

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is a standard asset transfer request form which can be used to make a request to West Lothian Council.

You do not need to use this form to make an asset transfer request, but using this form will help you to make sure you include all the required information.

You should read West Lothian Council's Asset Transfer Policy: Guidance Note for Applicants before making a request.

You are strongly advised to contact West Lothian Council and discuss your proposals with us before making an asset transfer request.

When completed, this form must be sent to:

The Asset Manager
Property Management and Development
West Lothian Council
West Lothian Civic Centre
Howden South Road Livingston, EH54
6FF

DATA LABEL: PUBLIC

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Fauldhouse and Breich Valley Community Development Trust

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

The Hub, 10 Main Street, Fauldhouse

Postcode:

EH47 9HX

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name:

Paul Renwick

Postal address:

Fauldhouse and Breich Valley Community Development Trust

The Hub

10 Main Street

Fauldhouse

Postcode:

EH47 9HX

Email: paul.renwick@fauldhouse.org.uk

Telephone: 01501 773 699

✓ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask the relevant authority to stop sending correspondence by email, or

change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.

	Company, and its company number is SC313776	X
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is SC038616	X
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB's constitution, articles of association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No

Yes

If yes what class of bodies does it fall within?

Community Controlled Body.

Section 2: Information about the land and rights requested

2.1 Please identify the land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.

The Eastfield Training Centre is situated at 2 Eastfield Road, Fauldhouse, EH47 9LE.

The footprint of the building is 338 sq m (3639 sq ft). The building consists of a reception area, meeting room, small kitchen, a large multi-purpose hall and two changing rooms with 7 showers.

A site plan is included as part of our supporting documents with the boundary of the Eastfield Centre marked in red.

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

If the property has a UPRN you will find it in the relevant authority's register of land.

UPRN: Not Known

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

for lease (under section 79(2)(b)(i)) – go to section 3B

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the land requested? :

Proposed price:

£1.00

Please attach a note setting out any other terms and conditions you wish to apply to the request.

3B – Request for lease

What is the length of lease you are requesting?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ per

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

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3C –Request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ per

Please attach a note setting out any other terms and conditions you wish to apply to the request.

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Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

The Eastfield Training Centre was built by West Lothian Council as a sports and leisure facility for the village of Fauldhouse and its surroundings. By 2017 it had fallen into disuse and Fauldhouse and Breich Valley Community Development Trust negotiated with the Council to take over the existing lease to test out the viability of the Centre.

In this time, the Trust has built up a regular client base with 8 groups currently using the building on a regular basis for dance, sport, fitness, advice and support along with community activities such as Fauldhouse's annual fair day. The building is currently in use for up to 27 hours per week and has welcomed 3,081 visitors in the last 12 months.

The Trust has also overseen significant repair work including the installation of a new heating system, new lighting and the complete regeneration of the building to bring the building back into use.

Having run the building for three years, the Trust continues to see the Centre as a valuable community asset and base for much needed local activities and services.

However, at present the building is out-dated and not fit for purpose. Ownership of the building will allow the Trust to attract investment from grant funders to deliver the improvements to allow the building to reach its full potential.

Through consultation with the community plus existing and future users, the Trust have identified the following improvements that have to be made to the building:

- Renovation of the main hall to allow the area to be divided into three separate spaces to generate more income and bring greater financial sustainability.
- Installation of a proper kitchen facility to attract a greater variety of groups and events.
- Refurbishment of the existing toilets and installation of appropriate disabled toilet and baby change facilities.

Other improvements identified are upgrades to the exterior of the building and division of the changing room area. These are considered as non-essential items and would be included as part of the second phase of work if funding was secured.

The Trust has worked closely with an architect and quantity survey to produce a detailed cost reconciliation report for these improvements and this is included as part of the supporting documents.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Fauldhouse and Breich Valley Community Development Trust is a community led organisation and the management and development of Eastfield Centre will contribute towards the broad aims of the organisation which are as follows:

“FCDT is working towards a clean, attractive and healthy village with excellent transport links that is a model for thriving locally led sustainable development; a place where people of all ages, abilities and circumstances are happy and informed, with their own part to play in economic, environmental and social life of the village and surrounding countryside.”

Specifically, the Trust want the Centre to benefit local residents by:

1. Promoting and developing physical activity at all levels of age and ability. In particular the extension of physical activity and sport involvement for under-represented groups such as older people and those with disabilities.
2. Improving physical health and well-being through better use of outdoor space, increased physical activity, better diet and lifestyles related to better well-being.
3. Strengthening community cohesion, bringing people together in a valued local place, strengthening community groups and families who will have a locally controlled place for community events and family celebrations.
4. Enhance the environment as part of the development to the village infrastructure (cycle paths, green spaces and so on).

Fauldhouse and the surrounding Breich Valley are amongst the most deprived areas in Scotland. According to the Scottish Public Health Observatory, Fauldhouse and the Breich Valley is rated ‘significantly worse’ for a range of indicators including life expectancy, coronary heart disease and mental health.

For example, the number of people admitted for alcohol use in FBV is 83 per 10,000 of population compared to the Scottish average of 72 per 10,000. This is further illustrated by the fact that Fauldhouse currently has two data zones that are in the worst 15% in Scotland for health.

Since taking over the management of the building in 2017, a real focus of the work that the Trust has tried to deliver at the Eastfield Centre has been aimed at promoting health and well-being.

This has taken a variety of forms with a programme of activities delivered at the Centre to encourage improved physical and mental health. The activities have included dance classes for children, football for working age adults to tea dances for older people.

We have developed strong partnerships with West Lothian Youth Foundation to deliver Football Reminiscence sessions for people living with dementia. Workshops have also been run in partnership

with West Lothian Drug and Alcohol Service to support individuals and families living with alcohol and drug addiction.

Support has also been provided for vulnerable families through our link with Homestart West Lothian who have regularly delivered group activities at the Centre.

Each of the activities and benefits delivered at the Eastfield Centre has been developed to align with the priorities outlined in the Fauldhouse Regeneration Plan and West Lothian Council's Local Outcome Improvement Plan.

All the activities delivered at the Eastfield Centre are open to all with the aim of being affordable. The population of Fauldhouse is currently over 4,993 people and in the last year 3,081 visitors have accessed the services available within the building. Using the Community Benefit calculation of £21 per person the Centre is currently providing health and well-being benefits to the value of £64,701.

Ownership of the building would allow this programme to grow and deliver further benefit. Over the last 12 months the Eastfield Centre has been the base for the delivery of the Cycling Without Age project. The project aims to discourage loneliness amongst older people and those with disabilities by offering trishaw bike rides. 89 bike rides were delivered last year.

The Trust has also liaised closely with Linlithgow Community Development Trust who are currently developing the West Lothian Cycle Track. It is hoped that in the future that the Eastfield Centre could host more cycling and walking based activities as the Trust looks to develop the walking and cycling network in the area.

The Eastfield Centre will also play a role in the Trust's on-going anti-poverty strategy. 26% of children live in poverty in Fauldhouse compared to the West Lothian average of 22%. While 4 out of 7 neighbourhoods in Fauldhouse are within the 20% most deprived in Scotland.

The Trust has sought to address this by launching new projects including an annual Christmas Lunch and Hamper scheme. In its first year over 150 families received the Christmas lunch and hamper. This is anticipated to grow further and having access to a large space with proper kitchen facilities at the Eastfield Centre will allow more local people to directly benefit from anti-poverty projects the Trust would like to run in the future.

As well as the local benefits outlined the work that the Trust is doing at the Eastfield Centre aligns with several major national policies. It delivers a significant number of Scotland's 15 National Outcomes, the Scottish Government's Sporting Outcomes framework, the Enterprising Third Sector and Good Places, Good Health.

Crucially, the transfer of ownership of the Eastfield Centre will allow a much loved community facility to continue into the future and deliver the outcomes that local residents would like to see.

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Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

Fauldhouse and Breich Valley Community Development Trust are not aware of any restrictions on the use or development of the land.

Negative consequences

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

Fauldhouse and Breich Valley Community Development Trust is a community based charity and has strong relationships with all local partners and organisations.

Since taking over the existing lease of the Eastfield Centre, the Trust has always communicated its plans with local people through consultations and our quarterly newsletter.

The Trust has also sought to ensure that it does not deliver services or activities at the Eastfield Centre that would cause duplication with what other partners are doing locally. This has been achieved by constantly communicating with partners and being part of local forums including the Fauldhouse Regeneration Group chaired by West Lothian Council's Regeneration Officer.

It is recognised that delivering a project of this scale always brings risk in terms of the time and financial resources that the Trust would have to expend. In preparation for this, a detailed risk register has been prepared as part of the business plan which is attached.

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Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

Fauldhouse and Breich Valley Community Development Trust was formed in 2006 and has vast experience of delivering community based projects.

The Trust's board is highly competent with a range of experience which includes fundraising, facility management and the delivery of mental health services.

The board has already successfully been through the process of purchasing a building and securing funding to refurbish it for use by the community. The Hub located on the Main Street in Fauldhouse has been a great success delivering a wide range of activities since 2011. The Hub currently hosts a number of successful art groups, sewing groups, West Lothian Credit Union and is the base for the Trust's highly regarded Timebank project.

As well as a highly competent board, the Trust employ a Project Manager and Development Worker who will directly report back to the board on progress with the project. This staff team has vast experience of managing community buildings and the Development Worker has project managed the construction of a multi-million pound community hub.

The project will be monitored and evaluated using the LEAP system with the following three stages of evaluation:

Process: Using feedback sessions, meetings and evaluation templates

Impact: Feedback/evaluation at regular intervals to identify the changes/outcomes being achieved

Outcome: Looking for changes in local data in relation to social, economic, physical and environmental challenges.

During the construction phase of the project, the Trust will be supported by a strong professional team. Funding was secured from the Scottish Land Fund to appoint ARPL Architects to produce a condition survey, feasibility study and cost report for the refurbishment of the building.

This funding also allowed the Trust to appoint Community Enterprise who provided their guidance and expertise in producing a detailed five year business plan. This will help inform and guide the project towards financial sustainability.

The Trust is also pleased to be receiving significant legal advice from Development Trust Association and the Community Ownership Support Service who have significant expertise in the Community Asset Transfer process.

Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Since the beginning of this project it has been community led. Back in 2014, up to 12 community groups and individuals approached the Trust about bringing the Eastfield Centre back into use.

This prompted the Trust to carry out a widespread community consultation in 2015 which identified not only huge support for the proposal but gave the Trust an indication of what local people wanted to see at the Eastfield Centre. The findings showed that the local community were keen to see more activities for young people to participate in and greater access to sport and recreation.

Throughout the period that the Trust has managed the building it has continued to receive verbal and written feedback from users of the building on its development.

In preparation for a potential community asset transfer process, the Trust commissioned Community Enterprise in the summer of 2019 to conduct more community consultation to further assess community support for the project.

The community consultation took the form of online surveys, focus groups and interviews. 357 people were surveyed with 93% indicating that they supported the Trust taking ownership of the Eastfield Centre with just 1% opposed.

94% of those surveyed also agreed that community ownership and re-development of the building 'would give people of all ages more to do in Fauldhouse' and 81% felt that 'it would make Fauldhouse a better place to live.'

Support has also been received from partner organisations including Home Start West Lothian, West Lothian Youth Foundation and Ageing Well.

Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

Following three years of managing the Eastfield Centre it has become clear that for the building to meet its potential significant refurbishment will be required. This will require sizeable capital funding.

The Trust has worked with ARPL Architect and in conjunction with the findings of the community consultation identified four priorities for the refurbishment which are as follows:

- Refurbishment of main hall with the creation of a kitchen and disabled toilet facilities - £177,371 + VAT
- Updating of existing toilet facilities with the inclusion of baby change facilities - £45,071+VAT
- Upgrades to external fabric and services - £149,286 +VAT
- Improvements to the existing changing room facilities - £31,616+ VAT

From these four priorities, the refurbishment of the main hall and updating of the existing are deemed as essential. The business plan in our supporting documents outlines a detailed fundraising strategy to secure the funding to deliver this project.

Discussions have been had with multiple funders and the Trust has a proven track record of securing grant funding with over £2 million of grant funding received in the last five years.

Given the scale of the refurbishment required coupled with the money that the Trust has invested in the building so far and the outcomes it is already delivering the Trust is only willing to offer £1.00 for the purchase of the property.

Through working with Community Enterprise, the Trust has produced a comprehensive five year business plan and cash flow which is attached.

Projections are based on the existing the usage of the building in addition to the new income that can be generated if the renovation of the building is successful.

The table below shows the projected income and expenditure for the next five years:

	Y1	Y2	Y3	Y4	Y5
Trading income	£41,135	£43,102	£45,076	£46,348	£48,531
Grant funding	£16,500	£16,500	£16,500	£16,500	£16,500
Trading %	71%	72%	73%	74%	75%
Total Income	£57,635	£59,602	£61,576	£62,848	£65,031
Expenditure	£55,731	£57,402	£59,125	£60,656	£62,658
Surplus/deficit without grants	-£14,596	-£14,300	-£14,049	-£14,308	-£14,127
Surplus/deficit with grants	£1,904	£2,200	£2,451	£2,192	£2,192

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Section 7: Other supporting documentation

To enable the council to fully consider your application, the following supporting documentation must be submitted as part of your application:

- A copy of your organisation's constitution;
- A business plan (that is proportionate to the nature of the asset transfer request);
- Audited accounts (or a financial projection where the applicant has been operating for less than one year).
- Annual reports (where these are available)

Applicants are advised to refer to the council's Community Asset Transfer Policy Guidance Note for Applicants for further details of what information should be included in these supporting documents. (*insert link here to Guidance Notes*)

Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

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Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

Document Attached: F&BV Memorandum of Association, F&BV Annual Accounts

Section 2 – any maps, drawings or description of the land requested

Documents Attached: Eastfield Centre Site Plan

Section 3 – note of any terms and conditions that are to apply to the request

Documents Attached:

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

Documents Attached: Eastfield Centre Business Plan

Section 5 – evidence of community support

Documents Attached: Eastfield Centre Business Plan Plan

Section 6 – funding

Documents Attached: Eastfield Centre Business Plan, Eastfield Centre Cashflow, ARPL Architects Cost Reconciliation Schedule, ARPL Architects - Eastfield Centre Proposed Aerial View

Section 7 – supporting documentation

Documents attached: