of affordable housing.

We recognise the Council's wish to make a profit from the sale of the site and we wish to work positively with the Council to create a realistic and financially profitable community led masterplan for development of this important site. We believe the development of the site should also provide the key services and affordable housing that our rapidly growing community requires. In taking forward development of this large and strategically important site we consider that full and meaningful engagement of the local community in the place-making issues relating to this site will provide a positive and realisable framework for change. Such a framework, using direct input from the community, will likely lessen the potential costs and drawn out planning processes that may arise through alternative processes, such as fully developer led proposals.

The process Action Party has adopted will seek necessary exploration of a range of complex issues, including the current use of the site and the detail of the existing

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site issues and opportunities. Issues such as the quality of the Figgate Burn corridor, the use and amenity of the Promenade and the likely form and relationship of any new development on a key 'gateway' stretch of the High Street would be explored in detail with the community. Moreover, the needs and opportunities presented by the existing gymnastics and soft play centre, will be explored as a key opportunity.

The project will therefore seek to develop a full understanding of the complex issues presented by the site and will seek to generate consensus around the important design considerations necessary for long lasting and successful delivery of a new neighbourhood quarter. Building on the findings of the Community Council and Local Authority's survey and focus groups, the project will further explore the current uses, character and assets of the site. The collaborative design process central to the process will then test options and explore issues around the location, scale, density and function of new built development and the location and design of open space or leisure facilities that might be feasible for the site.

The proposal is to work in stages to undertake a desktop analysis of previous consultations and other relevant documents pertaining to the site. This will be followed by a weekend design and engagement event, with feedback and draft masterplan and design proposals presented at further events and through local press, social media and displays at the local library. A clear timetable and detailed engagement plan will be developed and circulated in advance with the process led by Action Party and our local design and community engagement professionals, supported by external professionals with specific expertise including lead facilitator, urban designer, and development economist.

The engagement and design process will entail:

- desktop analysis and focus groups x 2/3 to identify key issues, context for these, and discussion on needs / opportunities for development as previously expressed by the community and to design the event using visual and other engagement methods/tools;
- an open, participative weekend long event (with drop in options) aimed at facilitating identification of site issues, development opportunities and design choices;
- a follow up/ feedback event enabling a draft masterplan and design details of key areas, to be further refined etc.

The process would seek to start in December 2017, with the engagement weekend in February/ March 2018, and overall final report and design conclusions by 31<sup>st</sup> June 2018.

The intended outputs are to produce an overall vision statement for the site; a site masterplan, a series of detailed and appropriately scaled sketch designs for key areas of the site; an economic appraisal of the proposals; and a draft phasing plan for project delivery.



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This information, produced with the Local Authority, can then be used by the Local Authority to go out to market for a series of individual development opportunities to interested parties. It should also inform future changes to the Local Development Plan as part of a plan led approach to development, taken forward with adequate community engagement, and in the spirit of the proposed Local Place Plans which are to be forthcoming as part of Planning Reform.

We have chosen this approach to ensure that there is detailed and meaningful community engagement in shaping the future of this key development site. We believe that by working with the Local Authority and the community, the shaping of the detailed requirements necessary to create a mixed, vibrant, inclusive and sustainable new neighbourhood in Portobello can best be achieved.

### **2. Which partners will be involved in the project? (i.e. Local Authority, Community Council, Development Trust etc.)**

Please indicate if you have local authority support for your project and, if appropriate, provide a contact name.

We have established support to take forward this project, initially through an online consultation exercise carried out by Portobello Community Council in which this Making Places approach secured majority support from respondents, and subsequently from local organisations and key stakeholders including Portobello Amenity Society, PEDAL - Portobello Transition Town, the Beach Wheelchair Users group, and many others.

We have full support for this application from our local ward Councillors (Labour, SNP, Green and Conservative), from the Portobello Community Council, and we are also in the early stage of discussion with the City of Edinburgh Council regarding this as an alternative way forward for establishing the future development of the site. Please contact Paul Lawrence, Head of Place.

Other local groups and interested parties will be contacted for meetings, engaged in the process and potentially brought on board as delivery partners.

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## Section 3: Application Criteria

Please detail below your response to each of the Application Criteria.

### 1. PARTICIPATION

Please describe the level of community involvement in this project and your strategy for engaging with local people.

Some considerations may include:

- Have local people been involved in developing this proposal?
- How will the community become involved in the running of the project/ event?
- How will the event be promoted to encourage the community to take part?

Following City of Edinburgh Council's decision to market the site, Portobello Community Council (PCC) received representations from the local community concerning the site, asking why a developer-led process was set in train and whether there were other options that might best meet the needs of the existing and incoming community. PCC then submitted a Participation Request under the Community Empowerment (Scotland) Act 2015. The request was granted and while CEC carried out its own consultation process, including a series of focus groups (68 people participated in these) and an online (only) survey (1,185 respondents), Portobello Community Council conducted its own more detailed survey which provided a more open set of questions and addressed issues of community interest not covered by the city council's survey, and which therefore allowed for a wider range of design process options to be considered by the local community.

The City of Edinburgh Council have published a report following their consultation. While it would seem the focus groups were well run and provided participants with an opportunity to speak openly, by its own admission the Council's online survey was narrow in focus and limited in the range of responses possible. Nonetheless, the Council's report provides a good starting point for the community-led design process Action Party wishes to run. In particular, we will request copies of the transcripts from the focus groups in order to base discussions around how the site design may be best framed.

The Portobello Community Council survey, results of which are now also published [[see this link](#)] shows that the community strongly disagrees with the City Council's proposal to sell the site for development; only 8% backed the existing Edinburgh Council led process, 41% wanted no change to the site, and a majority (51%) of respondents wanted a community-led design process to replace the existing process, and an application to be made to Making Places to seek funds to facilitate this. We therefore see the Making Places route as the one path which can meet Edinburgh Council's needs and meet some of the needs of those seeking primarily community benefit from the site.

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Action Party and its local advisers, including community planning, facilitation and design experts, will plan and run the event to an agreed project plan. All Action Party board and all local advisers are from the Portobello area and the process will meet the National Standards of Community Engagement

The event will be promoted heavily within the Portobello community by means of posters, leaflets, press announcements, awareness raising at key locations and through well-established social media channels. Pre-event engagement with schools and local groups is also planned.

1b. Please provide a list of groups and individuals who are likely to participate.

All local groups and individuals will be encouraged to participate.

Key groups will be actively engaged in advance. Groups include:

Edinburgh Council

Edinburgh Leisure

Local Traders Group

Portobello Community Council

Portobello Amenity Society

Beach Wheelchairs Portobello (who occupy part of the site) -

PEDAL – Portobello Transition Town

Big Beach Busk

Towerbank Primary School and Parent Council

Portobello High School and relevant pupil groups

Portobello Islamic Educational Centre

Portobello Sailing and Kayaking Club

Eastern Amateur Coastal Rowing Club

Friends of Portobello Promenade

### **2. TACKLING INEQUALITIES**

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Describe how this project/ event will help to tackle inequalities and combat disadvantage in your area.

Some considerations may include:

- How will your project support individuals who face inequalities and disadvantage?
- How will your project enable all sections of the community to participate in the process and how might it support the engagement of groups or individuals who face barriers to participation ?

As outlined above, there is deprivation in the Westbank datazone and adjacent datazones, in relation to housing, crime, education and income. Action Party's approach will seek to involve those local residents in the design process through a range of methods including:

- Delivery of leaflets promoting the event to all residents in these datazones
- Request permission for a display with survey/comments boxes at Dream & Season café (foot of King's Road), Aldi and Tumbles soft play and gymnastics centre;
- The main engagement event will be held in either Portobello Community centre (The Wash House) or Portobello Library, both in the datazone adjacent southward of the site.

In terms of equalities, we will seek to make the events accessible and welcoming to those with any of the nine protected characteristics recognised in the Equalities Act 2010. These are:

- Age
- Disability
- Sex
- Race
- Religion or belief
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Gender reassignment

For example, we will:

- Hold the events in venues that are fully accessible under Disability Discrimination Act
- Ensure events are held at times of the day that enable those who are working to attend
- Identify participants with visual or hearing impairments and support them accordingly, for example by offering materials in large print or Braille (if required)
- Provide expenses to cover the costs of childcare if they are a barrier to participation
- Provide different methods of engagement including social media (we will set up a

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project Facebook page) and a website so that those who unable to attend in person can input to the design process.

Previous consultations recognised lack of activities for young people locally. A particular focus of the engagement exercise will be to work with young people to identify their need and aspiration and opportunities to address these via the site. This might include various indoor and outdoor, free and paid for activities.

### **3. DELIVERY**

Please provide information on how proposals/actions arising from the event will be taken forward.

Some considerations may include:

- Potential delivery partners or funding opportunities.
- Any risks to the successful delivery of the proposals/ actions arising and how you will address these.

We will work closely with the local authority to support a fresh marketing exercise that seeks to reflect and implement the vision/ master-plan produced through the event. This will include pro-actively contacting housing associations, sports facilities providers, workspace providers, social enterprises and other potential developers. We have held informal and early discussion with a range of groups for the sale and future use of the site, and interest levels are high. Often the interest is for a small part of the site, for example for affordable housing or workspace provision, rather than development of the whole site (as would be provided by large scale developer interests). We are working with the principles of development viability for the Edinburgh market and believe that by working towards achieving mixed use development of a series of large, medium and smaller development parcels the financial return from the site is very favourable. We can provide written notes of support and interest from the development sector if required.

Risks:

- local authority buy-in not forthcoming
- profit margins too tight to bring forward development
- planning consent.

However, by proactively engaging the existing community in and around the site, as well as in Portobello as a whole, this process will reduce the risk to the local authority of becoming entrenched in an adversarial planning process, expedite the sale of the site, and bring about long term value for the tax payer and those who reside in Western Portobello and new residents. The site is a prime development location and we are confident that profit margins can be achieved for the Council, while also delivering the needs and aspirations for a successful new neighbourhood within the heart of the Portobello community.

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### 4. OUTCOMES

Please outline how this project will make a difference to the place and local people. Some considerations may include:

- What difference will outcomes make to the quality of life in the area?
- What outcomes may be achieved over the short, medium and long term?

The planned engagement process will enable the following outcomes to be achieved:

- Short term: community engagement and buy in to the design of their local area rather than marginalisation and conflict;
- Medium term: win-win for local authority and community as capital receipt received and key local facilities/services and recreational space are developed;
- Long-term: community cohesion, shared spaces, delivery of affordable housing, locally attuned economic development - including High Street rejuvenation at west end in accordance with Portobello Town Centre Management Plan, better walking and cycling linkages, well designed open spaces which provide climate change adaptation, provision of necessary recreation and leisure facilities and an overall approach to place design which emphasises sustainability and encourages outcomes that promote good physical health and mental well being.

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## Your Agreement

By signing this you are confirming that you are an authorised signatory for the organisation applying for the Making Places Fund 2017/18. You are also confirming that the statement below is accurate.

As far as I know and believe, the information in this application form about the project is true and accurate. I am authorised to allow this project to go ahead and include the relevant information as requested. I confirm that the Scottish Government can:

- publish details of the financial support they are giving to this project;
- share any details they have about our project from this application or from future assessments to Scottish Government colleagues and other agencies, including other grant-making bodies; and
- use any of the project details in news releases, publications and other publicity materials.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

### Authorised Signatory Details

Full Name:

Position in Applicant Organisation:

Contact address:

Telephone:

Mobile:

Email:

Signed:

Date:

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## Further Information

### Data Protection and Freedom of Information

Applicants to the Making Places Fund 2017/18 should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

### Equalities Impact

We want projects to be open to the widest possible range of people. Applicants should make sure that people from all sections of the community are able to find out about and be involved in the project activity. For example, they might need to care for someone, have communication needs, have values or traditions that are different to others, or they may find it difficult to get to your project because of where it is or when it happens. Organisation must have regard to their responsibilities under equalities legislation and further information can be obtained from the Equalities and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com).