

Strathblane Community Planning Survey

Tender specification

Commissioned by - Stirling Council (SC), Strathblane Community Council (SCC) and Strathblanefield Community Development Trust (SCDT)

1. Introduction

The villages of Blanefield and Strathblane have a population of around 2500 residents. There is an active community sector which is working in a voluntary capacity to improve local conditions and facilities. The sponsors are focusing their activities on perceived needs and desires and would benefit from a better understanding and knowledge of the expressed needs, desires and aspirations of the community.

In conjunction with Stirling Council the two local organisations noted above wish to commission a survey of the village to gather or collate information on a variety of issues listed in section 2 below

This information will be available to the Council and village organisations or any other public voluntary organisations who are interested in developing or improving the village.

It is envisaged that sponsoring organisations would use the information as a baseline for decision making, business planning, and service delivery. The information would be a valuable resource in Stirling Council's Community Planning programme and would be available to all public partners.

2. The survey

The survey will be carried out using professional techniques validated by external expertise. Local volunteers will be used to assist in the gathering of sample information through survey work, interviewing residents and by facilitating meetings of existing interest groups. Volunteers will receive appropriate training.

The information collated will include factual information from existing data sources updated where possible, attitudes and opinions about current concerns, and will seek to identify opportunities for sustainable services needed in the community.

The kind of information required is listed below and will be refined in discussion with the three sponsors (if approved):

- Demographic information, profiles on:
 - Age
 - Sex
- Economic statistics e.g.:
 - Employment
 - Travel to work patterns
 - Local business needs and opportunities
 - New business opportunities
 - Viable local services
- Opinions on:
 1. Transport
 2. Energy
 3. Shopping
 4. Housing
 5. Recreation facilities
 6. Facilities for young people
 7. Community spirit
 8. Aspirations for the future
 9. Sustainable lifestyles
 10. Health and welfare
 11. Other issues as agreed by the partnership

3 Costs and funding

It is anticipated that a survey would be costly. We could have exploratory discussions with consultants/Universities to see what sort of survey could be carried out for, say, a budget of between £7/£10k. The three partners would seek funding on a partnership basis to be agreed.

4 Management and operational issues

- SCDT will (offer to) manage and commission the survey on behalf of the partnership and coordinate the funding appeal
- It is proposed that a steering group be established, chaired by SCDT with one representative from each of the sponsors (a steering group of four people in total). The steering group would have delegated responsibility for the delivery of the programme, including:
 - Coordinating funding
 - Appointing experts, possibly consultants or universities, to design the methods and carry out the survey and data analysis
 - Support consultants to recruit volunteers to assist with the survey

- Support the consultants to organise facilitated focus group meetings with community groups
- Managing the programme to time and budget (anticipated timescale 12 months,)
- Delivering both electronic and hard copy final statistical analysis

In additional we would use the local newspaper to publicise the survey in advance and to spread the results when completed this is costed separately.

This proposal should be read in conjunction with Stirling Councils brief attached below, which has been incorporated into this document

George Thom
Chairperson (SCDT)

STIRLING COMMUNITY PLANNING PARTNERSHIP CONSULTANCY BRIEF

DEVELOPMENT OF A LOCAL COMMUNITY PLAN

INTRODUCTION

- 1.1 This brief sets out terms for the development of a local community plan for the Strathblane and Blanefield area of Stirling. This local community plan will be developed in the context of the overall approach to community planning in Stirling, as set out in the Community Plan for the Stirling Council area 2005-2015.

2 BACKGROUND

- 2.1 Local community plans in the Stirling area are the foundation of the community planning process. Each neighbourhood in the Council area has been offered the opportunity to develop a local community plan to assess the neighbourhood's current position, identify future trends and list a series of actions and recommendations deemed by the local community to be priority in ensuring its sustainable, equitable development.
- 2.2 Local community plans will assist communities in determining their immediate priorities which can be actioned by communities in their own locality, and those more strategic priorities which may require more detailed intervention resulting in changes in service delivery. These latter priorities will be incorporated into the strategic community planning process of the Stirling Community Planning Partnerships, via the Area Forums and the Critical Partnerships where appropriate.
- 2.3 Local community plans are developed with local community organisations. The community owns the plan.

3 WHAT IS REQUIRED

3.1 This brief will encompass the development of a local community plan for Strathblane and Blanefield. It will include:

- Qualitative and quantitative research into the current physical, social, cultural and economic infrastructure of the area- headlining on the main community planning themes of health, learning, safety, economy, the environment, housing.
- A review on the future sustainability of the village and the attitudes of the local population towards a sustainable lifestyle
- Engagement of the local community in the process of information gathering
- Specific information on the future direction and business planning of the Community Development Trust
- A short horizon scan into the opportunities and threats posed to Strathblane and Blanefield over the next 3 years
- A series of legitimately evidenced outcomes for development in the short, medium and long term, as determined by the local community
- A deliverable, costed action programme to progress towards these outcomes, prepared in consultation with community planning partners and with options for programme funding
- Preparation of a finalised local community plan summarising the above work, presented in a readable, accessible format

3.2 The local community plan should be developed and presented in accordance with the Stirling Standards for Community Engagement.

3.3 All final documentation should incorporate the logo of Strathblane Community Council and Strathblanefield Community Development Trust and the Stirling Community Planning Partnership, in recognition of the funding of the work.

4 MANAGEMENT

4.1 The management of the work will rest with Strathblanefield Community Development Trust. The consultant will be expected to meet with representatives of the Strathblanefield Community Development Trust at key stages in the contract, and provide up date reports on a monthly basis.

4.2 It is anticipated that this work will be completed within 4 months, with an anticipated start date of 1st September 2008

5 FEE

5.1 A maximum of £xxxxx is available for this piece of work. This will be paid in two equal instalments, in xxxx and upon satisfactory completion of the contract.

6 SUBMISSION OF PROPOSALS

6.1 Proposals in writing should be submitted by Strathblanefield Community Development Trust to: George Thom Chair person Ballagan Cottage Strathblane G63 9AE

6.2 Proposals should include:

- A full proposal of the work you would envisage undertaking in response to this brief
- A detailed costing of the work, inclusive of expenses and VAT and up to a maximum of £xxxxxx
- A detailed CV of those consultants who would be working on the project, highlighting any similar work elsewhere. Details of involvement in the work, the amount of time spent in each phase, and hourly/daily rate of fee should be supplied

- The CV should indicate if other similar projects are being undertaken within the same time period

Lesley Gallagher
CPP Manager
November 2007