

**EAST AYRSHIRE COUNCIL**

**DEVELOPMENT SERVICES COMMITTEE – 12 MARCH 2003**

**PROPOSED SHOPMOBILITY SCHEME**

**Report by the Director of Development Services**

**1 PURPOSE OF REPORT**

- 1.1 To update Development Services Committee of the progress of the proposed Shopmobility Scheme within Kilmarnock Town Centre.
- 1.2 To outline the proposed scheme and report feasibility study findings.

**2 BACKGROUND**

- 2.1 At a Development Services Committee held on 6 June 2000, it was agreed that Development Services staff would work with Scottish Enterprise Ayrshire and commission a feasibility study into Shopmobility in Kilmarnock and report progress to a future Committee.

**3 STUDY FINDINGS**

- 3.1 A study was commissioned and found:-
- That a scheme was necessary within Kilmarnock
  - That a management group should be formed
  - That funding should be sought from the national lottery
  - That suitable premises were essential to the success of the scheme

**4 PROGRESS TO DATE IN ESTABLISHING A SCHEME**

**“Pathfinder” Group**

- 4.1 A constituted Steering Group has been formed comprising individuals from the two Disability Forums, Access Panel, East Ayrshire Elderly Forum, the Town Centre Management Committee and the Local Health Trust. This group is chaired by Councillor W Menzies as Chair of Social Inclusion.
- 4.2 An Officers Working Group meets regularly with the group to progress their ideas and offer assistance.
- 4.3 Links have been made with the National Federation of Shopmobility Schemes.

## **Premises**

- 4.4** Premises have been identified at 24 The Foregate, Kilmarnock, these premises are within Council ownership and are currently vacant.
- 4.5** These premises provide enough accommodation for both office and storage space. They are located on one of the streets within the pedestrianised area of the town centre.
- 4.6** The layout of Kilmarnock town centre means that parking is not available adjacent to the premises. However, close parking is available within the multi-storey and Portland Gate Car Parks. East Ayrshire Council Communication Staff have produced costings and plans for intercom devices between the premises , the bus station and the car parks allowing individuals, who need immediate assistance, to link directly to the scheme.
- 4.7** Once the scheme has been established in Kilmarnock links will be established with other towns in East Ayrshire. In particular consideration will be given to helping people with a disability to come to Kilmarnock to take advantage of the scheme. A satellite operation at the Glaisnock Shopping Centre, Cumnock may also be considered.

## **Operational Matters**

- 4.8** The Working Group have identified a need for a full-time scheme operating Monday to Friday 9.00 am – 5.00 pm.
- 4.9** Similar Schemes rely heavily on volunteers and a volunteer recruitment process would be essential.
- 4.10** This scheme would, in line with other similar sized schemes require 2 full-time staff:-
- 1 Project Co-ordinator on APIV grade
  - 1 Project Administrator on AP1 grade

## **5 MANAGEMENT STRUCTURE**

- 5.1** The current steering Group is working towards registering as a company limited by guarantee. Articles of Association are being worked on and they would expect to register the company by the end of March 2003.
- 5.2** Four founding directors to take the company through registration and initial funding applications are being sought, two from the representative organisations and two from the community at large. To date three individuals have volunteered. It has been suggested that the Council might nominate one founding director.

- 5.3 Once the company has been registered and funding has been obtained further consideration will be given to the detailed management and liaison arrangements including representation on the Board of the company.
- 5.4 It is at present envisaged that the Board will be kept small, but that there will be a formal consultation arrangement with groups representing people with a disability including the Disability Forum's Access Panel, the Kilmarnock Town Centre Initiative, and the Forums for the Elderly.

## 6 COSTINGS

- 6.1 Costings are being put together in order that a funding bid can be made. These costings include:-

<b>Revenue</b>	<b>£</b>
Staff Cost	41,758
Revenue cost including heating, lighting, insurance, stationery, cleaning, etc.	25,285
Rental (Premises)	25,000
	<b>92,043</b>

<b>Capital</b>	<b>£</b>
Equipment – Wheelchair, scooters, buggies, etc.	34,059
Office equipment, signage, etc.	10,575
Office refurbishment, including intercom system	36,000
	<b>80,634</b>

A full cost breakdown is available as a background paper.

- 6.2 It is proposed that a 3 year application be made to the National Lottery Community Fund who currently fund similar projects. A bid of between £250,000 - £300,000 would meet with the Community Fund's current strategy and priorities. Other anticipated funding sources include Lloyds TSB.

## 7. LEGAL IMPLICATIONS

- 7.1 A key feature of the proposal is that a company limited by guarantee is formed and that within the articles of Association. It is expected that the company will achieve charitable status.

## 8. FINANCIAL IMPLICATIONS

- 8.1 It is proposed that the Development Services Committee contribute £10,000 per annum towards the cost of the project either as a grant or a rental reduction. This can be contained within budgets for 2003/04 if required.

## **9 RECOMMENDATIONS**

**9.1** It is recommended that the Committee:

- refer to Council the requirement to nominate a Member as one of the founding directors of the proposed company
- authorise the Solicitor to the Council to complete the Memorandum and Articles of Association and register the company;
- agree to hold premises at 24 The Foregate, Kilmarnock vacant for six months to allow funding applications to be progressed;
- agree to contribute £10,000 per annum through reduced rental or grant once the project is established;
- note that the company will pursue Community Fund Lottery Funding as its main funding source; and
- note that a further report will be submitted to the Committee once funding has been secured covering administration and consultation arrangements including proposals for Council representation on the Board once the scheme is fully operational

**Stephen Chorley**  
**Director of Development Services**

SC/SM/MB  
25 February 2003

## **BACKGROUND PAPERS**

- 1. Draft Article of Association/Memorandum**
- 2. Full Costing Schedule**

For further information on this report, please contact Kerr Chalmers (Tel: 01563 555715), or Sandra Marshall (Tel: 01563 554607).

**Implementation Officers: Kerr Chalmers and Sandra Marshall**