

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

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

St John's Church, Linlithgow

In accordance with the Community Empowerment (Scotland) Act 2015 and West Lothian Council's approved policies and practices, St John's Church Linlithgow (SC050351) proposes to form a new legal entity (which meets the requirements of the relevant legislation) to take ownership of the Low Port Centre by Community Asset Transfer.

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

Postal address:
183 High Street
Linlithgow
Postcode: EH49 7EN

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: [REDACTED]
Postal address: [REDACTED]
[REDACTED]
Postcode: [REDACTED]
Email: [REDACTED]
Telephone: [REDACTED]

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	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is SC050351	In accordance with the Community Empowerment (Scotland) Act 2015 and West Lothian Council's approved policies and practices, St John's Church Linlithgow (SC050351) proposes to form a new legal entity (which meets the requirements of the relevant legislation) to take ownership of the Low Port Centre by Community Asset Transfer.
	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?

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 Low Port Centre,
1 Blackness Road,
Linlithgow,
West Lothian.
EH49 7HZ

The attached drawing shows in green the area we are interested in, which includes the Low Port Centre building, surrounding area, road and car park but we are open to discussion with West Lothian Council on what is appropriate and practical for both parties and also for Low Port Primary School.

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 applicable

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: £ 0

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?

N/a

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.

3C –Request for other rights

What are the rights you are requesting?

Short term lease from 1 April 2022.

In addition to our application for a Community Asset Transfer we would like to explore with West Lothian Council the opportunity of a lease of the Low Port Centre on a transitional short-term basis for church and community use while the Community Asset Transfer process is in progress.

We anticipate that this would be a community benefit lease with no charge due to the community benefits which will be gained from the St John's Church proposal.

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: No payment due to the community benefits which will be gained from the St John's Church proposal.

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

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.

St John's Church is very keen to work with West Lothian Council to investigate a Community Asset Transfer of the Low Port Centre.

St John's currently has a number of community activities and would like to expand these through working in partnership with other existing and developing community groups for the overall benefit of the wider community. St John's leadership, trustees and members are excited about the potential of the Low Port Centre but also realistic about the practicalities of owning, running and maintaining a building of this size and complexity.

St John's Church has been a presence in Linlithgow since the early 1900s. The church owns a building in Union Road, rents a shop front property at 183 High Street and also (prior to April 2020) hired Linlithgow Academy for Sunday morning services. The church has 231 adult contacts on the church database which includes 176 committed members and currently employs 6.5 FTE staff.

St John's has outgrown its original building in Union Road and regularly used Linlithgow Academy for Sunday morning services but has an aspiration to expand its activities in the community throughout the week and move to premises which can be used more flexibly for that purpose.

How we propose the Low Port Centre will be used.

It is anticipated that the building would be used for St John's Church's regular church activities and a wide range of community activities both existing and new including:

St John's activities

- Sunday worship and children's/youth work
- Various regular St John's Church group meetings
- Toddler group (weekly)
- Parents' cafe
- Sew Blessed (craft group)
- Community café
- Youth groups (various evenings)
- Worship band practice
- Meeting point (monthly club for seniors)
- Counselling

Community activities

- The New Well charitable organisation
 - Counselling sessions
 - Job Club

- Oasis café
- Befriending
- Training
- Office space
- The Ladies Choir
- Writers group
- Kids art class
- 1st Step Charitable organisation
 - bike sales, in partnership with community café
 - recovery group
 - Cocaine anonymous recovery group
- Lochside playgroup
- Linlithgow Young People's Project
 - Drop in youth sessions
 - Youth counselling
 - Holiday programmes
- Men in sheds practical help group
- Safe Families
- Sports groups - Sailing Club, Kayaking Club, Cycling, Climbing, etc.
- Linlithgow Air Cadets
- Concerts and practice space for drama and music groups
- Other local groups or individuals who need regular or occasional rooms/ hall space e.g., uniformed organisations, children's parties, sports groups, book festivals, etc.
- MSP's surgery
- Work with local businesses e.g. Far from the Madding Crowd to have author launches and book festivals, with Low Port Music to run record fairs.

Additionally the accommodation wing is a great facility and offers a unique opportunity to be used for the benefit of the community and to bring visitors and commercial benefit into the town. Some of the potential longer term uses and partners we have identified are as follows.

- The Heralds Trust is an organisation who had over 200 overseas visitors join their "Gospel Go" teams in 2019 prior to Covid and expect teams to start again in Spring 2022. An average stay for their teams is 7 - 10 days and they have been looking for a base to operate from in Linlithgow. They had expressed an interest in the Low Port Centre but have now withdrawn and want to work with us as a delivery partner.
- Backpackers Hostel to expand tourism opportunities in Linlithgow.
- Additional accommodation for use during town-based events e.g. Party at the Palace, Linlithgow Marches, Pedal for Scotland, Folk festival, Spectacular Jousting event, etc

We are also aware that a mural by James Cumming is part of the building and is an important piece of art which we would want to ensure is protected and able to be viewed by the public.

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.

West Lothian Council's mission statement is - "striving for excellence... working with and for our communities". We consider that our proposal for a Community Asset Transfer will help the council in its mission to work with, and for, the community of Linlithgow and beyond. St John's has a similar aim in being a community-focused church, seeking to find ways to develop and expand our community work.

The proposed asset transfer could assist the council in fulfilling the values of 'making best use of our resources' and 'working in partnership'. It could also help to support some of the West Lothian Council multi-agency strategies such as the Anti-poverty strategy. The Low Port Centre is a significant building that, despite being identified as surplus to council requirements, is still a valuable and useful resource. If the council was willing to work with St John's church and our associated charities and organisations, the resource of the Low Port Centre building could be made 'best use of'. An asset transfer would demonstrate a powerful message, showcasing council and local partnership to the people in this community.

The proposed activities that we expect to facilitate from the Low Port Centre will support the council in achieving all the identified priorities in West Lothian Council's Corporate Plan 2018-2023. The following are some examples for each of the eight priorities:

1. Improving attainment and positive destinations for school children.
 - Partnering with LYPP in their work with young people locally
 - Providing space for other children's and youth groups, sports clubs and uniformed organisations
 - Providing the possibility of volunteering and work opportunities for young people in the café and Men's shed
 - Running parenting groups
2. Delivering positive outcomes and early interventions for early years.
 - Expanding the long-running St John's Toddler group
 - Partnering with the local playgroup
3. Minimising poverty, the cycle of deprivation and promoting equality.
 - Partnering with 1st Step, providing space for support groups and work opportunities.
 - Running the Christians Against Poverty Money Course
 - Having close links with the West Lothian Food Network, Foodbank and CAP Debt Centre
4. Improving the quality of life for older people.
 - Continuing to run Meeting Point for older members of the community
 - Encouraging intergenerational, all-age activities to include older people

5. Improving the employment position in West Lothian.
 - Expanding The New Well CAP Job Club for local unemployed people
 - Work alongside local business to help them grow and expand e.g. Book Festivals, Record Fairs, etc.
 - Providing employment in maintaining and running the building, in the café, in the hostel/residential wing, in social enterprise projects
6. Delivering positive outcomes on health.
 - Increasing capacity for The New Well counselling service
 - Running Oasis café with befrienders to support those struggling with poor mental health and with loneliness
 - Developing trauma aware practice across the organisations using the building
7. Reducing crime and improving community safety.
 - Being part of the Police Scotland's 'Keep Safe Initiative'
8. Protecting the built and natural environment.
 - Maintaining and upgrading the Low Port Centre building for generations to come in as sustainable a way as possible
 - Developing and implementing a Carbon neutral strategy
 - Working with the Sailing Club and Kayaking Club to encourage water sports on the loch
 - Supporting cycle tourism with the Linlithgow Community Development Trust and 1st Step

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.

We are aware that we will be required to investigate and understand the current planning status of the Low Port Centre and that this could lead to a Change of Use application for our use of the building. Any development of the building will be in line with the Local Development Plan, being mindful that the building is within the Linlithgow Palace and High Street Conservation Area and adjacent to Low Port Primary School, with associated safety issues. We will be guided by the West Lothian Council Planning Department regarding planning regulations.

The mural entitled 'Community - A festival of time' by James Cumming which was commissioned by the Linlithgow community in 1988 is part of the building and is an important piece of art which we would want to ensure is protected and able to be viewed by the public. It is now being considered for its Historic Environment Scotland listing. Please see the letter from the artist's daughter Laura Cumming, Art Critic with the Observer newspaper in the attached Proposal document.

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.

Our on-going discussions with the Community Council, Linlithgow Community Development Trust and other local organisations along with the current community consultation will be used to identify the community needs, requirements and expectations. We will tailor our plans appropriately.

However there could be negative consequences for our local economy and multiple community groups if the Low Port Centre is not retained and enhanced for ongoing community use. There is a lack of other similar facilities in Linlithgow.

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.

To allow St John's to make a decision on whether or not to progress with an offer for the Low Port Centre, we conducted a comprehensive feasibility study. The outcome of this detailed study was that St John's should pursue a Community Asset Transfer of the Low Port Centre. The building represents an opportunity to constructively engage with the community in an unprecedented way which meets the vision of the church. It also showed strong local support for the Low Port Centre to be retained for community use and benefit. A number of other partners have also indicated their desire to make use of the building if it were to be obtained by St John's.

We believe that we have a unique offering and identity which will allow the much-valued community asset of the Low Port Centre to continue to be used for the benefit of the local community. Our interest in the building has cross community support from groups and individuals who are supporting our application and have a desire to see the Low Port Centre retained as a significant community asset.

Since January 2021 we have been in regular discussion with Scott Hughes, West Lothian Council Asset Manager in the pre-application stage of our asset transfer. The information received from Scott has been invaluable to get us to the stage of submitting an offer with a view to proceeding with a Community Asset Transfer application. We have also received support from Lynn Mollison of DTAS and are keen to continue these relationships as we develop our plans further.

Following discussions with Martin Thomson, West Lothian Council Business Growth Adviser, we are aware of the valuable help and support that he can provide. If West Lothian Council decides to engage with us to progress a Community Asset Transfer we will work closely with him to further develop our business case using the modelling tools that are available to financially assess the social and health benefits which could be realised.

As part of a Community Asset Transfer application, we understand that the following three pieces of information must be included and these will be developed as we progress through the process.

1. Business plan

What have we done so far?

- Carried out an internal feasibility study containing information on:
 - Services which we will provide and service providers
 - Options for use
 - Organisational Structure
 - Schedule

- Financial analysis and forecast
- Funding opportunities
- Engaged with Martin Thomson of West Lothian Council's Economic Development Team regarding general support and assistance and specifically to understand how to identify the economic benefit from social and health improvements.

What will we do during the Community Asset Transfer process?

- Submit for review a draft constitution for the new St John's legal entity, and then proceed to form that entity which will qualify as a community body under the relevant legislation to acquire the property.
- Detail a full and comprehensive business plan for the running and sustainability of the Low Port Centre.
- Further engage with the Economic Development Team to calculate and quantify monetary benefits from social and health improvements.
- Engage building professionals to create upgrade, refurbishment and maintenance plans for the sustainable use of Low Port Centre.
- Develop a fully costed commercial plan for efficient and effective operation of Low Port Centre as a vibrant community hub aided by utilising the offer of local business expertise. e.g. Jim Hay, Court Residences.
- Fully develop workable partnership agreements with willing organisations, local businesses etc.
- Develop a funding and financing strategy to ensure surety and stability in capability to operate Low Port Centre in a cost effective and sustainable manner.
- Develop robust plan for residential wing using learning from other organisations experience e.g. Callander Youth Hostel, Edinburgh Backpackers, Heralds Trust.

2. Community engagement analysis

What have we done so far?

- We have engaged with the Community Council and have kept them informed of our interest in the Low Port Centre. They fully support our intention to pursue an asset transfer for the benefit of the community.
- We have had an article in the local 'Black Bitch' magazine, delivered to every house in Linlithgow, to inform local people and ask for interested parties to contact us. Individuals and organisations have begun conversations with us and there has been considerable interest in our plans.
- We are in ongoing discussions with both St Michael's Church of Scotland and Linlithgow Community Development Trust and are jointly undertaking a wider Community Consultation exercise in Linlithgow. The outcome of this will give clear insights into the needs and aspirations within the town and will ensure that we are working together to address the needs and use the various premises across the town most appropriately.
- We have had an initial conversation with Low Port Primary School to inform them of our plans and listen to their concerns about the future use of the Low Port Centre.

What will we do during the Community Asset Transfer Process?

- Engage further with the community by developing the existing relationships which have been identified so far to more clearly define the shared use of the building.
- Consult further with Linlithgow Community Council for support in the planning and development issues and the local impact of the use of the Low Port Centre.
- Investigate and detail further opportunities for community and individual partnerships including any requirements relating to the Community Regeneration team.
- Continue to be part of the Community Consultation led by St. Michael's Church and Linlithgow Community Development Trust, and work together to implement the outcomes identified by the community as they relate to the Low Port Centre building.
- Consult and liaise with local businesses to ensure mutually supportive solutions.
- Consult and engage with Low Port Primary School, as potential neighbours, to prioritise safety for the children.

3 Skills Audit

What have we done so far?

- Initial analysis of manpower, skills, experience and roles required for efficient and successful operation of the Low Port Centre.

What will we do during the Community Asset Transfer Process?

- Carry out a full skills audit detailing to understand what will be required to successfully operate and run the Low Port Centre.
- Work closely with organisations and individuals who can support and assist us in the process - [REDACTED] etc
- Investigate funding opportunities for skilled resources and suitably qualified staff

The St John's Church Property Team members who will be working on the Community Asset Transfer application are as follows:

- [REDACTED] - Property team lead who has lived in Linlithgow and been a member of St John's church for 20 years. Has over 40 years business experience in senior management positions in the energy industry and most recently Business Project Director for company wide IT transformation programme.
- [REDACTED] - Community Development Manager for St John's church responsible for connecting with the local community to find ways to work together for mutual benefit. Lived in Linlithgow for over 14 years and teaches part-time at Springfield Primary School.
- [REDACTED] - Lead Pastor for St. John's Church. Previously led a similar project as part of role as Operations Director for Central Church, Edinburgh where £150k was raised annually from conference income and income from renting office space.
- [REDACTED] - Property professional bringing 16 years' experience of working in the residential property sector including owning and managing a property business. Lived in Linlithgow and has been a member of St John's Church for over 30 years.
- [REDACTED] - Lived in Linlithgow all his life and has been a part of St. John's Church since a child. Started the "Autobits" business on the High

Street in 1997 which is still trading today. Responsible for St John's properties since 2008.

- [REDACTED] St John's Church youth worker who has worked within the church community and wider community for the past 7 years. Has professional training in informal education and community work.
- The St John's Church Trustees is a group of 8 individuals and is chaired by [REDACTED] [REDACTED] who has led the group since May 2020 and was previously the Church Treasurer from 2009. Stephen is a Chartered Accountant who has lived in Linlithgow since 2008.
- St John's also has access to support from professionals with experience in building structures and professionals with legal experience in Community Asset Transfer applications.

Progress so far

Since early 2021 we have:

- Engaged with Scott Hughes of West Lothian Council regarding the potential for a Community Asset transfer of the Low Port Centre
- Continued to meet monthly with Scott to understand the Low Port Centre in more detail to allow us to complete a detailed feasibility study
- Visited the Low Port Centre on 3 occasions to fully understand the scope and nature of the building
- Consulted with St John's Church membership on the proposed Community Asset transfer and received full support
- Initially consulted with community groups, organisations and individuals to understand extent of community support
- Carried out onsite non disruptive testing to ascertain extent of repair work required
- Fully reviewed available documentation supplied by West Lothian Council on the Low Port Centre
- Held initial discussions with professionals and technical experts who will be able to assist us if our Community Asset Transfer application is successful.

The completed Business Plan, Community Engagement Analysis and Skills Audit will be St John's opportunity to provide evidence that we are in a position to complete a Community Asset Transfer successfully. It will also give us the opportunity to understand if the building is entirely suitable for our needs and if we have the finance and capability to do this sustainably. There is a long way to go but with determination and the will of the community behind us, we are hopeful of success. West Lothian Council will understand that it is unrealistic to commit to further expenditure in all these areas without confirmation of a successful Community Asset Transfer application.

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.

St John's Church has received significant local support for a Community Asset Transfer application from active community groups and individuals including the following.

- Linlithgow Community Council who have stated that they "*fully support the proposal for a Community Asset Transfer with St John's Church being the lead partner and overall manager of the Low Port Centre*" (See article published in the Black Bitch magazine in section 7)
- Linlithgow Community Development Trust who are keen to find ways to partner and work jointly with us, particularly around sustainability, cycling and social enterprise.
- There has been significant community wide support from local individuals and organisations. These are included in section 7 - other supporting documentation.

We are also aware that St Michael's Parish Church is involved in a building renovation project which will potentially involve the creation of additional space at Cross House for community purposes. The old library building is also going to be available for community use through the Linlithgow Community Development Trust (LCDT). We are in ongoing discussions with both St Michael's and LCDT and are jointly undertaking a wider Community audit/ consultation to ensure that we are working together to meet the needs across Linlithgow and talking about the most appropriate uses of the various premises across the town.

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.

St John's Church is offering to enter into the Community Asset Transfer process with West Lothian Council for the Low Port Centre. Due to the substantial funds required to make the building compliant and to renovate and refurbish the building we are looking to acquire the Low Port Centre for no cost. We intend to raise the funds for the necessary works which are initially estimated at between [REDACTED] and [REDACTED]

As part of our internal feasibility study we undertook a financial analysis of the Low Port Centre. We have used information provided by West Lothian Council and WLL to inform our analysis. Included in this information was a condition survey report which had been published on 24/12/16. The purpose of the report was to determine the condition of the property and provide life cycle costs attributed to each element of the property. These costs have been included in the financial projections. Similarly an electrical condition survey report was included with an estimated cost of [REDACTED] to be carried out over a 5-year period from 2016. For both these reports it has been assumed that any work required in the last 5 years will have to be carried out immediately and any other phased work for years 6-10 will have to be done in the next 1-5 years.

We have also had a visual inspection by an engineer of an area where the condition report indicated that there was significant cracking to the external walls and a window lintel. The preliminary view is that the remedial work could be in the range of [REDACTED] to [REDACTED]. Further onsite investigation will be required to fully understand the scope and nature of the issue before an accurate costing can be obtained.

All of the above requirements will have to be verified but we have included them in the projections although it should also be noted that these are at 2016 prices and no ROI/ RPI increase has been applied. The more detailed costings which we will carry out during the asset transfer process will require to include the increased building costs for certain materials which are currently rising faster than inflation due to a combination of Covid and Brexit. We have also been advised by professionals that there is a shortage of labour at present which will likely impact on costs and timeline estimates for undertaking the work.

Of additional concern is that this survey undertaken in 2016 is the most recent information available on the condition of LPC and no information is available on current condition and any associated repairs and maintenance requirements.

Additionally we estimate that our current operating costs will increase significantly to operate and run the Low Port Centre. Our initial forecasts indicate that these costs may be partially, if

not fully, offset by increased income. This will be clarified in our detailed business plan which will be prepared if our offer is accepted.

We are also aware that we will be required to investigate and understand the current planning status of the Low Port Centre and that this could lead to a change of use application for our use of the building. Any development of the building will be in line with the Local Development Plan being aware that the building is within the Linlithgow Palace and High Street Conservation Area and adjacent to Low Port Primary School, with associated safety issues. We will be guided by the West Lothian Council Planning Department regarding planning regulations.

Having considered the additional expenditure and investment which will be required to make the building fit for its renewed purpose, we consider it reasonable that we would not be expected to pay for a Community Asset Transfer of the Low Port Centre.

Taking these costs into account and including refurbishment costs we have estimated that we will require to raise between [REDACTED] and [REDACTED] to make the building compliant and fit for purpose. Following this we will then be required to invest significant sums on an annual basis to bring the building fully up to standard. Raising the required capital is a significant challenge to the viability of the project and will likely be best achieved by combining a range of funding options such as:

- Gifts and donations
- Grants
- Loans e.g., Stewardship Services who specialise in provision of loans to charities (<https://www.stewardship.org.uk/loans>)
- Specific funding for community and church projects - for example:
 - National Churches Trust - The Gateway Grants Programme offers grants to places of worship for costs towards developing a church building project such as feasibility studies, options appraisals, professional fees, surveys and other development costs up to RIBA Planning Stage 1. The aim is to help churches develop appropriate, high quality, well researched projects before approaching a major grant funder.
They prioritise applications that can demonstrate strong community engagement and sound plans for economic viability.
Potential finance available: Grants of £3000 - £10000 not exceeding 50% of the project cost.
Timeframe: Next Deadline - 13th January 2022 (Midnight)
Decision Date - March 2022
 - UK government levelling up fund – Investing in infrastructure that improves everyday life across the UK. The £4.8 billion fund will support town centre and high street regeneration, local transport projects, and cultural and heritage assets. This would have to be applied for in partnership across Linlithgow.
 - Community Ownership Fund - UK government fund to help community groups buy or take over local community assets at risk of being lost.

Potential finance available: Community groups can bid for up to £250,000 in matched funding to help them buy or take over local community assets at risk of being lost, to run as a community-owned business.

Timeframe: The Fund will run until 2024/25 and there will be at least 8 bidding rounds in total.

- Investing in Communities Fund, Scottish Government Empowering Communities Programme - Eligible applicants include community anchor organisations, community councils and third sector organisations that promote or improve the interests of their local communities, and community social enterprises that re-invest profits generated for the sustainable and lasting benefit of the local communities being supported.

Potential finance available: Grants of up to £250,000 are available over three years.

Timeframe: The next round will open for applications in 2022 to cover the period from 1 April 2023 to 31 March 2026.

- Local Authority fund to help organisations who have agreed a CAT and require to carry out upgrade work.

Potential finance available: A share of £1M funding

Timeframe: Ongoing, in discussion with West Lothian Council

- Allchurches Trust - supports the repair, restoration, protection and improvement of church buildings, cathedrals and other places of Christian worship, especially where those changes support wider community use. Grants also equip Christian charities and churches to help the most vulnerable and tackle social issues, including homelessness, poverty, climate change and cultural cohesion; and provides funding for projects that support church growth and leadership and sharing the Christian faith.

Potential finance available: Between £200 and £130,000

Timeframe: No deadlines for receiving applications. Every application is reviewed by the Trustees and a decision communicated within three to six months.

- National Lottery Community funding - Scottish Land Fund. The fund will help communities take ownership of the land and buildings that matter to them, as well as practical support to develop their aspirations into viable projects. It supports communities to become more resilient and sustainable through the ownership and management of land and land assets.

Potential finance available: £10000- £1000000

Timeframe: There are no deadlines and applications are accepted on a rolling basis.

- People's Postcode Trust - supports smaller charities and good causes in Scotland to make a difference to their community for the benefit of people and the planet.

Potential finance available: Up to £20000

Timeframe: Monthly deadlines from Spring 2022

- **Aviva - Community Fund supports projects that are fighting climate change and building stronger, more resilient communities across the UK.**
Potential finance available: Up to £50000
Timeframe: Applications are open all year, with quarterly funding rounds for eligible charities.

- **The Robertson Trust - Community Building Grant for capital funding towards a community hub to host or deliver a range of work addressing the impacts of poverty and/or trauma. Grants are towards new buildings, or the upgrade and refurbishment of existing buildings.**
Potential finance available: £2000 - £75000
Timeframe: Apply at any time, decisions within 8 to 12 weeks.

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;
Attached - "St John's Church constitution"
- A business plan (that is proportionate to the nature of the asset transfer request);
Attached - "Business Plan Information" and a spreadsheet entitled "Expenditure and Income for Low Port Centre for West Lothian Council asset transfer application". These are extracts from the feasibility study on the suitability of the Low Port Centre for St John's Church. This includes some of the relevant information from which a fully detailed and costed business plan will be produced if our application is successful.
- Audited accounts (or a financial projection where the applicant has been operating for less than one year).
Attached - "St John's Final Accounts December 2020".
- Annual reports (where these are available)
Attached - "Annual Report 2020".

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 Stephen Pashley

Address 3 Kettil'stoun Grove

Linlithgow

Date 26/10/21

Position Chair of Trustees

Signature *Stephen Pashley*

Name Billy Fraser

Address 65 Kettil'stoun Mains

Linlithgow

Date 26/10/21

Position Chair or Property Group

Signature *Billy Fraser*

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

Title of document attached: *Attached - “St John’s Church SCIO constitution”.*

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

Documents attached: *Attached - “CAT map of LPC site”*

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: *Attached - “Proposal from St John’s Church”*

Section 5 – evidence of community support

Documents attached: *Attached - “Proposal from St John’s Church” which includes an article from the Community Council in the Black Bitch magazine and letters of support from organisations and businesses.*

Section 6 – funding

Documents attached:

Section 7 – supporting documentation

Documents attached: *Attached - “Proposal from St John’s Church”*