CLIMATE EMERGENCY CENTRE HANDBOOK
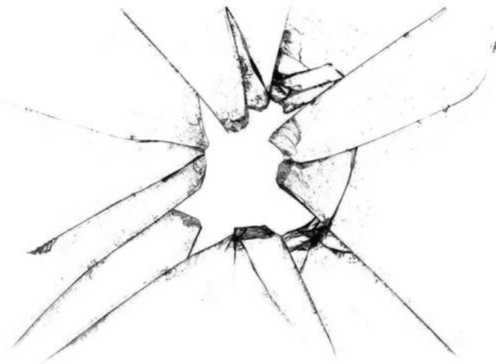
IN EVENT OF
EMERGENCY:

BREAK GLASS
AND
OPEN HANDBOOK

Climate Emergency Centre Handbook

BUILD YOUR CLIMATE EMERGENCY CENTRE IN 10 STEPS !

https://climateemergencycentre.co.uk

By www.Spacegenerators.org

If you are looking to set up a CEC in your area, please download the Telegram app (https://telegram.org/) and join the CEC Start Ups Chat for advice and support including weekly meetings (Thursdays 7pm) for groups to feedback and share information. Join link- https://t.me/joinchat/NV1AllE2WIB88x-UjmPeiQ

Introduction

"Creating Space for Community Solutions"

The Climate Emergency Centres (CECs) project enables the development of a self-funding Centre that brings together diverse groups and individuals in the local community to build solutions, relationships and resilience in the face of the Climate Emergency. Each CEC is autonomous, but supported by a network of CECs as the project grows.

OVERVIEW

READ THIS - 2 page short overview v 2.4 CEC Project- Brief Overview

This handbook is Draft V 8 a work in progress, feedback can be shared (email spacegenerators@gmail.com) so that the project can evolve by crowd sourcing wisdom. We acknowledge there is work needed in many aspects of this evolving CEC Handbook. Many ideas are currently included with a view to selecting what works as we go.

The Climate Emergency Centres (CEC) project has grown out of 30 years of grassroots environmental community centre projects, which began in 1992 after the Rio Earth Summit.

At this critical time for our planet what is needed is the spaces and infrastructure to help people connect and gather resources to take action for a sustainable future. We aim to on board every local authority that has declared a Climate Emergency (330+ in the UK) https://www.climateemergency.uk
to support its local community to set up self funding climate emergency and community solutions centres in every area. These Centres will work to improve community resilience by supporting local mitigation and adaptation to the Climate Emergency.

A collective of people forms to open and run a Climate Emergency Centre. Local eco and community groups create a 'support circle' and later a wider Climate Emergency Alliance of groups begins to form (see appendix I). They identify a vacant property, owned by a private developer or the Council that can be used for a Climate Emergency Centre (CEC).
(This model works best with a private developer as they move faster than councils and provide a financial contribution to the project set up).

The project self-funds by using a business model that enables owners of currently vacant business premises to reduce their Business Rates payments by 80-100% through a meanwhile lease of the property to a not for profit / charitable organisation (your CEC). In addition, the property owner can build good relationships with the local community and the local Council through supporting a creative and positive sustainability initiative.

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APPENDIX

STEP 1: BUILD YOUR TEAM

1.1 Form a collective, find your friends! Gather 6-8+ people from those you know in your community, who share the same goals, and are ready to ACT NOW! This will be the organising group who are up for the mission to create a **Climate Emergency Centre.** A strong and creative organising group needs a diversity of experience and networks (such as gender, culture, age, education). Think about these when forming your organising group. People involved in Transition Towns, local Extinction Rebellion groups and local Mutual Aid groups will have connections, experience and a desire to build.

1.2 To guide you, read through the principles and values in Appendix A of this handbook and consider whether the group would agree with them. We ask

individual CECs to follow them, but every group is different and may want to discuss and add to this list.

1.3. Set up an initial meeting with your team to discuss your next steps - sit in a circle so that everyone is facing each other and everyone is equal. Make sure that everyone there has time to share what they want to bring by checking, before ending the meeting, that each person feels they have had a chance to share what they wanted. Make sure to allow fun and humour in the meeting, so people can relax and are more able to contribute, and CECs should be fun!

1.4. Make a regular meeting day and way to communicate outside meetings such as a chat group so you can all feed into the weekly agenda and keep in touch/ share info. Set up a project organising system, such as Trello, Basecamp, G Docs folder, Slack or Loomio for discussions. Whichever one you choose, ensure the whole team is shown how to use it.

1.5 Brainstorm, create a group Vision : discuss and create a simple one-page A4 project brief outline - see Appendix B for ideas. This project outline can help you create your first leaflet and longer project proposal, that can help with funding applications or expand into a longer project plan. The project brief needs to be discussed, agreed and designed early, so that you can all be on the same page.

1.6 Split into sub-teams that focus on:

a) **Outreach**- contacting local groups who may be interested in working with you, or supporting the CEC, and engaging with local community- let them know who you are and what you are planning
b) **Building finders**- identifying possible buildings, and/or commercial estate agents who are up for helping, and accessing Council-held info on vacant commercial property (they will have a list) try the estates manager.
c) **Council relationship**- connecting and building relationships with key people on the Council who can help and/or support your project. Also, research your local community's needs and your local Council's priorities. If your local and/ or Borough Council has declared a Climate Emergency it

will have a plan that it wants to deliver on and your CEC may provide them with a route to deliver on some of this.

d) **Setting up as a legal entity**- deciding which is the best way forward for your group, and making this happen. There is more information about this in [Step 10.1 (Business Model)](#), including the [Community Land Trust Network](#) who provides support to community organisations to do this. Do speak to your Council to identify which entities they feel more comfortable to work with, and consider discretionary business rates reductions for, this will help your decision-making. Many teams are looking at setting up a CIO (charity) in order to gain access to the automatic 80% Business Rates reduction, and Ben from the Guildford team has put together a helpful guidance doc for other teams- [https://docs.google.com/document/d/1rhSlS3vXftLKaVELVirtlqw6_qRTg JkVLhyQFOUOQRA/edit?usp=sharing](https://docs.google.com/document/d/1rhSlS3vXftLKaVELVirtlqw6_qRTgJkVLhyQFOUOQRA/edit?usp=sharing)

STEP 2: PUT PEN TO PAPER

Prepare four letters:

1) To local community groups who may want to be involved in building the CEC

2) To property owners

3) To the Council where your CEC will be situated

4) To local residents of the area.

There are basic templates in Appendix D,E,F,G,H to guide you if needed.

This SLIDES link is to a useful presentation for meeting with members of Council, property owners and prospective partners/ groups that gives an overview of how it works and how different stakeholders can benefit- [Template slides for CEC teams. 'Make a copy' to edit](#)

2.1 A letter to local community groups -See Appendix H

Find Groups to connect with and help to build your Climate Emergency Alliance to run your CEC- see a list of 50 generic groups in appendix I) of this handbook for ideas. This letter should include:

1. **The name and a brief outline of the purpose of your CEC**

   Outline as described on Appendix B of the handbook, and NAME eg The Hub - Hackney CEC, The Nest Manchester CEC, The Den - Bournemouth CEC , The Social centre - Cardiff CEC, Action Hub - Hereford CEC, The Hive - Birmingham CEC, Eco space - Plymouth CEC . We would like all centres to use the strap line Town /city - CEC. This will help to build a network and infrastructure across UK Cities.

2. **How their local group could benefit from being part of the CEC**- access to space, resources, sharing skills and knowledge, funding, building local support networks.
3. **Why your group would like them to be involved**- what do they specifically bring that will help or be useful to the project. It is important that they feel they would be a valued part of the community

4. **An invitation to a Climate Emergency Alliance meeting** to discuss your plans, what they would like to bring and how you could all benefit. This project brief outline leaflet needs to be discussed and designed early, so that you can all be on the same page

2.2 A letter to the building owner / property developer which includes: (template Appendix D)

★ **A brief project outline leaflet of the purpose of your CEC** - see Appendix B

★ **What kind of groups would be using it**. You can base this on the Groups that have shown an interest following your letters to them (above)

★ **What benefits the property owner can expect in return**-
   ○ Financial returns (business rates relief model of 80-100% OFF)
   ○ Flexible solution to any delays in planning, leasing or contracting
   ○ Concrete systems that will maintain their building - basic repairs maintenance and improvements, free on site security / caretakers.
   ○ The property owner will be facilitating creative and positive changes locally which will help them build good relationships with the community and local Council.

★ **What is expected from the property owner** - that they assure a minimum time (eg 6 months to 1 year plus , ideally 1-3 years) for your Group to operate. In addition, a contribution to the CEC's funding. See business model Appendix A. This contribution will help the CEC with paying coordination crew (creating employment) / volunteer living expenses, the utility bills, major repairs e.g. roof or large windows and other running costs. It is expected that the property owner will offer to pay all or a percentage of the utilities as they are saving 80-100%. The utility bill can be reduced by implementing a renewable energy plan for the premises.

★ **Include in the letter an invitation for the property owner to meet and liaise with you** regarding any specific needs / requests. This helps to build a dialogue and a relationship. Arrange a meeting to discuss creating a 'meanwhile lease'

★ NB The owner may only be able to lease a property to you for a short period of time initially 6 MONTHS OR 1-2 YEARS (with the possibility of extension due to planning delays). Don't be put off by this, your CEC is the people / community it brings together and they can readily move to a new space in your city. Simply ensure you have a group of people who form your 'next building team' to work on getting the next place, while you still have the first.

★ **2. Letter to the Council - Template Appendix G**

This letter introduces your group to the Council, and your goals. Working with the Council is important as they can provide you with crucial support that will help you to work with the property owner. Or offer you a Council-owned building (the Council must also pay Business Rates on empty properties)

(Every council maintains a voids list of vacant council owned and commercial properties in their area, these can sometimes be acquired by request or Freedom of Information requests)

The letter should include:

★ **A brief outline of your CEC project, including an outline of the Business Model (Appendix A)**
★ **A list of groups who have shown an interest in being part of your CEC**
★ **Reference to your Council's declaration of a Climate and Ecological Emergency (if they have made one) and/or any statements they have made expressing concerns about the climate**
★ **Reference to evidence of the local community's concerns about the CE, such as local schools' youth strikes, the presence of other groups etc.**
★ **Make specific reference to how your CEC can help the Council deliver on its CE plan by pointing to particular goals in their plan that you plan to help deliver on.**

2.4 Letter to local residents see appendix E

2.5 Letter asking businesses for help with resources - template Appendix F

STEP 3: GATHER YOUR RESOURCES

3.1 Start small-

★ People are the most important element - getting good people involved.

3.2 Infrastructure/logistics

★ You will need tools, computers, transport, materials, logistics, food funding, support... Source chairs, tables, furniture, computers, pens and paper. Think broadly and think sustainably. Ask local groups and businesses what they can donate to the cause, think reuse, recycle, reclaim etc local diy and trade suppliers will donate surplus wood and materials, help to build the circular/ sharing economy. Create a wish list of things you need, display it prominently in the centre and online.

3.3 Online presence

★ Set up an email address, website and social media sites, such as a Facebook page, Twitter, instagram, snapchat secure your digital domains - make sure 3 people share the passwords- with some pre-agreements on use - (tech working group).

STEP 4: FIND A SPACE

Now that you've established your group and your project brief outline - mission statement, you can make decisions about how you want to go about acquiring a space. Do you want to take immediate direct action / protest - liberate a space occupy / squat? Work with developers/ the council? Work within existing social spaces? Rent? Aim to set up a coop or a Community Land Trust? Work towards buying a property for long term community use?

4.1 Get a map of your town and cycle around and map the empty buildings.

4.2 Contact the council (estates or property manager) and ask for their voids (empty) list and commercial property for rent list.

4.3 Find the owners of the property via The Land Registry records.You can get the details for a particular place by entering the POSTCODE at www.landregistry.gov.uk. It costs £3 per place (with a debit card)

To find out the the Valuation of the Business rates for a potential building https://www.gov.uk/correct-your-business-rates

4.4 How will you negotiate with the owners?

Create a negotiation / proposal /project outline letter. Ring them after the letter to follow up and arrange a meeting, bring your project proposal brief. See if your group has any connections to property / landowners / developers / council - personal connections and building relationships lead to finding spaces faster than a cold call / letter.

INSURANCE INFO needs expanded- landlord generally responsible for rook and walls and gets buildings insurance to cover this, CEc responsible for internal- but do inventory of space before you take it on, and take photos and get property owner to agree a schedule of works that they will pay for before and get done before you take possession. Your CEC group gets Public Liability insurance (with management liability insurance included).

How to get public liability insurance - describe the size of the space and a short list of activities that you will carry out in the space. Eg talks, workshops, art exhibitions, conferences and fundraising events. **Also ask for management liability insurance for a small extra cost it covers the directors.**

NB The property owner is responsible for the building insurance .

We have found these companies helpful.

https://www.keegan-pennykid.com/liability/

www.jmginsurance.co.uk - better on larger premises

- www.Spacegenerators.org Charity is willing to discuss helping to gain the 80% mandatory rates relief - if certain agreements are in place. But it's also good for each local CEC to have its own not for profit legal entity, to help negotiate and sign a 1-5 year meanwhile lease.
- https://www.meanwhile.org.uk for further info and advice from the Meanwhile Foundation.
- **How to set up not for profit organisation**
- https://www.resourcecentre.org.uk/information/legal-structures-for-community-and-voluntary-groups/
- Best guides to legal structure options: Do-ocracy Handbook http://www.reconomy.org/wp-content/uploads/2016/09/Do-ocracyHandbookREconomy2016.pdf

STEP 5:   MEETINGS - SELF-ORGANISATION

This is crucial to the successful running of your CEC- choosing and running a self-organising system that allows everyone to input in the way they want, and where people are clear who is doing what role.

KEY POINTS:

Identify a clear decision making system and ensure everyone who attends the CEC is aware of it and how to get involved.

The weekly/ fortnightly meeting of the regular project workers/ volunteers and working group coordinators is the decision making body for the Project.

Coordination roles are determined by working groups- see Section 6

The CEC is in a community and regular People's Assemblies to enable feed-in from the community is central to identifying needs/ priorities and getting them involved.

Communication is key. Things go wrong when communication breaks down. Regular meetings where people are able to actively input, listen and learn, be

flexible, give and take, are important. Apps that allow speedy communication within and between working groups are useful.

DECISION MAKING

A CLEAR PROCESS MUST BE DEFINED EARLY

NB we are aiming for more transparent, horizontal, agile, egalitarian, gender balanced evolving and learning organisational structures.

Display this process where everyone can see as early as possible in the project. Draw a decision making flowchart so everyone can see the process and signpost how people can get involved. Eg email this working group or speak to/ ring these people.

Diverse groups will have diverse ways they want to make decisions. What is right for a Pensioners group in Plymouth who may want to use a more traditional voting system may be different for a Mums group in Manchester or Climate activists in Norfolk.

A very simple decision making process would be to do your best to find agreement (consensus) within the group (this takes flexibility, give and take) and if no decision is arrived by a certain time then use a majority vote.

If you want to explore more in-depth organisational structures/ systems then check the following links:

Consensus flowchart: https://www.seedsforchange.org.uk/consflow.pdf

Holacracy: https://www.holacracy.org

Sociocracy: https://www.sociocracy.info/what-is-sociocracy/

Spokes Councils: https://www.seedsforchange.org.uk/spokescouncil

Cooperative: https://www.uk.coop/resources/model-governing-document

FACILITATION

To help you run meetings, Seeds for Change provides a useful resource https://www.seedsforchange.org.uk/facilitationmeeting

- The facilitator keeps the meeting focussed on the agenda and helps create Action Points (APs) (these are important- tasks people agree to do that are reviewed at the beginning of the next meeting. APs that are completed can be reported back to the group, or they may say they need more help or need to be handed back to the group).
- REMEMBER the aim of a facilitator is to stay NEUTRAL on the subjects discussed, helping the meeting discussion flow.
- **TIMING : Always set a time limit for the meeting and get the group to commit to a short and on point meeting of around 60 - 90 mins.** When meetings go on beyond 2 hours people get tired, lose focus, begin to leave or sometimes argue
- Rotate the facilitator role so that everyone has a chance to learn the skills and become comfortable doing this. The more people who get active and the more diverse the voices that are heard, the more resilient and creative your CEC will be. More experienced facilitators can help and support new facilitators.
- **Give people who want to speak numbers in a stack / queue of people. (IMPORTANT, as when people have been acknowledged with a number in the stack they are less likely to talk over others).**
- Sometimes a facilitator allocates more time to a subject, or moves the discussion to a separate meeting or a working group.
- A good facilitator will ask for quieter voices to be heard and those who usually speak a lot to make space for new voices, or input from more women or those from marginalised groups. Help to build gender balancing into the process.(ref. Kurdish democratic confederalism)- saying "Can we hear from more women's voices or from those who have not spoken yet"
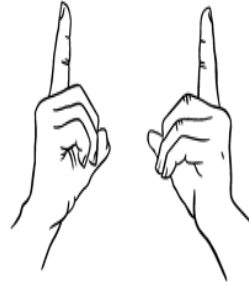
MEETINGS

THE REMINDER "We are ALL here to take urgent action on the Climate Emergency, so stay focussed and aim for co-operation for the cause. See the bigger picture and be willing to be flexible, give and take, to get the job done.

Learn to let go and trust the group process. Learn to work together to create a Socially Just and environmentally sustainable future."

- **Create a project organising meeting** early in the week - say Monday or Tuesday 7 PM (after main work hours means all can attend)
- Set up a system to prepare and contribute to an agenda before each meeting. Useful tools for this are www.board.net, G Doc, Dropbox Paper or NextCloud. Also ask for points for the agenda around the circle at the beginning of the meet.
- **Check-ins and check-outs (go around the group and ask for a quick check on how they are feeling)** and read the above reminder then have a group one minute meditation before the meeting to focus minds.
- **In meetings with new people, do a name round where each person BRIEFLY says their name and any links to a group or experience or skills that they have that can help the Project**, also adding things for the agenda. This is VERY IMPORTANT and helps build group involvement and networking.
- Choose a note taker - **REMEMBER to take Minutes**, who is present, agreements made.
- Alcohol should not be brought to meetings; it does not help focus.
- Be aware of Accessibility- meaning that people are not excluded from using something on the basis of experiencing a disability

Explain hand signals. **Use hand signals to help everyone be involved and feed in. Here is a basic overview of the signals to use :**

POINT TO BE MADE...

1.

DIRECT POINT
(JUMP THE QUEUE)

I AGREE
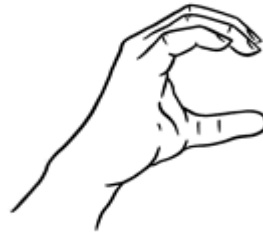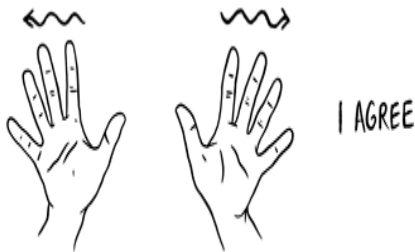
CLARIFICATION
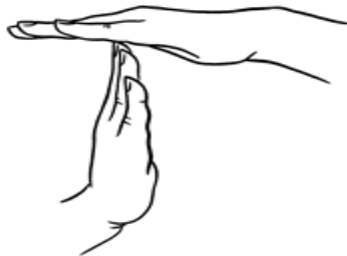
TECHNICAL POINT
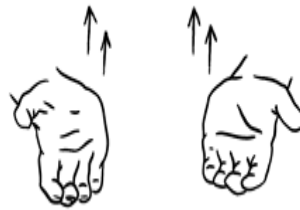
SPEAK UP!

You can print off a copy from this link- Hand Signals Put them on the wall and support everyone to know what signals to use when, by explaining them at the beginning of the meeting.

More useful hand signals here- seeds for change explanations on hand signals

Rolling hands for move on, or round circle shape with two hands meaning round up your point (its taking too long)

Make a 'P' shape with two hands for a proposal.

REGULAR PEOPLE'S ASSEMBLIES - (PAs)

This is a central part of a CEC- it enhances community involvement and helps to ensure the work being done is focused on what is needed to build community resilience. Have a PA once per month to feed into CEC internal projects / working groups and externally to feedback to the council. PAs to be used to help brainstorm, provide ideas and direction and a deliberative process of coming up with group direction. Creating a local participatory/ direct democracy organism/ ecosystem.

https://rebellion.earth/act-now/resources/peoples-assemblies

SUPPORTIVE CULTURE and COMMUNICATION

We are learning to live differently- to live in community and respect ourselves, each other and the planet. We are all crew and here to support each other.

- **Resting and sustainable community work**, take days off, rest, go out somewhere, do something away from the project to relax, avoid burnout.
- **Socialise and celebrate**, get the crew to celebrate / party together away from the project, which builds crew morale. Take group away days and personal holidays. Sustainable activism.
- **Meditate, get a healing/ massage/ therapies group to support** the project and its volunteers.
- **Healthy food/ cafe vegan volunteer food -** regular healthy meals for hard working crew is VERY IMPORTANT- this is the responsibility of EVERYONE and the cafe food/ sustenance working group.
- **Talking circles - heart/ feeling sharing**: very useful community Tool. To create a talking circle, pass a stick around a circle of people. Each person gets a chance to talk - share feelings, knowledge and wisdom. These may be done following a significant event or to re-connect. Most importantly it is a LISTENING circle where everyone else listens to each person. This helps to make everyone feel part of it and everyone has an equal voice and provides a diversity of opinions. It is a Native American tradition. Traditionally people can speak from their heart for as long as they wish, however in modern settings a time limit can be set on people's contributions- say 2-3 minutes

IMPORTANT NOTES

- **Knowledge is Power.** The more people who have knowledge, the more people have power. However, if knowledge becomes siloed, it excludes and creates hierarchy and conflict. Ready and easy access to information, and ways to get involved, is important.
- https://vocaleyes.org is a useful tool for informing and involving everyone who uses your CEC to input on decisions and discussions.
- https://www.loomio.org came from the Occupy movement and helps discuss, decide and collaborate online
- It's good to have some open meetings that introduce and bring new people into the project. However the decision making process for the centre should involve those working most of the time on the project rather than someone who has just walked in. Having said that a monthly People's Assembly can feed into the centre organising group, decision making process.
- **Diversity of life experiences and backgrounds brings strength and wisdom** to the group.
- A 'vibes watcher' may be appointed in some tense meetings who reminds people to breathe / take a 1 min break when meetings get tense.

STEP 6: WORKING GROUPS

Set up working groups as soon as possible, this makes the whole project work more efficiently and effectively. Giving a strong foundation.

Roles should be revolved every 6 months - 1 year to help train up new people and replacements and create project resilience - (more people can do each job and train others. There needs to be enough continuity of time for people to stay in a role - so maybe 1 year in certain positions and 6 months in others) This helps to mitigate for power.

5.8 WRITE A SET OF CARETAKER GUIDELINES / VOLUNTEER AGREEMENT

What is expected from a community centre volunteer / project caretaker.

★ **to be welcoming and friendly** and work in a spirit of cooperation. To explain to people how the project runs, how decisions are made, the working group system, where things are and how they can get involved, when meetings or events are happening, some of the principals and values and environmental ethics of the CEC.

★ **To do Health and Safety, Fire marshall training**, to help keep the place clean, tidy and safe.

Space Generator Operations
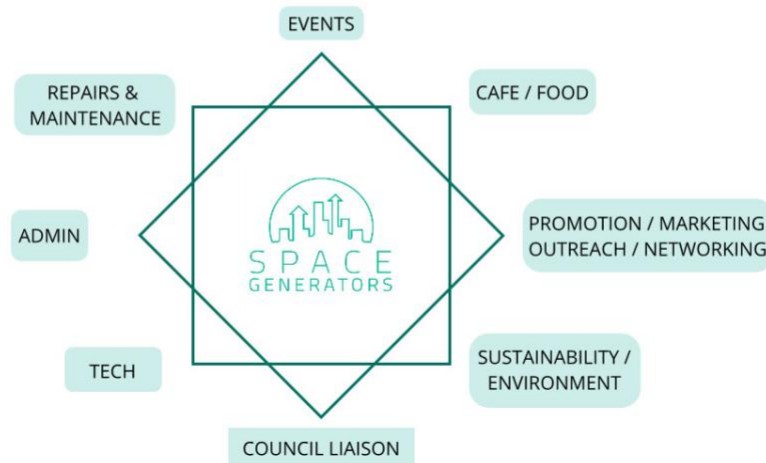
6.1 Form a working group decide a coordinator and Create a time each working group meets. Publicise the time and place and contact person / details.

6.2 Groups such as

- ★ **6.3 Admin** – Legal - Accounts - council Liaison - paperwork - volunteer coordination - self organising systems - crew training. Inter working group co-ordination - income streams
- ★ **6.4 Events**- booking timetable - fundraising
- ★ **6.5 Media and Messaging** - Outreach Promotion marketing - networking - social and mainstream media -publicity
- ★ **6.6 Sustainability / environment -** building in sustainability into all aspects of CEC working group operations. Eco ethics - providing centre groups with a list of eco friendly / sustainable providers / production links.
- ★ This working group formulates a plan for the gradual implementation of renewable energy supply to the whole building floor by floor. Wind, solar eg https://www.bimblesolar.com bike power

https://www.instructables.com/id/How-To-Build-A-Bicycle-Generator/ , energy gym https://www.tgogc.com

★ **6.7 Art / Decor -** art and design of project graphics and decor etc. Making a creative space with multi medium arts equipment within the centre to encourage creativity as a regenerative process for all project users of all ages.

★ **6.8 Tech -** Website, social media, comms, cyber security, safeguarding digital assets, Free internet cafe set up using recycled computers.

★ **6.9 Regen -** crew welfare /wellbeing - regenerative culture - weblink

★ **6.10 Catering** - VEGAN Cafe/ Food and kitchen SUSTENANCE - income stream and promotion of vegan sustainable diet.(info and displays)

★ **6.11 Repairs and maintenance-** Building assessment, compiles repairs list - structural, electrics, plumbing, HNS, Fire safety

★ **6.12 - Caretaking** - Volunteers who live in the building and keep project running and flowing

★ **6.13 – Gardening** / permaculture and front of house, roof garden, window boxes. Local food production. Vertical farming.

★ **6.14 - Fundraising**

★ **6.15 - Volunteer coordination**

★ **6.16 Future Democracy working Group**

★ We aim to link up Future Democracy Hubs into every CEC. This is an XR-originated project but is aimed at building whole community engagement and empowerment. The Future Democracy Hub is running a 'Community Transformers' program, a peer support network of people dedicated to community organising to build better and more sustainable neighbourhoods. Chances are that if you're working towards a Climate Emergency Centre then you're exactly the right person for the program! Join using this link. And if you'd like the support of a close team of 8 other Community Transformers in a 'Hive' (like your community organising family) then please complete this form and we will match you with your hive.

★ Community Transformers is part of a broader project, Trust the People, which is a collection of best practice from radical democratic movements from all over the world. Trust the People aims to spread this knowledge

and learning throughout the XR local group network and beyond. This transcends XR. This is about us bringing power back into communities so we can build the societies that we need, that our governments have failed to do.

★ **https://www.xrdemocracy.uk/ calling for a transformation in our democracy to facilitate the necessary policies to address the climate and ecological emergency for all of us. Trust The People PPT presentation**

STEP 7: ORGANISE YOUR SPACE

★ **7.1 The size / type of property - determines what sort of spaces you can set up** eg you could be in a warehouse, shop, old department store, church, post office, library, industrial unit, old school / college etc

★ **7.2 Incorporate some ideas for the space from the following list.**

★ **7.3 Events/ workshop space** – usually one of the main or biggest spaces - talks, workshops, skillshares, meetings, music nights / parties, theatre, rehearsals, cinema nights, conferences, dance classes, educational spaces.

★ **7.4 Gallery -** Arts and crafts invite - local artist groups and students / universities to exhibit.

★ **7.5 Cafe** – needs nearby water source / sink , wipeable surfaces check HNS/ fire exits

★ **7.6 Library** – start with a shelf of books and watch it grow - appeal for books and volunteers

★ **7.7 Bike workshop - help local community repair bikes**

★ **7.8 Arts / Creative Space** - filled with paints and artistic resources

★ **7.9 Cinema -** The easiest event to start with a video projector, choose conscious films, world cinema and inspirational, entertaining and ecological films. Invite independent filmmakers / groups to show and tell.

★ **7.10 Accommodation Rooms / Caretaker space** (Decide if anyone is going to stay in the building or not Benefits / disadvantages) needs separate spaces - so open community space doesn't conflict with personal space. **Benefits :** a few people are there on site to deal with opening and closing, running the centre, day to day, keeping eye on the place and equipment - caretakers / security. **Disadvantages:** , people get into possession of space, interpersonal disagreements, clash between personal life / space and community / project space, work / life balance. HOWEVER It's easier to run sometimes when there is a small group of people on site and a rota covers the rest of the time.

★ **7.11 Info/networking area** - table of leaflets / info rack, multimedia screens.

★ **7.12 Computer / tech area** - Internet cafe - order the fastest broadband asap, it takes time to arrive.

★ **7.13 Garden -** start as soon as possible. Creates a feeling of longevity. Permaculture, Roof Garden,set up a water collection system.

★ **7.14 Solar wind or renewable energy Gym area** - assess roof top then floor by floor, step down electric use until the whole building is run on renewables.

★ **7.15 FreeShop / swap shop** – resource sharing rack of clothes sort into labelled boxes and areas.

★ **7.16 [Zero Waste Shop](#)** eg create your own zero waste shop.

★ **7.17 Eco Business Incubator**- co working space for start ups that agree to ethical and sustainable policy of the CEC. Start ups can be provided with a list of eco friendly suppliers and services and agreements to work toward eco principles and reducing carbon footprint, ethical sourcing and human rights.

★ **7.18 Maker Space** - printers, 3D printers, power tools, drills, lathes, chop saws, ,computer aided design etc

★ **7.19 Solution Zone Area** - aim to display as many sustainable solutions as possible in all aspects of the CEC food, energy, transport etc. Practical working examples eg wind, solar, bike generated, human gym energy, reuse of materials and resources, upcycling, permaculture gardens, roof gardens, insulation, water collection/reuse, community currency, food recycling, composting / soil creation, bike transport / lift sharing, tool libraries etc etc

★ **7.20 Kids Area** – kids MUST be accompanied by parents or designated carers. (Please do your research there are legal issues on unaccompanied minors DBS check etc) Creating an area with some toys etc - best to let mums and dads / parents groups to self organise.

★ 7.21 **Repair cafe** - repair, reuse and upcycle older equipment. https://repaircafe.org/en/

★ **Do an Energy Audit of space**, how much electricity and water use and how to improve / reduce use of resources, fit lower energy bulbs/devices, insulation, water saving systems, fit renewable energy systems etc. EA checklist

★ <mark>STEP 8: NETWORKING AND OUTREACH</mark>

★ **8.1 Design and print your project brief main Leaflet ASAP** this helps outreach and engagement, network it around local groups in the area and

put it up in visible places of high footfall and key nodes of the local community e.g. libraries, shopping zones, other centres / projects etc.

★ **8.2 Create a networking area** : table with info racks, containing leaflets from local areas groups and projects. Displays, exhibitions, Multi media info screens e.g. tablets, LCD monitors - showing eco info, local community projects and groups, eco solutions, entertaining and informative short films.

★ **8.3 Create a website, main contact phone number, project email / social media**, Facebook, Twitter, Instagram, Linked in , SnapChat, A3/A4 Posters, put a beautiful well designed banner / signage out front in a highly visible place.

★ **8.4 Remember face to face talking to people is probably the most important form of networking** and the most effective. A phone call to someone is more likely to get results than numerous social media.

★ **8.5 Create a basic blagging letter to show to companies, shops , projects etc** to get things donated for free to the community project. Food, paint , tools , equipment, furniture etc

★ **8.6 Notice boards - external to the public and internal for events** , Displays : how project runs, Rotas ,

★ **8.7 Display Prominently - Things we need / WISH list -** it has really worked over the decades eg - People to help, food, paint, tools, furniture, rope, tents, flapjack, chocolate, cake, art materials, books, electric vehicle, solar panels, old bikes, computers, cuddly toy, washing machine! The community will bring you what is needed, also check [Freecycle](#)

★ **8.8 Display Prominently a 'Things to do list' / jobs** etc...a clear list of jobs to do / missions / skills needed.People will see how they can get involved and help easier eg cook a meal, gardening, sign up for a rota shift, organise library / free shop, fix a bike,share skills, fix roof, clean toilets, admin, graphic design help, volunteer etc etc

★ **8.9 Liaison / outreach to neighbours / community** - very important to reach out to communicate and befriend local neighbours groups and businesses. Go out with a project leaflet and explain what you are doing and ask them to help. Its for all the community and all future generations

important that we ACT NOW and COOPERATE - THIS IS A CLIMATE EMERGENCY

STEP 9: HEALTH AND SAFETY

9.1 Talk to the health and safety trained person get them in to do walk round and advise and provide weblinks to help - WE HAVE SOME PROFESSIONALS EX COUNCIL HNS OFFICERS - WHO WILL HELP WRITE THIS SECTION - provide weblinks and easy guides

- ★ **9.2 Get a checklist for health and safety** - APPOINT A HNS PERSON AND A WORKING GROUP TO SUPPORT THEM
- ★ **9.3 Print out and display health n safety guidelines and info**
- ★ put up H & S signage weblink…..Fire exits, fire assembly points, danger and warning signs.
- ★ **9.4 ALWAYS check fire exits are openable and keep clear pathways to them at ALL times.** Mark lines on the floor near exits to be kept clear.
- ★ **9.5 Fire extinguishers are kept on the rack next to the fire exit door.**
- ★ Train people in best use of Fire extinguisher Water or C0 2 - (for electrical fires) Aim at base of the fire.
- ★ **9.6 Display Fire evacuation plan** - to which outside assembly point, define where.
- ★ **9.7 Fire Marshals and fire warden training**- set a time.
- ★ Weblink   Fire   marshall   briefing. https://www.highspeedtraining.co.uk/hub/fire-safety-duties-responsibilities-of-a-fire-wardenmarshal/
- ★ **9.8 Trip Hazards** (anything that can be tripped over) are removed from all corridors and Keep the gangways clear.
- ★ **9.9 Electric safety** check check all plugs and areas for bare wires. - PAT Testing
- ★ **9.10 Kitchen Hygiene signs / training** Hot water facilities. Training in food hygiene https://www.highspeedtraining.co.uk   Wipeable surfaces in kitchen
- ★ **9.11 Define and label a cleaning equipment cupboard**.

- ★ **9.12 Storage of hazardous chemicals - Cosh and Nebosh** https://www.thebcfgroup.co.uk/nebosh/nebosh-general-certificate-pages/coshh-training-or-nebosh-general-certificate.php

- ★ Checking if there is gas supply or not and if it is safe.

- ★ Buy stock of cleaning equipment and bin liners and give out early at events Always remember the bin liner game, get them out before the end of an event and give them out to people. Note who helps to clean up at the end of events and invite them to help out in future. Big up the backstage recycling crew!

STEP 10 IMPORTANT EXTRA INFO

★ 10.1 BUSINESS MODEL

- ★ **The model uses the availability of up to 100% discretionary Business Rates relief from Councils, 330** of whom have declared a Climate Emergency in the UK.

- ★ Dicretionary Rates Forms Eg Islington Council https://www.islington.gov.uk/business/business-rates/rates-reduction-and-relief/discretionary-rate-relief Newham Council [newham council discretionary business rates relief](#) or Camden Council www.camden.gov.uk › documents › drr_app_form.docx

- ★ The Camden form seems the simplest to fill out. Each council's form will vary, but you need to basically list how you will be benefiting the local community in the borough.

- ★ **This model provides Local Authorities with a 'next step' from declaring a 'Climate Emergency' to taking active steps** to support local communities and businesses to act together. Helping them to find a space for community cooperation, sustainable business incubation and resilience. Owners / developers of vacant buildings can be offered up 100 % off their business rates in return for providing a temporary 'meanwhile' lease use of the property for an interim period (minimum 1 year) before development.

- ★ https://www.meanwhile.org.uk

- ★ https://www.gov.uk/government/collections/meanwhile-use-leases-and-guidance-for-landlords

★ **NB Not for profit Companies get an automatic 40% off the business rates. Charities get a mandatory 80%. Any not for profit company, charity or co-op can apply for discretionary 100% business rates from the local authority.**

★ **SELF FUNDING ECO COMMUNITY SPACES :The developer is invited to contribute a negotiable % return to the project fund from the business rates saving.**

The % is negotiable in each case eg 10% - 30% of the savings on rates.

A % contribution of the business rates relief saved is given from the property owner, towards a CEC project fund. Which is for the running, upkeep, utility payments, repairs / maintenance outgoings and payment of staff / volunteer living expenses for the new project.

For example on a 2 storey London office block if the rates were £100,000 which received 100% relief and 20% was contributed to the Centre fund = £20,000

If only 80% relief granted and £80,000 was saved the developer contributes £16,000 at 20%.

You can negotiate the contribution down as low as 10 - 12.5% ,or haggle for 20-30% + but the higher the % the more project funds.

The percentage of the contribution depends on your negotiation skills and the generosity of the owners.

During the negotiation over the meanwhile lease for the property, ask for the developer to pay the utilities bill. Capped to a certain limit eg £400 / month and then work out a renewable energy plan to reduce energy consumption to more sustainable levels. 'Power down' for a sustainable future.

Space Generators Consultants are available to help with advice on negotiations with developers and renewable energy plans.

OTHER INCOME STREAMS FOR THE PROJECT

Cafe food and drink, space hire, event / workshop entry, merchandise , memberships, grants and funding. Crowdfunding.

★ **10.2 Working Groups** (WGs) further info - each WG has a brief or area of responsibility.

- ★ **10.3 50 GENERIC local Groups LIST** - that can be contacted in any town / city -see Appendix I to help build each cities Climate Emergency Alliance

- ★ **10.4 Clearly signposted diagrams on decision making structure** and how you can get involved should be displayed in the centre and online. Glass Frog is a way to visualise working group circles https://www.glassfrog.com

- ★ **10.5 Eco Ethics - Eco / Sustainability Policy -** Ethical and sustainable policy of CEC - see Appendix A - Principles and values.

- ★ Agreements to work toward eco principles and reducing carbon footprint, ethical sourcing and human / animal / Earth Rights.

- ★ Sharing across the network a suggested list of eco friendly suppliers, products and services that are helping to build an ecological and sustainable future economy.

- ★ **10.5. CREATE Group involvement agreements** - power sharing / mitigation for power / REVOLVING ROLES create a SPOKES COUNCIL -

- ★ https://seedsforchange.org.uk/spokescouncil

- ★ Put strategies in place to avoid any 1 group dominating or controlling the space. (revolve roles) (share power and activities across a number of groups) This is about a circle of groups cooperating on URGENT ACTION ON THE CLIMATE EMERGENCY.

- ★ https://www.seedsforchange.org.uk/effectivegroups#power

- ★ **10.6. Transparency** - especially on finances - choose an ethical bank or building society eg Coop, Triodos or Nationwide. Publish accounts, define spending limits and decision process on funds.

- ★ **10.7. Conflict Resolution process** - How to deal with conflict in groups - process clearly defined and displayed and link to a group of experienced mediators.
  - ○ https://www.seedsforchange.org.uk/conflictbooklet.pdf

Revolving roles - **mitigating for power** - sharing power and training up replacements - skillsharing - building project resilience - need continuity of a certain length of time, but roles revolved every 6 months - 1 year

- ★ **10.8 Horizontal (non hierarchical) Organising Models** - Reclaim the Power model https://reclaimthepower.org.uk/who-we-are/

★ **10.9. Safer Spaces Policy (SSP)**

★ **THIS IS REALLY IMPORTANT it should be discussed designed and agreed by the group so that they have agency and ownership of it and will therefore ALL help to enforce it**

SSP Basic Template :

★ No racist, sexist, homophobic behavoiur.

★ No violence or threats of violence .

★ If you break safer spaces in minor or major way (which should be defined) you will be told to leave for a short or a long period (eg 1 day / 1 week / 1 month) ….Or permanently barred

★ Or the Police called (in cases of extreme threats or violence DO NOT be afraid to call the Police). In cases of arguments or fights separate the parties asap ONLY if possible to do so safely and work on de-escalation and mediation ONLY if safe to do so.

★ or referred to conflict resolution or mediation group process - these need to be defined early, here are two useful guides.

★ https://cagoxfordshire.org.uk/wp-content/uploads/2016/01/The-CAG-Project-Conflict-Resolution-Guide-Policy.pdf

★ early.https://www.seedsforchange.org.uk/conflictbooklet.pdf

★ Different people approaching the conflict situation, men or women, individuals or groups or people of diverse experience or backgrounds can sometimes help the situation. Most of all stay safe and deal with things as a group and community and call in help if you need Do not take unnecessary risks.

★ Make a collective commitment to hold people accountable for their behavior so that the organization can be a safe and nurturing place for all. Avoiding blaming and shaming does not mean letting unaccountable out of order behaviour continue. Challenge and question the behaviour.

★ Make sure the SSP is displayed in 4 prominent places - eg entrance, cafe, toilets, library etc

★ **10.10 Reuse Reclaim - how to build the circular / sharing economy**. Making it 'the thing to do', make it cool, this is the future sustainable

norm. Set up a clear recycling / reuse system asap at beginning with these easily downloadable and printable signs template ...

★ **Circular economy and the intelligent use of community infrastructure and resources** **https://www.zerowastescotland.org.uk/circular-economy/about**

★ We at Space Generators and the Climate Emergency Alliance UK are looking for a network of buildings and Infrastructure in each city to support each other - eg 1) CEC eco community centre 2) CEC High street shop for outreach - reuse resale, circular economy items 3) a Circular economy warehouse, for eco innovation and solutions demonstrations / resource / reuse storage. Think in networks and webs - build the 'Mycelium' of a sustainable future.

★ **10.11 Evaluating the Reach, Value, and Impact of Space Generators and CEC projects** - Sheffield University, linked to UCL, King's college and Brighton University - to provide a system for monitoring and evaluation at future SG and CEC projects eg footfall, demographics, jobs created, workshops / events provided, funds generated, resources shared / used , societal impacts etc. This data will help prove the case for more CECs

★ <u>10.12 Fire Marshal responsibilities</u>

★ Developing and updating a fire evacuation and emergency plan.

★ Ensuring that fire-fighting and safety equipment has been properly installed.

★ Ensuring that said equipment is always readily available and in good working order.

★ Carrying out fire risk assessments.

★ Carrying out fire drills and assessing results.

★ Taking swift, appropriate action in the event of a fire, i.e. evacuation and fighting fires.

★ Monitoring fire safety at all times.

★ Actively adopting good fire safety practices.

★ Checking all fire doors.

★ 10.13 . Useful websites

- Training , facilitating meetings,advice resources
- https://www.seedsforchange.org.uk
- Guides / web links below to help setting up a legal entity which helps to arrange a meanwhile lease with a landlord
- **Radical Routes guide to starting a Housing Co-op**:
- http://radicalroutes.org.uk/images/stories/Housing_Co-op_2015_8th_edition.pdf
- Radical Routes guide to starting a Workers' Co-op:
- http://radicalroutes.org.uk/publicdownloads/How2WorkersCo-op2019A5Lo-Res.pdf
- **Community   Land   Trusts** http://www.communitylandtrusts.org.uk/what-is-a-clt
- **Community   Benefit   Society** https://communityshares.org.uk/resources/handbook/community-benefit-societies
- https://sociocracy30.org

 DISCLAIMER THIS HANDBOOK IS FOR ADVICE ONLY. USE YOUR COMMON SENSE AND ACT RESPONSIBLY AND REASONABLY AT ALL TIMES - WORK IT OUT AS YOU GO ALONG. YOU ARE ABOUT TO BEGIN ONE OF THE GREATEST ADVENTURES OF YOUR LIFE ….. HAVE FUN, REMEMBER TO BREATHE, RELAX, TAKE BREAKS AND ENJOY BUILDING COMMUNITY AND TAKING ACTION FOR A SUSTAINABLE FUTURE

Phoenix - Rainbow Warrior

Keep organising, keep networking, be relentless, build a network of people, groups ,contacts and resources. Never give up, keep learning and evolving, have fun.

Appendix A

Principles and values

 Each CEC is asked to respect the following 15 Principles and values

1. **To be welcoming and accessible to all -** a clearly illustrated decision making system' - signposting how people can get involved and decisions are made.

2. **To work towards Sustainability in all aspects of running the centre**

3. Support **Climate and Social justice** : the fight for climate justice cannot be removed from the social and economic context. We support social, environmental and economic justice for all Globally. https://genderandenvironment.org/resource/climate-change-social-justice/

4. **To actively uphold Human Rights** https://www.un.org/en/universal-declaration-human-rights/

5. and **Earth Rights** https://therightsofnature.org/universal-declaration/

6. **Vegetarian food** - it's better for the planet. Simple.

7. **Transparency** - open accounts

8. **To work in a spirit of Mutual aid, support and cooperation.Building networks of autonomy within communities across the UK. With the awareness that Autonomy brings with it a RESPONSIBILITY to think FULLY about how your actions will affect those around you. People / groups make their own decisions but ALWAYS consider the consequences for those around them.**

9. **To support Direct / Participatory democracy** - build Future Democracy Hubs - TRUST THE PEOPLE https://drive.google.com/file/d/1Ky2sPRC-g7Yp4SRqzD8AaDcxVAEsQKYB/view?usp=drivesdk

   People's Assemblies https://rebellion.earth/wp/wp-content/uploads/2019/10/XR-PeoplesManual.pdf

10. **To Create System Change** - finding new ways to organise and work and live life -that values and supports all life on earth.

11. **To encourage Supportive / Regenerative culture** -Wellbeing : looking after ourselves, others and the Planet and all its inhabitants. Support Wellbeing , we are ALL crew.

12. To operate a safer spaces policy

13. **To recognise we are all Evolving and learning. All projects and communities will have ups and downs , mistakes, learnings and evolutions, keep networking.**

It can be explained in terms of ' it's natural to make mistakes' By allowing people to make mistakes, but by always using mistakes (whether they lead to conflict or unexpected outcomes) to learn and evolve. Be patient with each other and cultivate compassion.

NB Each group may want to define and discuss extra principles and values - they would like to add to this list every group has different needs and priorities.

Appendix B

Project brief / outline one-page of A4

The Vision - Who you are and what the CEC is for, What is it going to do , Where will it be and Why do we need it.

Get together in your group and brainstorm a vision of what you want for your CEC. Then create a 1 page of A4 brief leaflet, that can be shown to others. Eg:

> We are a local group who want to set up a CEC. To do some of the following activities : eco community events, arts/ crafts, talks, workshops, meetings, cinema, library, fundraising projects. Because it is urgent that we ALL cooperate on solutions to the Climate Emergency. We require a space to meet and discuss, design and innovate, incubate eco business start ups, and collaborate on sustainable futures. A transitional space to a more ecological, participatory and fairer future. The project is self funded from events, food and drink and space hire.
>
> For further info Contact email/ tel.
>
> **C) An Overview of your CEC**

Appendix C of the handbook 2 page overview. https://docs.google.com/document/d/1-ZTrB9CWxhLyjK8Yd1Vkdd7vYTPHL8e-SjhmuzNw0l4/edit?usp=sharing

D) Developer / property owner letter Template :

Dear Ms/Mr X,

REF: Property at 3 High St, Nowhereville, somewhereland

We are writing to you as a group of people looking to strengthen our community in the face of the Climate Emergency. We are planning to start a Climate Emergency Centre to bring everyone together to share skills, resources, and meet needs so we can support each other. We hope it will become a strong and vibrant heart of the community that provides us with a resilient and positive identity. We would like to discuss this with you in the hope that your property, above, can house the Project by use of a Meanwhile Lease in a manner that provides financial, civic, and reputational benefits for you.

Currently, our team represents and/or is connected with groups including [e.g. local repair cafe, transition town group, foodshare coop, local knitting circle etc]. We are also working with [Councillor X] who sits on the [local Borough/Town/County] Council and sits on the [Sustainability or whatever] Committee. He/She/They is supporting the Project and providing guidance and advice from the Council perspective in order to meet the local ['Climate Action Plan targets set following declaration of Climate Emergency on x date- if this has happened].

The Project uses a business model that enables you to benefit from up to 80-100% Business Rates relief for the agreed period of the Lease, with a negotiated recompense to the Climate Emergency Centre to help fund the Project's aims. In return we will care-take the property and provide onsite security, so reducing your overheads. You can find out more about the Climate Emergency Centre project, which aims to build local centres meeting community needs all over the UK, through this link- CEC Project- Brief Overview

We would like an opportunity to meet with you so we can discuss our plans in more detail, and hear from you regarding your plans for the building and how we may able to meet your needs during this period that it lies empty. Please contact [me via… phone/email etc].

I look forward to speaking with you

Yours sincerely

The CEC Team!

Also include from 2.2A integrate into above paragraph
What kind of groups would be using it
What benefits the property owner can expect in return
What is expected from the property owner
An invitation for the property owner to meet / liaise with you
----

E) Letter to local, residents, neighbours, Community
- Template - to be delivered early in the project set up.

Dear local residents/community

We are aiming to / or have set up a Climate Emergency Centre
at ………………
We would like to reach out to you and invite you to visit or to get involved in some way. We have a general open organising meeting for newcomers on monday at 7 pm. A support groups meeting on tues 7 pm.
The property has a number of useful rooms and space that could be used by the local community and groups in the area. We will be running a number of talks ,workshops and awareness and fundraising events in the space, community gardens etc. We are most interested in your ideas and involvement in the space……please pop in for a cup of tea (at these times)   if you have some ideas and talk to one of the caretakers or email CEC...@gmail.com

Looking forward to building community with you
Best regards

CEC Community arts collective.
Email
Tel .0777….

Hi local business

We are the (eg Community Arts Collective), we are setting up a CEC at ….address. It is a community run environmental project aimed at building community resilience and mutual support by bringing local groups together to share skills, resources and build new eco and community projects and we would like your business to help. Anything you have to spare that you can donate would be much appreciated by the local community groups using the Centre. In particular, we are looking for… eg wood,food,furniture,tools , stationary, equipment etc

Or words to this effect.

Yours gratefully

 Jo Smith

G) Council letter Template
Dear Council member

We are writing to you as a group of people in the area seeking your support to build an eco community project. We are aware that you have a strong history of advocating for sustainability in the [Borough/Town/County] and were one of the Councillors who successfully campaigned for the Declaration of a Climate Emergency locally [adjust if they have not declared, based on their voting record re other sustainable things- public transport, bike lanes, green spaces etc]. We expect that our Project will help you to meet the goals in the Council's [Climate Action Plan/ sustainable development goals, or whatever your Council calls theirs] by involving people in building the resources and changes we need locally to become a strong, connected and resilient community. With this in mind we are looking to build a Climate Emergency Centre in a current empty building in the Borough/ Town. You can read more about how a Climate Emergency Centre works here- CEC Project- Brief Overview

Our Team currently represents several interested local groups, including [Transition Town, Mutual Aid, Repair Cafe, Students group, elderly group, XR, Greenpeace etc] and we are reaching out to others to build a broad and diverse base. The Borough/ Town/ County has strong concerns about our situation and the climate crisis we face, as evidenced by the presence of [various groups including any campaigns for specific 'green' issues locally], a local Extinction Rebellion group and the recent local school strikes. We believe this is the next step in gathering us together to build solutions that meet our community's needs. We would love to meet with you to discuss our plans and how we can work together, and with local business/ property owners, to do this. Please contact us on….tel/email.

With hope and energy

The CEC Team!

H) Letter to Local community potential CE alliance groups Template

Hi …..local group

We are the Climate Emergency Centre Collective of ….(City) we are working on setting up a Climate emergency Centre project space, we are looking for a vacant property in the city or we have found / acquired a space.

Our aim / purpose is to find / create an environmental community space that we can all work together on to find solutions to the climate crisis, supporting local issues, building community networks, sustainability and resilience.

It will be a space where we can share access to space, resources, skills and knowledge and build local mutual support networks.

We feel you are a vibrant and well respected group within the local community and would like your involvement in the project.

We would like to invite you to the next Climate Emergency Alliance meeting date /time. For more info check our website www……..

Yours CEC Collective Email / Tel

that can be located in each town / city to be used to help build the Climate Emergency Alliance.
Local stakeholder mapping - look for groups in the following categories

1. Climate
2. Environment
3. Local community stakeholders
4. Disability support groups
5. Permaculture groups
6. Recycling and reuse
7. Vegetarian / vegan
8. Youth groups
9. Elders groups
10. Women's groups
11. BAME groups
12. LGBT groups
13. Local scout groups
14. Students
15. Farmers and food providers
16. Extinction Rebellion groups
17. Friends of the Earth
18. Greenpeace
19. Theatre groups
20. Dance groups
21. Event production / party / sound systems
22. Festival groups
23. Gardening groups
24. Health food shops
25. Health and fitness projects
26. Renewable energy groups
27. Community currency groups
28. Social media campaigns
29. Local mainstream media outlets, Press TV radio and papers
30. Local politicians
31. Community leaders and influencers
32. Music and promotion groups– Music declares
33. Arts craft and culture groups
34. Local schools and colleges
35. Universities
36. Mums and kids groups, Young parents

37. Local campaigns and protest groups
38. Youth climate strike
39. Local hardware and building supplies companies - for Upcycled resources
40. Local NGOs
41. Charities
42. Local Gov and council groups
43. Faith groups
44. Tech groups
45. Film makers
46. Greens
47. Local council supported projects
48. Grant and funding bodies
49. Wildlife and conservation groups
50. Tree planting groups

J) Set up a clear recycling / reuse system **asap** at beginning with these easily downloadable and printable signs template ……….

K) Eco Ethics - Eco / Sustainability Policy - Ethical and sustainable policy of CEC Groups using the space should have agreements to work toward eco principles and reducing their carbon footprint, ethical sourcing of materials and human / animal / Earth Rights.

- a list can be researched / provided of local eco friendly businesses, suppliers and services.

===============================END============================