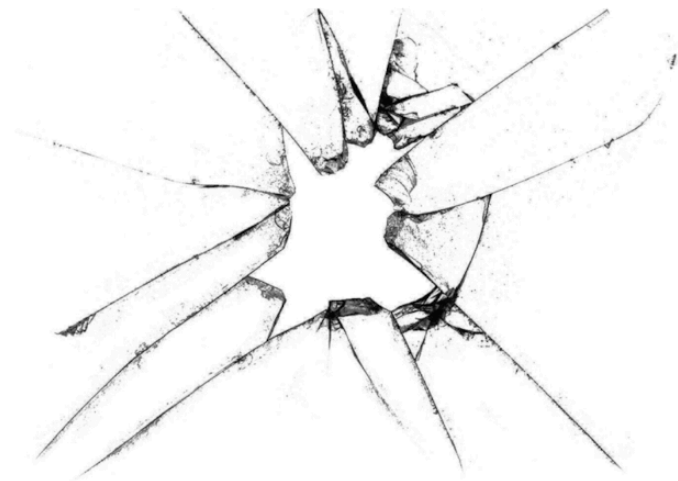


**CLIMATE  
EMERGENCY  
CENTRE  
HANDBOOK**



**IN EVENT OF  
EMERGENCY:  
BREAK GLASS  
AND  
OPEN HANDBOOK**

# **Climate Emergency Centre Handbook**

**HOW TO SET UP A CLIMATE EMERGENCY CENTRE IN 10 STEPS ! V 9.2E**

By Phoenix and Space Generators Charity

( Artwork by Michelle Tylicki)

FROM 30 YEARS OF ECO COMMUNITY CENTRE EXPERIENCE

If you are looking to set up a CEC in your area, please email  
[climateec@gmail.com](mailto:climateec@gmail.com) to connect [Climateemergencycentre.co.uk](http://Climateemergencycentre.co.uk)

<https://www.facebook.com/groups/climateemergencycentres>

Twitter/ Insta @climateEcentres

Main CEC Network Whatsapp Chat group PLEASE JOIN AND INTRODUCE  
YOURSELF - The busiest chat group

<https://chat.whatsapp.com/KlkZHHR57TPF1siU9StZCy>

## **INTRODUCTION**

**“Creating Space for community led solutions  
and a Sustainable future for all “**

The Climate Emergency Centres (CEC) project creates self-funding centres that bring together an alliance of 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 and is supported by a growing network of CECs.

UK CEC MAP <https://climateemergencycentre.co.uk/cec-uk-network-2/>

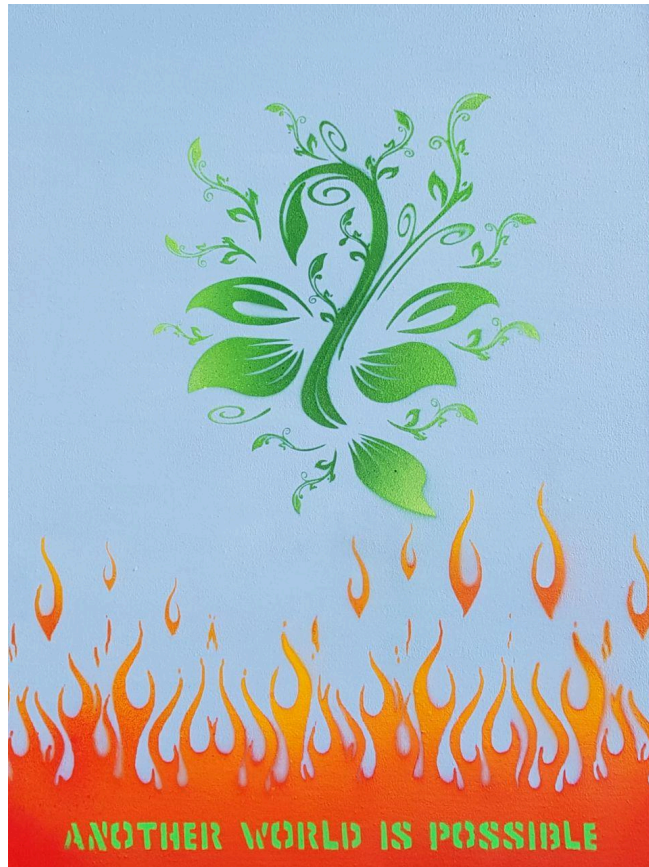
**DISCLAIMER - THIS HANDBOOK IS FOR ADVICE ONLY. USE YOUR COMMON SENSE AND ACT RESPONSIBLY AND REASONABLY AT ALL TIMES.**

**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.**

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

**Phoenix - Rainbow Warrior**



### OVERVIEW

**We need cooperation across the spectrum of society in a globally coordinated way to focus on sustainable solutions for a better future to tackle the multiple environmental and social crises we face.**

This handbook is Version 9.2C and is a work in progress. Feedback can be shared (email [climateec@gmail.com](mailto:climateec@gmail.com)) so that the project can evolve by crowd sourcing wisdom. It is acknowledged there is work needed in many aspects of this evolving CEC Handbook.

The Climate Emergency Centres (CEC) project and CEC handbook has grown out of 30 years of grassroots environmental community centre projects which began after the 1992 Rio Earth Summit. When our group felt that governments were not doing enough to protect the environment, we initiated the “One World Rainbow Centre” project. Eco community centres in every city were the Dream of the Rainbow Centre. Be persistent, keep networking and anything is possible , you will achieve your goals.

The knowledge included in this handbook has come from long hard work and community experience from many people and many movements. At this critical time for our planet what is needed is the space and infrastructure to help people connect, create projects and gather resources to take action for a sustainable future. We aim to on board local authorities that have 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 their areas. These Centres will work to improve community resilience by supporting local mitigation and adaptation to the Climate Emergency

## **THE MISSION**

A collective of people forms a team to establish and maintain a Climate Emergency Centre. Local eco and community groups create a support circle for the CEC. (see [appendix I](#) for a suggestion of groups.) The team identifies vacant property, owned by private developers or the Council, that could be used for a Climate Emergency Centre (CEC).

The project self-funds from a number of income streams and utilises a meanwhile lease model that enables private owners/ developers of vacant commercial premises to reduce their Business Rates by 80-100%. A Charitable Incorporated Organisation (CIO) or Community Interest Company (CIC) negotiates a meanwhile lease with the property owner. Check with your council to determine that a CIC can qualify for 80-100% rates relief (see Step 10 for more info). By establishing a relationship with a Climate Emergency group, the property owner can build goodwill with the local community and council through supporting a positive sustainability initiative.



[STEP 1: BUILD YOUR TEAM](#)

[STEP 2: PUT PEN TO PAPER](#)

[STEP 3: GATHER YOUR RESOURCES](#)

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[STEP 5: MEETINGS - SELF-ORGANISATION](#)

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[STEP 9: HEALTH AND SAFETY](#)

[STEP 10 EXTRA INFO](#)

[APPENDIX](#)

## **STEP 1: BUILD YOUR TEAM**



**1.1 Form a collective /team, find your friends!** Gather a few people from those you know in your community, who share the same goals, and are ready to take action. 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 culture, age, gender, skills, education ).

**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. Consider setting up a project organising system, such as [Trello](#), [Basecamp](#), [Slack](#) or [Loomio](#) for discussions. Whichever one you choose, ensure the whole team knows how to use it.

**1.5 Brainstorm, create a group vision** which is a helpful process to build team coherence and an agreed way forward that can form the basis of creating your project brief. The PECH structure is a simple way to do this. Here's a guidance doc on how to run the session- [CEC PECH visioning guidance](#)

Discuss and create a simple one-page A4 project brief see [Appendix B](#) for ideas. This project outline can help you with some suggestions to 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. A one pager leaflet is the beginning of any project.

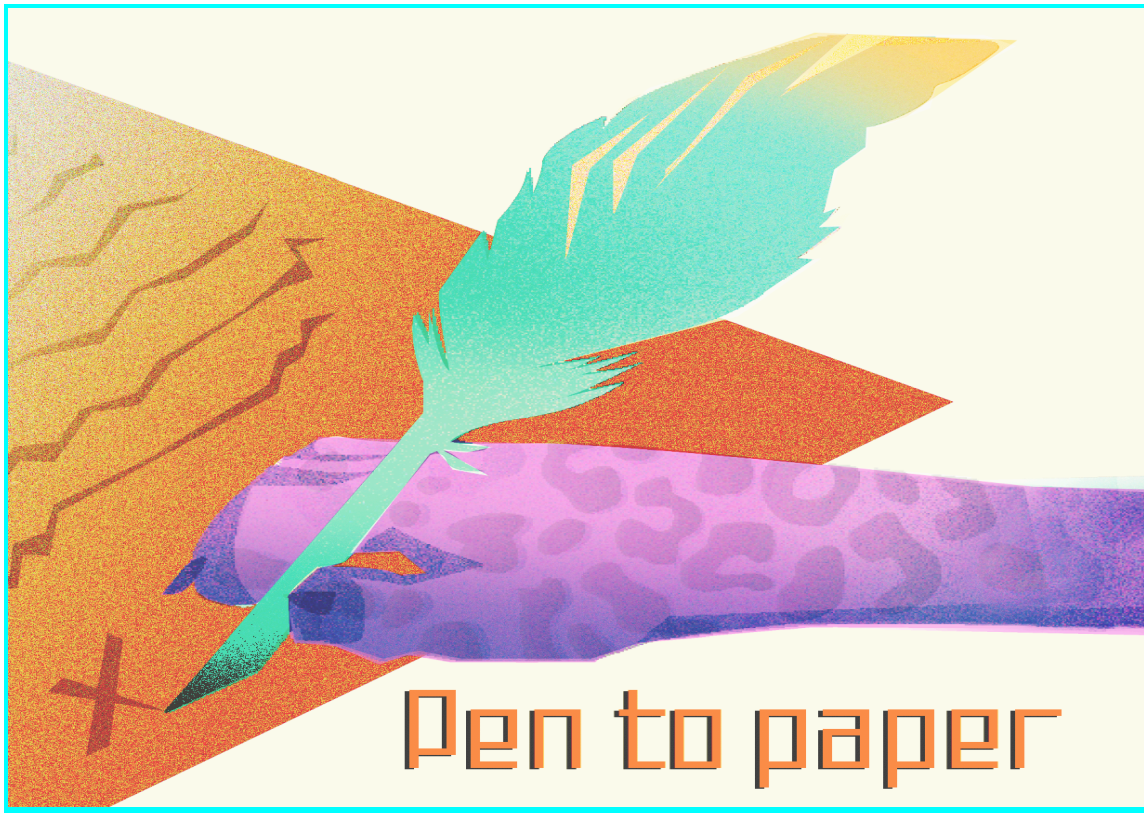
**1.6 Split into Working Groups / Teams** that focus on:

- A) **Outreach Team** - contacting local groups who may be interested in working with you, or supporting the CEC, and engaging with the local community- let them know who you are and what you are planning ( see [Appendix I Outreach Strategy](#) )
- B) **Building finders Team** - identifying vacant commercial properties in your area, take photos and researching the owners contact details the Business rates of the property. Bring this info back to the wider group /negotiation team for consideration.
- C) **Negotiations team** - find out within the local council who handles vacant property. Sometimes this is the main Regeneration officer, but positions vary across councils it could be the estates or property manager. Also find a few local councillors who are interested in supporting environmental projects. Get their help to understand how the council works and who to speak to on the council diagram of councillors, officers and Local Authority departments. It is very important to connect and build relationships with key people on the Council who can help or support your project. Also, research your local community's needs and your local Council's priorities/ borough plan. If your local /Borough Council has declared a Climate Emergency it will have a Climate Emergency plan <https://data.climateemergency.uk> that it wants to deliver on and your CEC will provide them with a route to deliver on some of this.(see Step 4 Finding a space for more info) It's a win win situation for the Council, the developer the local economy the environment and the Community
- D) **Setting up as a legal entity team**- decides which type of legal entity is best for your CEC Project. There is more information about this in Step 4 Find Your Space.

- E) Contact your Council business rates dept. to determine which legal entity is acceptable for discretionary business rates relief. Some may not recognise a CIC ( It must be set up as a Not for profit CIC)



## **STEP 2: PUT PEN TO PAPER**



Prepare five letters:

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

- 1) Local groups who may want to be involved in building the CEC see Appendix H
- 2) Property Owners and Developers Appendix D
- 3) Local Council Appendix G
- 4) Local Residents Appendix E
- 5) Local Businesses Appendix F

Here is a link to a CEC slide presentation that you might find useful for meeting with a new team or group, members of Council, property owners and prospective partners/ groups. It gives an overview of how it works and how different stakeholders can benefit.

[NEW Generic TEMPLATE Slide presentation V4 for teams to use. "Make a copy to edit"](https://docs.google.com/presentation/d/1hjPxHKQmZkWT1Vzq8XR10-7Q-yWWJIVq/edit#slide=id.p1)  
<https://docs.google.com/presentation/d/1hjPxHKQmZkWT1Vzq8XR10-7Q-yWWJIVq/edit#slide=id.p1>

## **STEP 3: GATHER YOUR RESOURCES**



**3.1 Start small** - “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.” - Margaret Mead

**3.2 People are the most important element** - getting a good crew involved. Identify people who want to work cooperatively together in a team. Build a group with diverse skills, experience, background, practical knowledge, genders and age. One of the themes with CECs is getting old and young together to help, the wisdom of the community elders and the energy of the youth.

**3.3 Logistics** - ‘the detailed organisation and implementation of a complex operation’

Think broadly and sustainably. Ask local groups and businesses what they can donate to the cause. Think of reuse, recycle, reclaim, free cycle, sharing and repairing. We are building the circular/ sharing economy one space at a time. How can we reach out to as many groups as possible to share resources?

Centres have different needs. Create a wish list of things you need, display it prominently in the centre and online. Basic needs generally include a bit of funding, tools, computers, printer, furniture, bikes, audio/visual equipment and office supplies. If there is to be a building project, keep in mind that DIY and trade suppliers often donate surplus wood and materials.

If your group has the capacity consider creating a Library of Things - a tools and equipment that can be shared exchange. <https://myturn.com/resource/starting-a-tool-library/>

Transport is one of the most important elements to help build a community space. Having a van on your network to pick up supplies and resources. Begin by asking your team/ network who has a car or van that could be used sometimes. When you get more funding consider purchasing a van. It can make so many missions happen.

**3.4 Online presence:** Set up an email address, website and social media sites, such as a Facebook, Twitter, Instagram, Snapchat etc secure your digital domains - make sure 3 people share the passwords- with some pre-agreements on use - (tech working group to discuss ).

## **STEP 4: FIND A SPACE**



“ Space the Final Frontier”

After the group has been established and written a project brief or mission statement, it is time to make a plan for acquiring a space. There are basically two paths, working with the local council or with private owners/developers. This can be done simultaneously.

Another option, and perhaps the easiest and quickest, is to share space with an existing group while your CEC team continues to grow and takes on the responsibility of a building.

**4.1 Determine the legal structure** that is right for your group. There are four main types of charity structure:

- Charitable Incorporated organisation -CIO
- Charitable Company (limited by guarantee) - Community Interest Company - CIC

<https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure#types-of-charity-structure>

<https://www.resourcecentre.org.uk/information/legal-structures-for-community-and-voluntary-groups/>

<https://www.actiontogether.org.uk/step-2-deciding-your-structure>

Note. The Do-ocracy Handbook which provides advice/ support to community organisations is highly recommended

<http://www.reconomy.org/wp-content/uploads/2016/09/Do-ocracyHandbookREconomy2016.pdf>

Most groups choose either a Community Interest Company (CIC) which can be set up within a few days or a Charitable Incorporated Organisation (CIO) which is a bit more complex and generally takes a longer time to set up. If there is a need to act quickly, keep in mind that a CIC can transition to CIO at a later date

Before making a decision contact the business rates office of your local Council to determine which of these structures qualifies for 80% mandatory business rates relief and a further 20% discretionary rates relief. In some cases a local council will only accept a CIO which has a mandatory 80% rates relief.

## SET UP A LEGAL STRUCTURE ONLINE

CHARITY ONLINE FORM (CIO)

<https://www.gov.uk/setting-up-charity>

COMMUNITY INTEREST COMPANY ONLINE FORM (CIC)

<https://www.tax.service.gov.uk/register-your-company/setting-up-new-limited-company>

<https://www.gov.uk/government/publications/community-interest-companies-business-activities>

**Choose Directors/Trustees of your legal entity wisely** They should be trusted by your core group to act reasonably and responsibly. Put in a clear article about how the project runs/ decisions are made. For instance some teams have put in that the directors would take input from a community project meeting 1/ week/ month to feed into decisions. A CIC needs at least one director; a Charity ( CIO) has Trustees. Directors and Trustees hold positions of trust , power and responsibility and structures need to be in place to share power and decision making with the group, or it can lead to issues further down the process.

**4.2 Get a map of your town** and cycle around to identify vacant buildings and land that can be used for community projects. Land Explorer is an invaluable mapping tool.

<https://landexplorer.cc>

**4.3 Contact the council** Identify the appropriate person within the council that handles vacant properties. This could be someone in property management, community engagement, regeneration. Begin to engage with and build a relationship with the local council.

**4.4 First step suggest finding out what the policy position is on ‘meanwhile leases’** ( have a web search ) Also which legal entities qualify for what % business rates reductions. <https://www.meanwhile.org.uk> for further info and advice from the Meanwhile Foundation.

It's good to try and engage with officers and councillors - officers if it is something fact based ( eg accessing a building using an existing meanwhile policy or explaining the policy ) . If it is change you want - or you can't find an officer to speak to - then cabinet members can be good or local ward members if you have identified a particular property. Cabinet portfolios are on the council website.

**4.5 Find the owners of the property** .You can get the details for a particular property by entering the postcode at [www.land-registry.gov.uk](http://www.land-registry.gov.uk). Call the Land registry for help with the process.

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

**4.6 How will you negotiate with the owners?** a proposal letter /email see appendix D. Ring after the letter to follow up and arrange a meeting, bring your project proposal. (A short guide to negotiating with property developers and creating a meanwhile lease will be provided by CEC UK Network here soon) **ADD LINK**

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 or letter.

There are also a number of property manager companies/ property agents who provide spaces to charities/ CICs. They can help find you a space and do negotiations and paperwork for you. However it may be good to get your first buildings via them and then as you get more experienced/ confident and larger team capacity negotiate on your next buildings yourself.

Example Scenario - You notice that there is a building that has been empty in your neighbourhood for 2 years. It has a for Lease sign on it.

2 choices - you can find out who the owner is and ask them direct or you can speak with the property agent.

You can ring them and say something like this :

“ I'm interested in the building located at ..... I know this building has been empty for a long time. Do you think that the owner of the building would consider a Charity using the building on a temporary basis, in exchange for saving 80% on the business rates. ( Knowing the exact amount gives you a stronger position in the negotiation process) Using the property for a short time until they find a commercially viable tenant.”

Be prepared to explain what a meanwhile lease is should they ask and briefly the potential to save 80-100% on the business rates with a community/ charitable use.

**4.7 INSURANCE INFO** - The landlord is generally responsible for the roof and walls and gets buildings insurance to cover this. The CEC is responsible for internal repairs and minor

maintenance, the exact details depend on clauses in the lease. 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, cinema conferences and fundraising events. **Also ask for management liability insurance for a small extra cost it covers the directors of the CEC.**

NB The property owner is responsible for the building insurance NOT the CEC

We have found these companies helpful.

Chartered Insurance Brokers

[www.hazeltonmountford.co.uk](http://www.hazeltonmountford.co.uk)

[www.naturesave.co.uk](http://www.naturesave.co.uk)

[www.keegan-pennykid.com/liability/](http://www.keegan-pennykid.com/liability/)

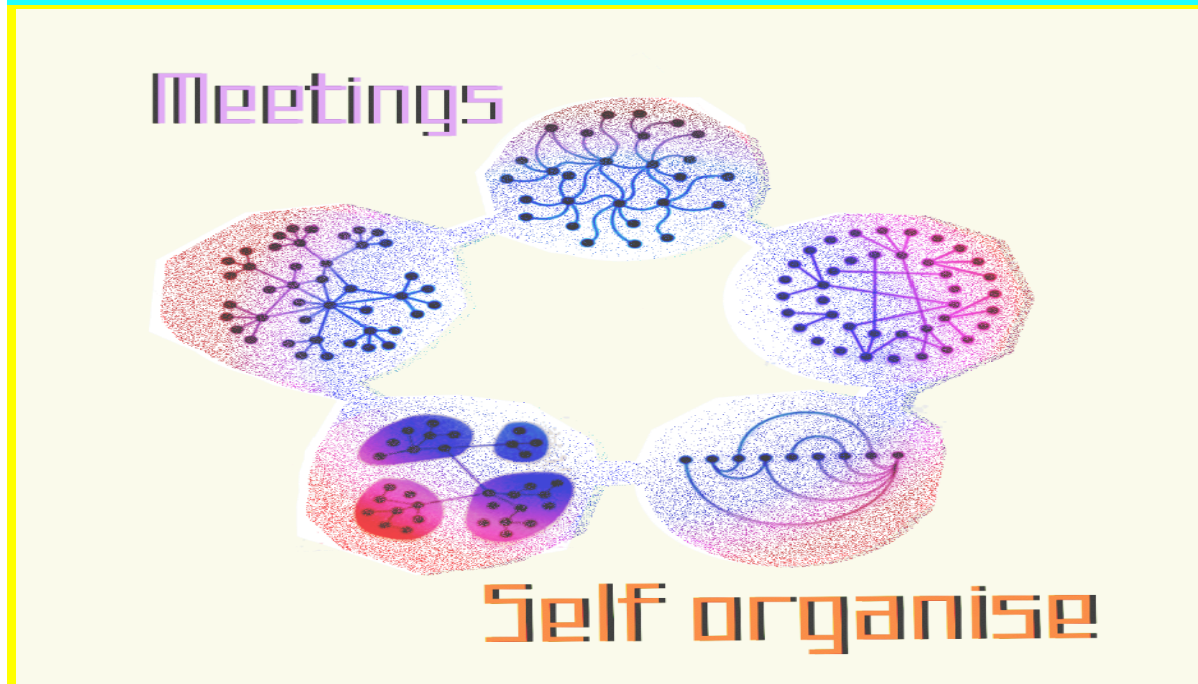
[www.jmginsurance.co.uk](http://www.jmginsurance.co.uk)

**4.8 Building Assessment Stage** Inspect the building before you take it on. Take detailed photos of every part of the building and get the property owner to agree to the schedule of works that they will pay for before you take possession.

Check first if the property owner is willing to make repairs, some will only lease it on an 'as is basis'. However if the repairs are not serious, you may be able to take care of these yourself with some qualified people from your Repairs and maintenance working group and some crowd funding.

**4.9 Buying a property for long term community use.** A longer term plan might be worth considering, working towards. There are a number of routes. In the long term we hope that a number of temporary meanwhile spaces can lead to raising enough funds to buy longer term community buildings and land. **LOOK INTO COMMUNITY BENEFIT SOCIETIES -THEY CAN RAISE FUNDS VIA SHARES FROM THE COMMUNITY**

## **STEP 5: MEETINGS - SELF-ORGANISATION**



### **5.1 Well run meetings are crucial to the successful operation 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. Which working groups are responsible for what areas and decisions and how the working groups / co-ordinators share info and cooperate. ( a weekly coordinators meeting, using email, signal, or telegram group )

### **5.2 KEY POINTS:**

- Identify a clear decision making system and ensure everyone who attends the CEC is aware of it and how to get involved. Signpost it and add it on the website.
- The weekly or fortnightly meeting of the regular project workers and working group coordinators is the decision making body for the Project. People should have been involved for a while, rather than someone who has just arrived making decisions.
- Coordination roles are determined by working groups- see Section 6
- The CEC is part of the local community. A regular People's Assembly ( 1-2 monthly) to enable feed-in from the community is important to identifying the needs and priorities of the community and getting people involved. See People's Assembly -Trust the People section 5.7
- Communication is key. Regular meetings where people are able to actively input, listen and learn, be flexible, give and take, are important. Things go wrong when communication breaks down. Apps that allow speedy communication within and between working groups are useful. Eg Telegram or Signal



### **5.3 DECISION MAKING**

**A CLEAR PROCESS MUST BE DEFINED EARLY** We are aiming for a more transparent, horizontal, agile, egalitarian, gender balanced, evolving organisational structure. However people have come from a more top down structure in life, work and university , so it takes time to evolve new systems. We are all learning, be patient and compassionate with each other. Appreciate that people are taking on responsibilities and making decisions to the best of their abilities with the information, support and advice they have at the time.

Display the CEC decision making 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 events working group or speak to these people. Come along on Monday at this time, to this meeting to begin getting involved.

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:** do your best to find agreement (consensus) within the group by proposal and discussion. If no decision is arrived at 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>

### **5.4 FACILITATION** - to make group discussion easier

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

- **The facilitator helps create the agenda with the group** either previously by email/ online or items are added by a go round at the beginning of the meeting.

- **The facilitator keeps the meeting focussed on the agenda** items. Occasionally reminding people , we are currently discussing this point, especially when the conversation gets off agenda point topic.
- **Action Points (APs)** (these are tasks people agree to do that are reviewed at the beginning of the next meeting. See 5.5 Action Points in Meetings below
- **REMEMBER the aim of a facilitator is to stay NEUTRAL** on the subjects discussed, helping the meeting discussion flow. If the facilitator feels strongly they want to speak on a subject they can set aside the facilitation to another person during the meeting.
- **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. Pair up. Share skills and tips , help to shadow a new facilitator who is learning.
- **Give people who want to speak numbers in a stack - ( queue of people) THIS IS IMPORTANT,** as when people have been acknowledged with a number in the stack, they are less likely to jump in and talk over others.
- Sometimes a facilitator allocates more time to an agenda item or 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”

## **5.5 MEETINGS**

**THE REMINDER - read at the beginning of a meeting if it helps focus the group to cooperate at this critical time for our environment and communities.**

“We are ALL here to take urgent action on the Climate Emergency. Time is ticking for us and future Generations. 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 sometimes to let go and trust the group process and wisdom. 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 those working can attend) Arrange Child care support so those with children can attend and create a kids area to keep the kids amused and the parents able to attend and engage. ( it takes a village to bring up a kid)

- **Set up a system to prepare and contribute to an agenda** before each meeting. Useful tools for this are a pen and paper passed around / asking for points for the agenda around the circle at the beginning of the meet. You could use a whiteboard or notice board <https://trello.com> or [www.board.net](http://www.board.net), or a Google Doc.
- **Check-ins and check-outs** (go around the group and ask for a quick check on how they are feeling - 1-2 sentences).
- Optionally have a group one minute focus/quiet / deep breath or meditation before the meeting to focus minds or this may be needed before a tense meeting.
- **In meetings with new people, do a name round where each person BRIEFLY says their name, any links to a group or experience or skills that they have that can help the Project.** This is VERY IMPORTANT and helps build group involvement and networking. Everyone speaks and feels part of it from the beginning, rather than the usual few voices speaking a lot.
- Choose a note taker - **REMEMBER to take Minutes**, who is present, agreements made. Post the minutes in an agreed place so those who cannot attend can see them.
- **VERY IMPORTANT \*\*\*\*Action Points recorded** that can be revisited each week, to see what has been done, or what people need more help with to achieve their action point, e.g. more support, skills help or money. Someone can hand the action point back to the group if a person cannot do it, or does not have the capacity and needs more help. Make sure they are typed up, kept in a book or stored online, so others who were not present can see and a historical record is preserved for reference.\*\*\*
- **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 or attending on the basis of experiencing a disability, needing child care, travel funds etc

## 5.6 Hand Signals in meetings

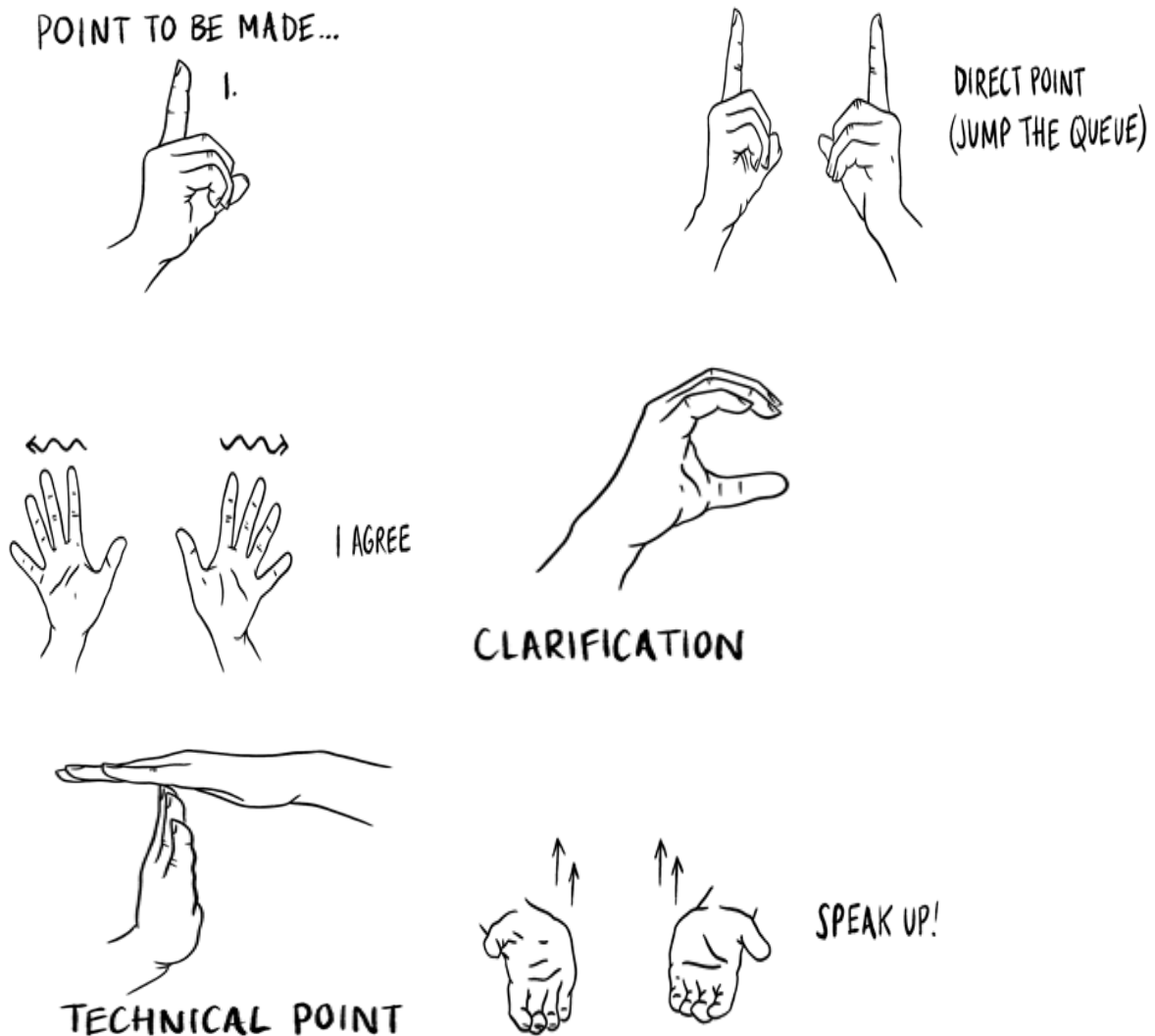
**Explain hand signals at the beginning of the meeting. Use hand signals to help everyone be involved and feed in.**

Useful hand signals info here- <https://www.seedsforchange.org.uk/handsig.pdf>

<https://www.activisthandbook.org/en/tactics/hand-signals>

Activist groups have used hand signals for many years. Creators of hand signal in meetings include Direct Action Network, the Occupy movement, Quakers, American Sign Language Association, among others.

Here is a basic overview of the signals to use :



## 5.7 PEOPLES ASSEMBLIES

**TRUST THE PEOPLE**

Climate Emergency Centres are ideal places to bring together a broad range of people from across your community. A great way to do this is through a monthly People's Assembly.

People's Assemblies are a structured and facilitated way of discussing ideas in a group of

people. They are inclusive and ensure that no one person or group can dominate. Check out the PEOPLE'S ASSEMBLY manual <https://www.trustthepeople.earth/resources>.

Your People's Assemblies can feed input internally into your CEC's working groups and also externally to the local council. Regular assemblies help your CEC become a hub for your local community to organise around local issues. To support you with how to do this, Climate Emergency Centres have partnered with <https://www.trustthepeople.earth> who can help you with every step of the way.

Trust the People is a movement of community organisers engaged in creating positive change for people and the planet, one neighbourhood at a time. They run a free, regular, online community organising course which covers everything from:

- How to explore your own story, identity and biases, to enable you to build relationships with others founded on trust
- How to work well with others in groups, deal with conflict and work together harmoniously to achieve your shared goals.
- How to engage your community, think about who is missing from your shared spaces and how you might bring people together.
- How to organise and facilitate a People's Assembly - check out the manual on our website.
- We also support our network of community organisers to put their skills into practice. We assemble organisers into 'Hives' of 7-9 to meet regularly online and share the highs and lows of their organising. We also run regular Open Space calls for anyone to drop in and get support, and much more besides.
- Connect with TTP on social media to find out more and sign up for our next course

<https://www.facebook.com/trustthepeople>

<https://twitter.com/TrustThePeople1>

<https://www.instagram.com/trust.the.people/>

Whatever matters to your community, Trust the People can help you organise. With your Climate Emergency Centre as a base, there really is no reason not to start building that better world that we all know is possible.

## **5.7 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 here to support each other.

- **Resting and sustainable community work** : take days off, rest, go out somewhere, enjoy nature, do something away from the project to relax, avoid burnout.

- **Socialise and celebrate**, get the crew to celebrate together away from the project, which builds crew morale. Take group away days and personal holidays. Sustainable community activism.
- **Meditate, get a healing/ massage/ therapies group to support** the project and its volunteers. Organise some healthy and well being events.
- **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 ‘ A Native American Tradition’ - heart/ feeling sharing:** Used by the International Rainbow Gatherings Community, a 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 on a specific subject or 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. Traditionally people can speak from their heart for as long as they wish, when Tribally people sat in council together, more time was available as people lived by natural rhythms rather than the clock. However, in modern settings a time limit can be set on people’s contributions- say 2-4 minutes depending on the size of the group or subject or timing constraints.

## IMPORTANT NOTES

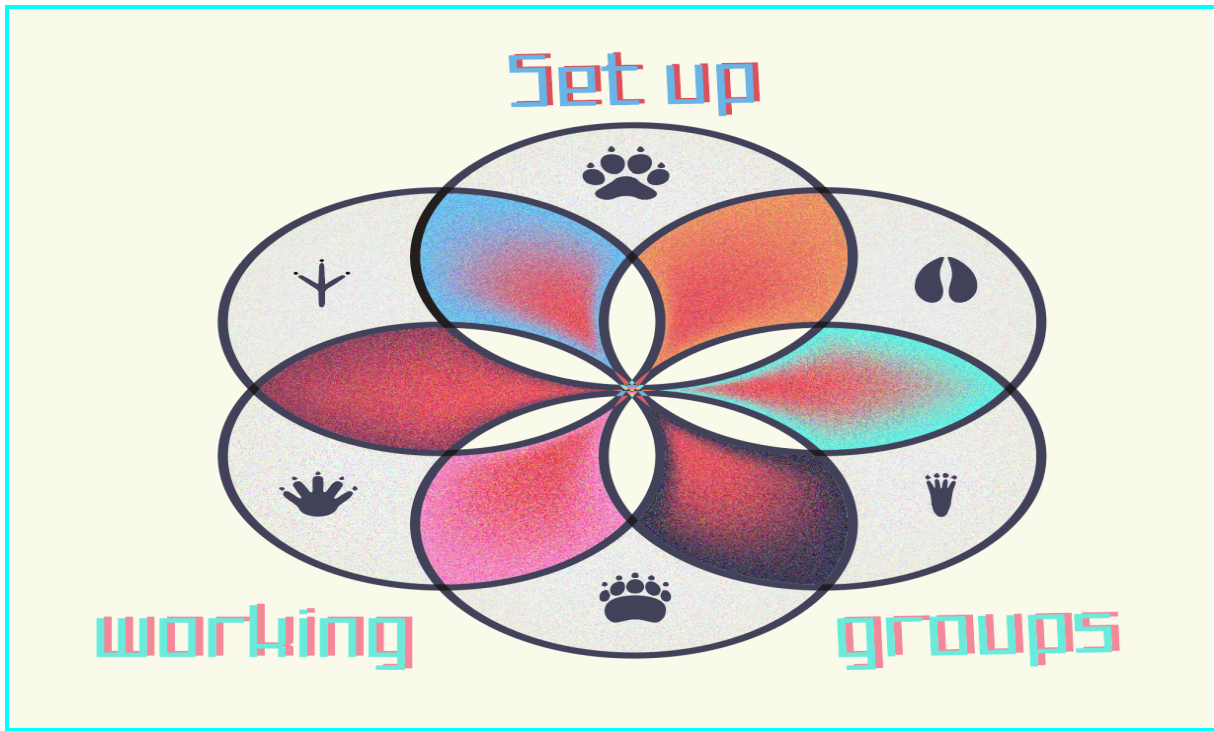
- **Knowledge is Power.** The more people who have knowledge, the more people have power. However, if knowledge becomes siloed, it excludes and creates more hierarchy and conflict. Ready and easy access to information, and ways to get involved, is important.
- <https://vocaleyes.org> is a useful tool for informing and involving everyone who uses your CEC to input on decisions and discussions. Successful examples in Swansea community consultations.
- <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.
- **Keep learning, keep evolving, keep self organising.**

## 5.8 CARETAKER GUIDELINES / VOLUNTEER AGREEMENT

Write a short document that clearly states what is expected from a community centre volunteer or project caretaker. Create a Volunteer induction process with eg 10 easy steps on what is expected from a new volunteer, training, Health and Safety, info on policy and procedures etc

**Volunteers should be welcoming and friendly** and work in a spirit of cooperation. Their tasks can include help keeping the space clean, tidy and safe. Explaining to visitors what the project is about in a few simple lines. How the project runs, the working group system, where things are and how they can get involved. When events or meetings are happening. Some CECs have created a new volunteer form to recruit and get people more involved.

## **STEP 6: WORKING GROUPS**

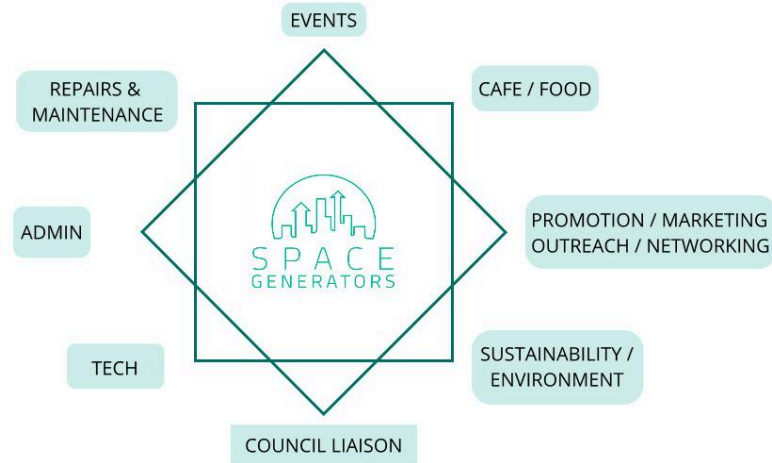


Set up working groups (WG) as soon as possible. This makes the whole project a strong foundation and help to make it run more efficiently and effectively.

**Roles should possibly 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. It also makes the group more resilient as more people can do eachothers jobs and a wider range of skills is gained.



## 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. Each WG has a brief or area of responsibility to take on certain tasks or projects.

A co-ordinator is a non hierarchical term from the activist movement that means a person who helps to focus , organise and share info around a group. Helping to arrange , and facilitate meetings, projects , actions and events.

### 6.2 Suggestions for working groups :

- **Building finders**
- **Legal Entity set up**
- **Events** : books a timetable of events and workshops, helps fundraising
- **Admin** : Oversee official company / charity paperwork, lease documents, volunteer coordination, supporting self organising systems, crew training. Inter working group co-ordination, income streams, accounts, banking.
- **Media and Messaging** : Outreach Promotion marketing, networking, social and mainstream media, publicity press releases.
- **Sustainability / environment** : is responsible for sustainability in all aspects of the CEC. Promoting Eco ethics - providing centre groups with a list of eco friendly or sustainable service/product providers. This working group formulates a plan for the gradual implementation of renewable energy to the whole building. ( wind, solar, bike energy / energy gym providers in the useful websites pages at the end of the Handbook ) Conducts an Energy Audit of the space, how much electricity, water used and how to reduce by fitting lower energy bulbs/devices, insulation, water saving systems etc

- **Art / Creative** : art and design of project graphics and decor etc. Making a creative space with arts,crafts, multimedia / equipment within the centre to encourage art and creativity, as a regenerative process for all project users of all ages.
- **Tech** : Free internet cafe set up using recycled/ donated computers. Website, social media, comms, cyber security, safeguarding digital assets.
- **Crew welfare and wellbeing** : looking after the crew, supporting rest and regeneration activities.
- **Catering** : Vegan / Vegetarian Cafe/ Food and kitchen - Provides an income stream and promotion of vegan/vegetarian sustainable diet. ( info and displays)
- **Repairs and maintenance** : Building assessment, compiles repairs list - structural, electrics, plumbing, carpentry, HNS, Fire safety.
- **Council Liaison** : with council officers, departments and local councillors
- **Gardening / permaculture** : front of house, roof garden, window boxes. local food production. vertical farming. Greening up each CEC with plants.
- **Fundraising** : grants, crowd funding, events, income streams
- **Volunteer coordination** : Volunteer induction/ training - creation of documents and processes/ policy
- **Future Democracy working Group of <https://www.trustthepeople.earth>** :

Aims to link up Future Democracy Hubs into every CEC. This is aimed at building whole community engagement and empowerment with community and peoples assemblies. 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. 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 contact Trust the People 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 practices from democratic movements from all over the world. Trust the People aims to spread this knowledge and learning. This is about us bringing power back into communities so we can build the societies that we need.

## **STEP 7: ORGANISE YOUR SPACE**



**Start with a visioning meeting with your group,** to discuss what you would like to see or create in the space, or what groups you already have in your project and what are their space requirements. What goes into each space will also depend on the size of space you have , how many rooms, what your lease allows etc.

**Start in a smaller part of the building and expand out.** For example you had a 3 story office block with 6 rooms per floor. You could start in reception and then have a cafe one side and an art gallery the other. Slowly expanding to other rooms as needed for cinema, bike or computer repair, theatre rehearsals, or whatever the local community suggests or would like to set up. Offer low cost rooms to local groups, projects and eco enterprise start ups. All of our centres for 30 years have operated on a sliding scale.

**Space preparation:** Depending on the condition of the building you may need the first 1-2+ months to prepare the space for opening, set up, building, renovating, painting, fire safety, risk assessments, repairs and maintenance etc

**Fire Risk Assessment (FRA) :** Make sure that the building owners provide you with an up to date Fire Risk Assessment (FRA) and bear the cost of this before you move in. There must be a new fire risk assessment done as soon as a new group takes on a premises. So make sure this is arranged in your lease negotiation and you get your

FRA done immediately upon moving in just after the premises owners FRA has been done. So there is little change or expense to your group. This can be a costly and time consuming process. So get it sorted asap from the start. Ask the network and friendly professionals/ HNS company to help and support.

**Open Gradually :** Start doing just 1 or 2 days a week, say a cafe or cinema night are easy events. A cinema night is as simple as borrowing a projector and scheduling a few weeks ahead an environmental/ community themed film. Maybe small talks or workshops or art exhibitions are simple starters. As more people come in and get involved you can expand to 2nd and 3rd nights onwards. Move at the pace and speed your group is comfortable with. If you have a strong team with many working groups you may choose to go for it and start opening 3 - 5+ days per week. However its is good to build in at least 1-2+ days off for rest and regeneration. Build from strong foundations gradually upwards.

**7.1 The size / type of property - determines what sort of spaces you can set up** eg you could be in a warehouse, high street shop, old department store, church, post office, library, supermarket, industrial unit, garden centre, old school or college etc The main things you need are a larger space for meetings or events and some smaller rooms for workshops, office or smaller activities.

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

- **Main hall / Events/ workshop space :** usually one of the main or biggest spaces - talks, workshops, skillshares, meetings, open mic, music nights, parties, theatre, rehearsals, cinema nights, conferences, dance classes, educational spaces. What do you and the local community want to create? Gather suggestions from your meetings.
- **Gallery :** Arts and crafts invite - local artist groups and students / universities to exhibit. There are artists in every area needing space to create and exhibit, arrange an exhibition timetable. Contacting local Colleges and University arts groups can link up a long list of future gallery bookings.
- **Cafe :** needs nearby water source and sink, wipeable surfaces, check HNS/ fire exits. There are a number of regulations regarding cafes and food so do your own research. On the simplest level we have done self service tea or coffee for donations for years.
- **Library :** start with a shelf of books and watch it grow. Appeal for books and volunteers. The Friern Barnet Library project went from 0 - 6,000 books in a few weeks.
- **Bike workshop -** help local community repair bikes, create a bike share scheme. Retrofit electric bikes, cargo / bike trailers etc 1 bike = 1 less car !!
- **Arts / Creative Space -** filled with paints and artistic resources. An art factory of possibility. Good for all ages to express and create.

- **Cinema** - The easiest event to start with a video projector, choose conscious films, world cinema and inspirational, entertaining, activist, community and ecological films. Invite independent / student filmmakers / groups to show and tell.
- **Caretaker space**
- **Info/networking area** : table of leaflets, magazines, info rack, multimedia screens.
- **Computer / tech area** : Internet cafe, order the fastest broadband asap, once you know you have signed the lease and will be getting a building. It takes a long time, sometimes 1-2 months to arrive.
- **Garden** - start as soon as possible. Creates a feeling of longevity. Permaculture, Roof Garden, set up a water collection system. Fill the CEC with plants.
- **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. Get an energy audit and drawdown electric use and utility bills.
- **FreeShop /swap shop** : resource sharing rack of clothes sort into labelled boxes and areas. All of our projects for 30 years had a FREE SHOP Area. Recycling, reuse and circular economy in action.
- **Zero Waste Shop** : create your own zero waste shop.
- **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. Check <https://www.solve.earth> for Eco Entrepreneur support.
- **Maker Space** : printers, 3D printers, power tools, drills, lathes, chop saws, computer aided design etc Sharing Tools, machines, skills and resources.
- **Solution Zone Area**: aim to display as many sustainable solutions as possible in all aspects of the CEC Housing, energy, agriculture, transport, food etc. Create practical working examples eg wind, solar, bike generators, human gym energy, reuse of materials and resources, upcycling. Permaculture gardens, roof gardens, insulation, water collection, community currency, food, recycling, composting/soil creation, bike transport/lift sharing, tool libraries etc etc
- **Kids Area** : kids MUST be accompanied by parents or designated carers. (Please do your own 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.
- **Repair cafe** : repair, reuse and upcycle older equipment. <https://repaircafe.org/en/>

## **STEP 8: NETWORKING AND OUTREACH**

**8.1 Design and print your project brief main leaflet :** 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 :** Notice boards, tables with info racks, containing leaflets from groups and projects in the local area. Displays, exhibitions, Multi media info screens e.g. tablets, TV screens / 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, A3/ A4 Posters. Put a beautiful well designed sign / banner out front in a highly visible place. It's really important to get the outside centre info board, banner looking great asap as this brings footfall into the centre.

**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. An inspiring conversation will bring people in and get them involved....to start the great adventure...

**8.5 Create a basic donations request letter to show to companies, shops, projects etc** to get things donated for free to the community project. Food, paint , tools , equipment, furniture etc see Appendix F

**8.6 Notice boards - external to the public and internal for events ,**  
Displays : eco solutions, upcoming events,how project runs, decision making process, Rotas , wish list, swap shop etc

**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 <https://www.freecycle.org>

**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

**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 environment community and all future generations important that we ACT NOW and COOPERATE - THIS IS A CLIMATE EMERGENCY

**8.10 Press and media :** One of the best ways to publicise the centre and outreach to the public is via a media article - the media and messaging group can prepare a press release for this.

Over the 30 years we have found that many groups, companies, projects , businesses and local people will share, donate and give all sorts of resources for free to good community projects , so make your wish list and take action , all you need will manifest. Keep networking.

## **STEP 9: HEALTH AND SAFETY**

**IMPORTANT** this is only a brief short guide. Get the help and support of a HNS trained professional / company.

**9.2: Checklist must haves: master the basics of F.L.A.G.E.**

### **F - FIRE**

1. If there is a fire alarm, ask the property owner to get it inspected and certified before you move into the space. There should be a label on the alarm with contact number of the authorised service company should a problem arise. The fire alarm and emergency lighting should be inspected/tested every six months.
2. Check that Fire Exits are openable and well illuminated. Keep clear pathways to them at ALL times inside and outside. Mark lines on the floor near exits to be kept clear.
3. Fire Extinguishers should be kept on red stands or hooks. They should not be used to hold doors open. Extinguishers should be service every 12 months buy reconditioned units. Learn how to "commission and install" the replacements yourself.
4. Train people in best use of Fire Extinguishers: Water (wood/paper) or Foam (wood/paper/fuel/oil) or C02 (all previous and for Electrical fires). Aim at the base of the fire but be careful not to scatter embers with the water or CO2 jet.
5. Display Fire Evacuation Route plans to fire exits. Show the routes in red, to the outside Assembly Point (define where).
6. Appoint Fire Marshals and fire warden training– set a time.
7. Weblink Fire Marshall briefing.  
<https://www.highspeedtraining.co.uk/hub/fire-safety-duties-responsibilities-of-a-fire-wardenmarshal/>
8. Practise Fire Evacuation drills twice a year. Test the Fire Alarm every week.

### **L - LEGIONNELLA**

1. Stale or stagnant water in pipes can lead to a buildup of Legionnella bacteria, especially in hot weather. This is particularly important when taking on a new building where water may not have been used for a long period. Flush toilets and all taps for 10 minutes at least once a week to reduce buildup of Legionnella bacteria
2. Keep a checklist, date and time, of all this work, titled Legionnaire Mitigation.
3. Consult a professional company on this.

### **A - ASBESTOS**

1. Many old buildings built up to 1990 used a material called Asbestos. If your building already has a document called an Asbestos Management Report, keep it safe in your Health and Safety file, especially old copies.



2. Block off access to those areas. Do not disturb them. Contact a professional to assess the situation if needed.

## **G - GAS**

1. Gas supplies, boilers, and heating equipment must be checked and tested by a professional every 12 months. Get quotes from Gas Safe registered engineers.
2. Even if your gas meter or other equipment has been removed you may still need a test every 12 months to check the old pipes and capping.

## **E - ELECTRICITY**

1. The building electrical system must have an NICEIC certificate every 5 years, often called a Periodic Inspection. Most building managers spread the cost by checking 20% of the building every year. Check old files and keep a record of where your building is up to. Get quotes to carry on the work and don't let anyone tell you they need to start again at Year 1.
2. Carry out visual Electric safety checks at least once a month, or once a week in high use areas or periods. Check all plugs, cables, and areas for bare wires – research PAT Testing.

### **9.3: Other Checklist items to include in your Health and Safety file and duties:**

1. Trip Hazards (anything that can be tripped over) are removed from all corridors and Keep the gangways clear.
2. Kitchen Hygiene signs / training Hot water facilities. Adequate work surface area, minimum 100cm, ideally 200cm x standard 60cm deep kitchen worktop. Wipeable surfaces in the kitchen. Training in food hygiene: <https://www.highspeedtraining.co.uk>
3. Define and label a Cleaning Equipment cupboard.
4. Storage of Hazardous chemicals – COSHH and Nebosh <https://www.thebcfgroup.co.uk/nebosh/nebosh-general-certificate-pages/coshh-training-or-nebosh-general-certificate.php>.
5. Print out and display Health and Safety guidelines and information. Put up Health and Safety signage for all the above: Hygiene, Fire exits, Assembly point, Danger and Warning signs. WEBLINK.
6. Talk to the Health and Safety trained person for the building, get them in to do a regular walk around with you, and advise.
7. NB remember people introduce new hazards and it pays to remain vigilant and check regularly. Ask for web links to easy guides and share the information.

8. Make a Health and Safety file of all your Checklists – APPOINT A HEALTH and SAFETY PERSON, and a WORKING GROUP to SUPPORT THEM.
9. **Fire Marshal responsibilities.**
  - **Attend larger events with yellow fluorescent jacket**
  - 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 and exit areas are working and kept clear.

Follow up all the above and you will make a great start. You will impress the building owner, the inspecting authorities for Health and Safety (meet them with pride), and colleagues and crew. If you get these Health and Safety basics right, events and projects will run smoother and happier. Big up the new Health and Safety crew!

## **STEP 10 IMPORTANT EXTRA INFO**

### **10.1 The 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. Also see previous advice in the handbook.

GOOGLE YOUR COUNCIL NAME AND DISCRETIONARY BUSINESS RATES FORM

YOUR LOCAL BUSINESS RATES DEPT CAN HELP/ ADVISE

**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, on their Climate Emergency Action Plan, 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 (AIM FOR minimum 1 year, some groups arrange pop ups for 3-6-9 months + ) before development. Thus benefiting the community in the interim vacant period.

<https://www.meanwhile.org.uk>

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

NB Business Rates policies can vary across local authorities - General guide is - Not for profit Companies or Community Interest Companies - get an automatic 40% off the business rates. Some Councils do give CICs 80% as well. (some councils may want to confirm a CIC is not for profit- check which legal entities the council works with before setting one up)

Charities get a mandatory 80%. Any not for profit company, charity or co-op can apply for discretionary business rates up to 100% from the local authority.

Some councils due to budget cuts/ Austerity have said they will not give over 80% relief. So you must check each borough's policy.

SELF FUNDING ECO COMMUNITY SPACES : The developer is invited to contribute a ‘community grant’ or donation to the CEC project seed fund.

This can support the running, upkeep, utility payments, repairs / maintenance outgoings and payment of staff / volunteer living expenses for the new project.

During the negotiation over the meanwhile lease for the property, ask for the developer to pay the utilities bill in total or ask can it be capped to a certain limit e.g. £400 / month. Anything over £400 the CEC pays.

Then work out an energy audit/ renewable energy plan to reduce energy consumption to more sustainable levels. 'Power down' for a sustainable future.

## 10.2 OTHER INCOME STREAMS FOR THE PROJECT

- Cafe food and drink
- Space hire : eg hall or rooms, gallery space or hire of rooms on a weekly/ monthly basis
- Event / workshop entry : £5- £10+
- Merchandise : T shirts, Clothes , Hats , cups, pens badges etc
- Memberships / supporters donation/ fee £5- 10 + per month
- Grants and funding / Crowdfunding- [here is a draft list of funds that may be useful for your CEC](#). ( see website)

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

<https://climateemergencycentre.co.uk/handbook/appendix/>

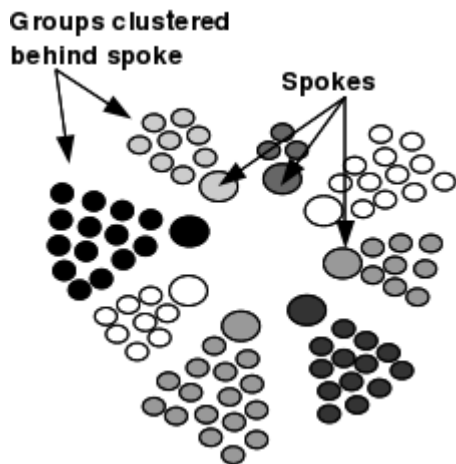
Agreements to work toward eco principles and reducing carbon footprint, ethical sourcing  
Human Rights <https://www.un.org/en/about-us/universal-declaration-of-human-rights>

Animal and / [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.

**10.4 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. Define spending limits and decision process on funds.

**10.7. Conflict Resolution process** - How to deal with conflict in groups - A dealing with conflict process needs to be clearly defined and get the support of a group of experienced mediators like Seeds for Change <https://www.seedsforchange.org.uk/conflictbooklet.pdf>

**10.8 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

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

**10.10 . 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 behaviour.

No violence or threats of violence. ANYONE BEING VIOLENT OR THREATENING VIOLENCE MUST BE TOLD TO LEAVE THE BUILDING IMMEDIATELY.

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.

Refer incidents 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](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 behaviour so that the organisation 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

**10.11 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 the beginning.

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

The CEC UK Network is creating a network of buildings and Infrastructure in each city and across the UK to support each other. Be an active part of the network and share ideas, documents, short guides, resources, knowledge, equipment and people with other groups across the network. We are hoping that Bio regional CEC groups will help each other. eg 3 centres linking up like Brighton, Seaford and Lewes or Leeds, Preston, Manchester.

This is not just about 1 building but creating an eco system of sustainable spaces for example you could have 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.

**10.13 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 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 and funding.

#### 10.14 Useful websites Page

- <https://www.activisthandbook.org/en/home>
- Training , facilitating meetings, advice resources
- <https://www.seedsforchange.org.uk>
- Wind, solar etc <https://www.bimblesolar.com>
- Bike power <https://www.instructables.com/id/How-To-Build-A-Bicycle-Generator/>, Energy gym <https://www.tgogc.com>

Guides / web links below to help setting up a legal entity which helps to arrange a meanwhile lease with a landlord

- The Do-ocracy Handbook which provides advice/ support to community organisations is highly recommended  
<http://www.reconomy.org/wp-content/uploads/2016/09/Do-ocracyHandbookREconomy2016.pdf>
- Radical Routes guide to starting a Housing Co-op:  
[http://radicalroutes.org.uk/images/stories/Housing\\_Co-op\\_2015\\_8th\\_edition.pdf](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>
- Coop <https://www.uk.coop/start-new-co-op>
- Community Land Trust <https://www.communitylandtrusts.org.uk>
- Community Benefit Society.  
<https://communityshares.org.uk/resources/handbook/community-benefit-societies>
- <https://www.uk.coop/resources/community-shares-handbook/2-society-legislation/21-bona-fide-co-operative-societies/211>
- Fair Shares Commons Company : is a new legal entity that is part of a system change to a fairer legal structure for people and planet [www.solve.earth](http://www.solve.earth)
- Sociocracy - Decision making system, <https://sociocracy30.org>
- Tool Library <https://myturn.com/resource/starting-a-tool-library/>

The End of the Handbook - the beginning of  
the next great adventure.

Please check the website for regular updates to  
the handbook

<https://climateemergencycentre.co.uk>

Have fun creating community space. Keep  
calm and carry on networking. Focus on the  
Solutions for a sustainable future for all.

## Phoenix 2022





