

# Community Asset Development – Overview of the DRS Toolkit

Carnegie Trust UK/ Devon Rural  
Network Event

4<sup>th</sup> December 2009



# Devon Reinvestment Service...

- Partnership service
  - Devon County Council
  - Wessex Reinvestment Trust
  - Business in the Community
- Focus on key Community inspired projects across Devon
- Mainly land or building-related – ‘community asset development
- Economic-focus *but* also address social & environmental issues

# Community Asset Development

*What's needed...*

## **Property Development Skills**

Design & architecture

Planning Guidance

Project Management

## **Community Development Support**

Long term capacity  
building

Signposting to other  
support agencies

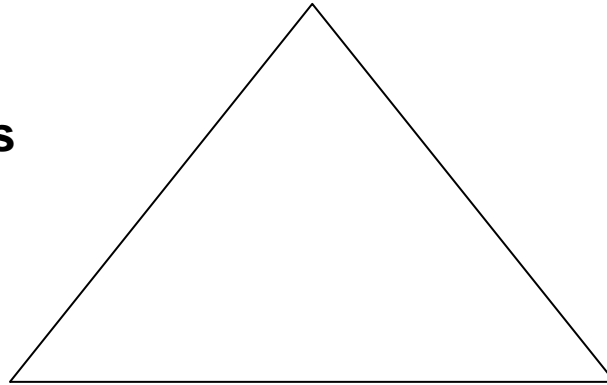
Access to professional  
skills & mentoring

## **Financial Solutions**

Access to Finance –  
loan and/or grant

Business Case  
modelling

Legal structures



# Introducing the DRS Toolkit

The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Title Bar:** Developing Community Assets - Microsoft Internet Explorer provided by Devon County Council
- Address Bar:** http://www.devon.gov.uk/index/economyenterprise/regeneration/developingcommunityfacilities/drstoolkit.htm
- Search Bar:** search devon.gov.uk... with a Google logo and a Search button.
- Page Content:**
  - Section Headers:** Developing Community Facilities, Developing Community Assets
  - Text:** Welcome to the 'Developing Community Facilities' toolkit which has been compiled by the Devon Reinvestment Service to highlight the key activities needed to develop facilities such as community centres.
  - Text:** Many of the tools and guidance notes have been developed by the Devon Reinvestment Service, based on our own experience of the projects we've been working on. We've also drawn on other expertise in Devon or elsewhere in the UK and included links which take you straight to the best source of information.
  - Text:** The toolkit isn't intended to be used in isolation and we don't claim to have covered absolutely everything you need to do, but there is a range of support for people developing projects in Devon so please **get in touch** and ask for help.
  - Links:**
    - 'Developing Community Facilities' toolkit (370KB - pdf help)
    - Index of templates and guidance notes
    - Index of case studies
    - £ Your Financial Plan
  - Image:** A photograph of a modern, multi-story building with a glass facade and a sign that reads 'Community Centre'.
  - Text:** Do you have suggestions or comments on the toolkit? Please **let us know** if you have any ideas that will help us to improve it.
- Left Sidebar:** A navigation menu with categories like 'ng community', 'le Housing', 'g Community', 'Renewable Energy', 'ation RAP', 'the Devon', 'Industries', 'nterprise', 'ervices', 'munity', 'onfidence -', 'ader Scheme', 'ack'.
- Taskbar:** Shows the 'Local intranet' icon.

# The 'Wheel of Fortune'



# Index

Version 2 - August 2009

Developing Community Facilities: Index

<b>1. PLANNING</b>	<b>p.5</b>
✓ Explain your vision - let others in the community know about your aspirations and goals, if appropriate	
✓ Write a summary of your project idea and what you hope it will achieve	
✓ Make contact with agencies and networks to find out what's going on in your local area and for help with getting your ideas heard	A
<b>2. PROGRAMMING</b>	<b>p.6</b>
✓ Justify the need for the project	
✓ Collect statistical data to back up your case	
✓ Prepare a detailed project plan & timetable	
✓ Draft a brief for a feasibility study	
✓ Make a start on the business plan	B
✓ Assess the potential risks involved	D
<b>3. PEOPLE</b>	<b>p.8</b>
✓ Think about whether your group works well or whether there's room for improvement	
✓ Find out what skills everyone can contribute	
✓ Consider what professional support you are likely to need	
✓ You may need to appoint staff	
✓ Find out about local training courses and advice on developing your skills	
✓ Make sure that your project is fair and open to all	
✓ Ensure accessibility and provision for people with disabilities	
✓ Make sure that people in the local community have an opportunity to	C

Page 2    Sec 1    2/37    At    Ln    Col    REC TRK EXT OVR    English (U.K.)

- Structure based on the 8 “Ps”
- Index can be used as a checklist
- Colour coded
- Can be used whether new or experienced

# A-B-C-D-E

- The 8 Ps are complemented by additional sections:
  - **A**dvice
  - **B**usiness Plan
  - **C**onsulting the community
  - **D**anger! Assessing the risks
  - **E**nvironment & Sustainability

# Financial Planning

- Separate downloadable financial tool
- Spreadsheets to do number crunching!
- Can produce figures at the right level for your project ...
  - an outline financial plan
  - a comprehensive financial plan to support your business plan



# Templates & Case Studies

Project summary template

Guidelines for effective meetings

Skills audit pro-forma

Equality policy template

Partnership principles

Brief for architectural services

Risk register template

Princetown Village Centre

Duchy Square, Princetown

Watermark, Ivybridge

Yeo Valley, Barnstaple

Postbridge Village Hall



# Key Points

- You don't need to use the toolkit in order
- You don't need to use the toolkit in detail
- Much of it is common sense
- It builds on good practice from DRS and elsewhere
- Case studies – make it real
- The toolkit will evolve

# Using the Toolkit...

- CAD Seminar (19<sup>th</sup> Nov) – strong demand for follow up workshops on the Financial tool – tba early 2010
- Project Development Form – on web site – competition for ‘Top 10’ to receive 2 days’ DRS consultancy
- <http://www.devon.gov.uk/drstoolkit>



Devon Reinvestment Service