Introduction

Following assessment of a Stage 1 Expression of Interest by a Panel, your organisation may be invited to progress your proposals, setting out in further detail the wider community benefits, provision of services and financial aspects of your proposals that could enable the transfer of the land and/or building currently owned by the City of Edinburgh Council.

This form provides for the following:

* Section 1 - Guidance on the Council’s Asset Transfer Policy and on submitting a request at Stage 2;
* Section 2 - Sources of free and specialist (with a fee) advice and support in progressing a detailed capability and financial plan;
* Section 3 – Completing the Stage 2 Form. This addresses the wider community benefits, proposed provision of services, the costs involved and how you intend to maintain ownership and revenue provision over many years. (The form can be completed and submitted electronically).

**Section 1 - Guidance**

You should read the [Scottish Government Guidance for Community Transfer Bodies](http://www.gov.scot/Topics/People/engage/AssetTransfer)

to ensure that you have included all the information required for this submission to comply as an Asset Transfer request. Specific timescales for submissions apply and you should make yourself familiar with these.

Applicants should also read the Council’s Asset Transfer Policy prior to completing an initial request (Stage 1 – Expression of Interest Form) or the more detailed Stage 2 – Sustainable Business Case.

Question - Why do we need to set out our detailed proposals at Stage 2 for using the asset and how the project is to be funded?

Answer: Your application will be considered by the Council’s Finance and Resources Committee. The Committee needs to know that the proposals contain a number of key factors, for example;

* Is there evidence of strong community support for your proposals for use of the asset and any related impacts taken into account?
* Is there a considered analysis of the market for the use of the asset as this lets Committee know that other services/provision has been examined within the local area and across the City?
* Have the financial aspects of acquiring and using the asset been thoroughly examined to ensure that any risk is minimised and that the prospect of returning to the Council for assistance or for requests for funding is minimal?

Question – What is a Sustainable Business Case, what should be included and how should this be presented?

Answer: A detailed Business Case is required to cover a period of years, setting out how you intend to use and finance the asset.

The sustainability aspects relate to; (i) how you intend to continue long-term ownership, (ii) arrangements for strong governance and intended operations including financial arrangements for long-term growth, (iii) improving community benefit and (iv) minimising any harmful environmental impacts.

In relation to how your plans should be presented, this is a matter for you to decide, so long as your Stage 2 Business Case provides the level of detail required.

Question - What can be included within a sustainable business plan?

Answer: The following is provided for additional guidance only and is not comprehensive because plans for the use of an asset will be different in each case. You may wish to consider some of these elements within your plan which will help make use of the asset a success.

**Part A**

Market and operational environment:

* strategic fit between the business objectives of the community body and the proposed use of the asset;
* impact of taking on the asset based upon current and future capacity and capability;
* the skills of the community body that will enable sound management and productive use of the asset;
* the strength of partnership to take on and make the asset a success, in particular clear identification of the community benefits arising from the transfer of the asset;
* current capacity and what partnership arrangements exist to enhance the prospects for medium and long-term success of the use of the asset;
* is there a clear business growth plan and marketing plan in place in order to maximise the use and income generation prospects;
* why the asset is needed and its intended use - aligned to local policy, strategy and community needs;
* define the economic, social and environmental benefits of the use of the asset and the advantages in this regard of the proposal;
* demonstrate engagement with the wider community in order to ascertain usage and success of the proposal;
* management of risk, accounting for unforeseen circumstances and avoiding putting at risk the core organisation/partners;
* information on the strength of commitments by interested parties;
* the most advantageous delivery model and governance structure to manage the asset during/post transfer.

**Part B**

Financial management - Budget and income, provides evidence of:

* revenue costs are known and plans take these into account;
* repairs and other improvements to the asset are taken into account to reflect the business proposition;
* projected income/expenditure plan for at least five years to identify a range of sustainable income streams;
* financial risks to both the asset and applicant organisation;
* projected utilisation and cash flow forecasts;
* market analysis and mitigation of financial risk for partners and the wider community;
* available funds to invest in the asset.

**Section 2 – Sources of Advice and Support**

In examining the use of an asset for the benefit for the community it may be helpful for you to request specialist help and support. The following organisations\* are independent of the Council and can provide additional support if requested. Dependent upon the nature of the request, some of these will be free and some may apply a fee.

* [Development Trust Association Scotland](http://www.dtascommunityownership.org.uk/content/about-coss)
* [Edinburgh Business Gateway](http://www.bgateway.com/local-offices/edinburgh/)
* [Edinburgh Third Sector Interface](http://www.edinburghcompact.org.uk/who-we-are/edinburgh-third-sector-interface/)
* [Community Shares Scotland](http://www.google.co.uk/url?sa=t&rct=j&q=community%20shares%20scotland&source=web&cd=1&cad=rja&uact=8&ved=0CCEQFjAA&url=http%3A%2F%2Fcommunitysharesscotland.org.uk%2F&ei=sNSOVK7RNsj1UoHvg8AE&usg=AFQjCNG6hH9GFaiHSfg6X4KS0UDt3C1uhA)

Also,

* Council and the Community Learning and Development Service

\*Other support agencies are available and this should not be interpreted as an endorsement from the Council.

Sources of further information and reference\* are also available, some of which are as follows:

[SME Business Planning Toolkit](http://www.smetoolkit.org/smetoolkit/en/content/en/612/The-Business-Plan)

[Starting a Social Enterprise – Business Planning](http://www.socialenterprise.org.uk/uploads/files/2012/04/start_your_social_enterprise.pdf)

[Business planning – 8 critical success factors](http://www.entrepreneurstoolkit.org/index.php?title=Critical_success_factors_-_8_key_elements_for_a_successful_venture)

\*Other sources of information and advice are available and should not be interpreted as an endorsement from the Council.

**Section 3 – Completing the Stage 2 Sustainable Business Case Form**

Assessment Scoring

Question: How will Stage 2 submissions be assessed?

Answer: A scoring matrix will be applied in the assessment of proposals and these will consider the proposed use and financial provisions made for the asset.

The following scoring will apply:

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| 0 = Poor | Little or no response in regards to the submission with ill defined unrealistic ambitions |
| 1 = Weak | The submission contains only minor detail and is not based on robust information |
| 2 = Moderate | The submission provides a level of detail which enables understanding with acceptable projected benefits |
| 3 = Strong | The submission provides sufficient evidence that the issue has been taken into account with sound, sustainable Best Value characteristics |
| 4 = Very Strong | The applicant has included all the issues in the submission and has provided additional information which enables detailed understanding with strong and sustainable Best Value characteristics with robust related project benefits |

Assessing Equality and Rights and Sustainability Impacts

The Council under the Equality Act 2010 and the Climate Change (Scotland) Act 2009 with the related Public Sector Duties is required to assess whether there are any detrimental impacts potentially arising within asset transfer proposals and to identify how these can or should be mitigated. Council officers will assist you in the development of these assessments which are used by the Council in the decision making process. Questions are included within the application form (see part C).

Completing the Stage 2 Form

The key questions in the form below are designed to tell Committee about the governance of your organisation, your detailed plans for the asset, support from the local community and other interested parties, financial plans, current relationship with the Council and other information. Information contained within the application will however be shared with those involved within the decision-making process and data protection and commercial confidentiality arrangements will apply on such occasions.

The Stage 2 Form contains sections for (i) information on the key elements of the Business Case, (ii) information on how the asset relates to Council policy outcomes and/or key public strategies in Edinburgh and (iii) any additional information. Please ensure that if you have a separate Business Case that you attach it to your Stage 2 Form as this will avoid the need for any delays in the assessment of your submission.

Please note that:

* Council officers may require a number of follow-up meetings to discuss your proposals. This is with the aim of better understanding your intentions.
* The minimum timelines, whilst set out in the policy, may be extended for particularly complex submissions, for the briefing of community members and other interested parties including local elected members, or where there is a delay in submitting additional information beyond the control of those involved.

**Finalising your submission and accompanying information**

Please ensure that you answer all of the questions asked throughout the form. Failure to fully respond may delay your request being considered by the Council.

Please also ensure that:

1. You attach the required documents as identified at the end of the form,
2. Three people from your organisation sign off the application. This is to ensure that the Board of Directors/Management Group are aware of and support the submission.

Please return the form to:

Property and Facilities Management

G4 Waverley Court

4 East Market Street

Edinburgh

EH8 8BG

**APPLICATION FOR THE TRANSFER OF AN ASSET**

**CURRENTLY OWNED BY THE CITY OF EDINBURGH COUNCIL**

**Request to the Council**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | | **Is this application being made under Part 5 of the Community Empowerment (Scotland) Act 2015?** |  | **YES** | | |
| 1. | **Are you requesting the transfer of a building that is owned or leased by the City of Edinburgh Council**  YES (Please delete as necessary) | |
| **Are you requesting the transfer of a piece of land that is owned or leased by the City of Edinburgh Council**  YES (Please delete as necessary) | |
| 2 | **Please identify the building and/or piece of land that is the subject of your request:**  NAME: Westfield House  ADDRESS: 5 Kirk Loan, Corstorphine, Edinburgh  POSTCODE: EH12 7HD    MAP REFERENCE: (please attach a map indicating the location of the building/land – this is in order that all parties are clear on the nature of the request) | |
| **2a** | **Please state whether this is an application to purchase or to lease the property or if the request is for other rights to use the property:**  Purchase the property | |
| 2b | VALUE  **Have you sought an independent financial assessment of the value for the building/land?** If so please identify the source and the estimated value (Note: because your request concerns a public asset, references to the source(s) and value(s) may be referenced in reports to council committee(s) in reference to your submission: | |
|  | Source: Shepherd Chartered Surveyors  12 Atholl Crescent  Edinburgh  EH3 8HA | Absolute ownership is assumed  From the valuation report the asset includes the building and associated car parks.  Estimated value (£) 1.6m prior to known reinstatement costs (as identified by City of Edinburgh Council) as of 6 September 2022 |
| 3 | **Please detail below the nature of the request to the Council** (please complete one section only): | |
| 3a | Total transfer by sale or lease of the building/land identified in Section 2 above: :  YES | |
| 3b | Gradual transfer by sale or lease of the building/land identified in Section 2 above:  NO | |
| 3c | A transfer of just a part of a larger building or part of a larger area of land:  NO | |
| 3d | If the request is for other property rights (ie not a sale or a lease) to make use of a property please specify the nature and extent of the rights sought:  NO | |
|  |  | |
| 4 | **Please indicate below the purchase price, rental or other payment being offered for the asset (please complete one section only)** | |
| 4a | Where a purchase is being requested please state the price that you are prepared to pay for the building/land that you have identified in Section 2 above:    The building valuation of Westfield House conducted by Shepherd Chartered Surveyors on September 6th 2022 is £1.6 million.  In submitting this application for purchase we are prepared to pay £960,000-which equates to a 40% discount.  The reasons for the discount are:   1. Sale of the building will relieve City of Edinburgh Council of the responsibility for maintenance and upkeep of the building, and outside space, for insurance and security systems – current estimate of annual costs for all floors is £80k – due to the current volatility of the energy market these costs may be considerably higher. 2. An existing building with enhanced energy efficiency will be preserved and refurbished for community use. The negative impact of potential demolition and rebuilding on the site, recognised as bad for the climate in the short and medium term will be removed. Significant carbon dioxide emissions, damage by common pollutants, and creation of landfill waste will be averted. 3. Building social capital and added value are core to the plans for the building and outside space and are evidenced throughout the submission. 4. The discounted purchase price will allow us to use the residue of designated capital funds for necessary renovation and refurbishment of the building and outside space following the purchase.      In particular:   * social value will be created. Based on current engagement by volunteers we know that volunteering activity will contribute at least 159 hours per week (53 x volunteers delivering an average 3 hours per week). This is equivalent to 4.5 FTE staff posts engaged in delivery of Hub facilities and activities. * a business hub will be created offering 8 serviced desk spaces for the small local business community and for Third sector organisations. * four new local employment opportunities will be created within 3 years. * an estimated 200 plus older people will be supported through Hub activities to sustain health and wellbeing, remain living in their own homes, and reduce necessity of formal health and social care intervention. * youth work activity will reduce risk of necessity for formal support for diminishing mental health and wellbeing. * a growing community will have access to a range of accessible flexible and affordable facilities as a local base for their activities and for holding events. * major contribution will be made to creating and sustaining Corstorphine as a 20-minute Neighbourhood. | |
| 4b | Where a lease is being requested please specify:   1. The annual rent that you are prepared to pay: 2. The duration of the lease requested: 3. Any other special lease terms required:   N/A | |
| 4c | Where another form of occupancy (not a sale or lease) is being requested please state the price that you are prepared to offer for such rights to use the property:  N/A | |
| 5 | **Please summarise below the reasons for making the Asset Transfer request, any special terms and conditions applicable to the request, how you intend to use the Council building/land and any related timescales:**  For over 125 years the Corstorphine Public Hall Company (CPHC) provided a focal meeting place for the community in this area in Edinburgh. From the 1980s the Corstorphine Youth and Community Centre (CYCC) leased the hall as a community hub, with over 25 different groups catering for all age groups. However, in 2013 a major fire destroyed the old building forcing these groups to relocate to temporary alternative venues.  CPHC and CYCC merged in 2018 to form a Scottish Charitable Incorporated Organisation (SCIO) as Corstorphine Community Centre (CCC) and all assets were transferred to CCC.  Please refer to the Constitution – Appendix 1  During the 9 years since the fire the CCC Management Committee have been endeavoring to build a fit-for-purpose community centre within the area whilst continuing to provide access to a variety of activities for beneficiaries in temporary premises. The lease for St John’s Road Hub ended on 23 June 2022 and we were required to vacate on this date.  Continuous attempts to raise the finance to rebuild premises on the original site to the required standard have been unsuccessful. Surveys carried out by trustees of other vacant and potentially vacant properties for sale in the locality have failed to identify anything of a useable nature.  In June 2022 Trustees and City of Edinburgh Council officers worked together to agree a temporary lease to allow the ongoing CCC activities to be maintained from the Westfield House premises. This lease was agreed by the Finance and Resources Committee on 16 June 2022. Temporary use of Westfield House has provided us with the opportunity to consolidate and extend our existing programme in order to facilitate other and better opportunities for the community. We have also been able to consult with the wider community on the further development of CCC.    **The purchase of Westfield House through the Community Asset Transfer is seen by the Trustees as the viable solution to continued delivery of service and provision of a Community Hub model fit for the 21st Century.**  **The Vision:**  To develop a Community Centre on the Westfield House site which is a focal point for Corstorphine and surrounding area (Greater Corstorphine) and which meets the requirements of the 21st century. The Centre will operate in a Hub model and in collaboration with other groups, organisations and the statutory sector, provide a varied and meaningful programme to meet the needs and interests of the community and to tackle inequality and disadvantage in its many forms. The CCC Hub will be managed by local people for the benefit of the community and help to maintain and build on the community spirit and involvement of Greater Corstorphine.  The new Corstorphine CCC Hub (CCC Hub) has the potential to act as the locality’s hub for informal, organised activity and for maximising innovation, participation and active citizenship. It can be a “Third Place” for Corstorphine: a place that is not home, or work, connecting the community.  The CCC Hub will accommodate a varied programme of activity organised by and/or tailored for general and specific groups of people (including young people, new parents, retired folk, people with physical and mental health issues, and people with long term conditions). It will be the catalyst for building connections and social capital that spans Corstorphine. It will be the hub for organising, planning and delivering activity which enhances the wellbeing of the community including opportunities for volunteering, for organising community-based events (e.g. the biennial Corstorphine Festival), for organising local campaigns (e.g. environmental and clean-up campaigns) for learning new skills, and using and sharing existing skills, and for identifying and responding to gaps in the community’s capacity to support its residents.  The 2016 Corstorphine Place Making Exercise conducted by the City Council confirmed the research conducted by the Public Hall Rebuild Committee in 2015 in identifying that the local community needs a central community hub:  •“The area would benefit from a central focus.”  •“Social interaction could be improved through redevelopment of the community hall (sic).“  •“(The area is) good for older people but nothing much for anyone else.”  •“There are no real community spaces or hubs...... proper community hub that attracts artists, business people, entrepreneurs, live music events. We don’t really have a space like that.”  CCC has more recently carried out a community consultation, in early 2022, to gather opinions and views of the members, current participants in CCC activities, local residents and collaborating organisations on the need and benefit of Westfield House.  Findings of the consultation are identified in B9  Renovating and then using the building as an accessible community centre will create a resource that is sought both by members of the community of Greater Corstorphine itself, and by agencies and public bodies which deliver services and activities or seek to do so.  At a meeting of the Almond and Western Voluntary Sector Forum held in March 2022 the participants attending the meeting expressed unanimous support for CCC’s plans to operate a community centre at Westfield House. In particular, the need for a venue to host activities which support mental health and wellbeing, to deliver youth work, to provide short- and long-term letting facilities, and to be the base for a presence by health and social care and welfare agencies were  noted. In addition the benefits to the community of having a venue for co-working initiatives, for groups to meet and for people to access without joining organised activity were highlighted.  The facilities and activities being planned within the building are a clear fit with two of the three core outcomes sought within the revised N. W. Edinburgh Local Improvement Plan (2017-22):   * 1. The CCC Hub will be a place where local people engage with community life. Its planned programme of activities will contribute to reducing social isolation and to improving physical health and mental wellbeing.   2. Young people’s life skills will be enhanced through volunteering opportunities and the growth and development of the organisation’s portfolio of facilities and activities will lead to new employment opportunities.   To conclude, respondents also presented a wide range of additional identified priority activities and resources for consideration:   * providing accessible meeting spaces for local groups and for community meetings * evening activities * opportunities to access activities and venues outwith the centre * generating revenue from lets * providing opportunities to try out new activities such as musical and artistic activities and to learn new skills * discussion groups * creche facilities * support for local enterprises and social businesses * work and approaches to promote inclusion, culture and heritage and equality, voluntary activity, citizenship and local decision making * to become a key local contributor to Edinburgh’s 20-minute neighbourhood strategy.   The siting of Westfield House in the heart of Corstorphine with easy access to public transport and with parking for people with disability issues was widely notedas a benefit. The creation of accessible space was noted as a priority. Respondents also noted the benefit of accessible space for disabled and non-disabled people to join in activities together.  The principles and ethos of CCC to be preserved and developed in Westfield House as prioritised by people who live locally and the people who are regular participants in activities or volunteers.  The CCC Hub will make a significant contribution to achieving the goals of a 20-minute compact and connected neighbourhood in Corstorphine. At this stage, seven features of a 20-minute neighbourhood have been identified which will improve health and wellbeing, increase local connections, boost the local economy and contribute to tackling climate change. As activities and resources are developed within and from the CCC Hub it is anticipated that the benefits will continue to grow and widen.  Facilities and services:  We will promote partnership working and offer use of facilities to local welfare, education and wellbeing as well as health services operating in the public and third sectors.  Identity and belonging:  The design for refurbishment of the building includes meeting space for community use and space designed for public, arts sports and civic events. Delivery of in-house and external activities promotes opportunities for social interaction, promotes access for traditionally excluded groups and for community identified priorities to be progressed.  Work and social economy:  We will promote digital connectivity through continuing and growing learning and support, expand volunteering opportunities, create a hub for small local businesses and social enterprises, and provision of childcare and care for vulnerable older people through our partner anchor tenants, maintain and create new community enterprises for example a community café or charity shop for volunteering and learning opportunities.  Social interaction:  There will be provision of accessible space for delivery of in-house activities and to accommodate community groups, meetings, events etc throughout the year, based on weekday and weekend, daytime and evening programmes.  Moving around:  The CCC Hub is in the heart of the neighbourhood’s shopping area and within a very short distance from bus stops which enable easy access to public transport to and from the Hub and within and through Corstorphine.  We will create external seating in the former car park for inclusive use by the community.  Play and recreation:  Organised walking and activity groups will continue, and we will create a sports and play area in the former car park for inclusive play, together with indoor recreation sports and play facilities.  ​  Natural space:  Our plan is to reduce the car parking area and create community access to outdoor seating, and to a sensory garden and raised beds in the carpark, and create learning and volunteering opportunities within these growing spaces including a community garden.  The CCC Hub will be an asset-based venue for the people of Corstorphine, using and valuing the skills and commitment which exist in our community, creating a purpose for connecting and engaging in community life, and ensuring it remains a great place to grow up in, to live in, and to be when retirement is reached.  A strong element of the benefits offered by CCC is the social capital gained by the involvement of the local community offering their substantial knowledge, experience and time for the benefit of others. We seek to make social capital a key feature of the new CCC, which will be identified by it being more than a local facility, rather being a resource which enhances people’s sense of belonging to the community of Corstorphine, and which creates and nurtures positive attitudes to participation in activities within our community and in local civic engagement. It will enhance community cohesion, and approaches to developing activities such as volunteering will be based on people actively creating mutual benefit-reciprocity. Corstorphine will have at its heart an organisation which is rich in social capital, with a strong sense of its role and purpose in the community, and which uses local skills and “know-how” to deploy the social capital.  Timescales:  There are three phases of activity.  Phase One (Current)  Acquisition of Westfield House which CCC currently occupies as a tenant of City of Edinburgh Council    Funds to support this purchase comprise:  • the insurance pay-out following the fire in 2013 and interest gained  • sale of Kirk Loan site (which is currently Under Offer)  • community donations  • grant from the Robertson Trust  • prospective award from the Scottish Land Fund  PHASE TWO  A programme of renovation and refurbishment will become operational. CCC’s own capital resources along with charitable funds raised will fund the programme.  ​   * The programme will be planned and managed in order to minimise disruption, particularly on the ground floor, to pre-existing centre activities and to external agencies delivering services and activities. * It is anticipated the majority of refurbishment will be completed by the end of year two. * The Hub will operate on all three floors. * Anchor tenants will move in. * A marketing plan will be in place and rolled out. * Work to create outdoor green space in the large car park will be undertaken.   PHASE THREE   * The CCC Hub will be fully operational as a community and civic resource. * Outdoor and green space will be in place for Hub activities and community use. * Income generation from in house activities, anchor tenants and external lets will be maximised.   Please refer to the Business Plan – Appendix 2 | |
| 6 | **Date of Submission to the Council: 31 October 2022** | |

**PART A – About your organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A1.1** | **Organisation Name, Location and geographic areas of current operation:** | | | |
| Corstorphine Community Centre  Corstorphine, Edinburgh.  The area of benefit is bounded as follows: on the North by Queensferry Road from Barnton Lights to junction with Craigcrook Road, Ravelston Dykes to Junction with Roseburn/Blackhall footpath, on the East by Roseburn/Blackhall footpath from Glasgow Rail line to Ravelston Dykes, on the South by Glasgow Rail line from Roseburn/Blackhall footpath to Edinburgh Bypass, on the West by Maybury Road from Barnton Lights to junction with Craigs Rd West to Junction with Turnhouse Road, SE to Junction with Edinburgh bypass then up to Glasgow Rail line.  Please refer to the Boundary map – Appendix 3 | | | |
| **A1.2** | **Organisation postal address:** | | | |
| 5 Kirk Loan  Edinburgh  EH12 7HD | | | |
| **A1.3** | **Organisation Contact details for this request:** | | | |
| **Name** | **Shulah Allan** | | |
| **E-mail** | **REDACTED** | **Tel. Number** | **REDACTED** |
| **A1.4** | **Organisational Governance –** State the type of organisation you are, for example a registered charity or a registered company. If your agency is not a registered charity or company, please state if you have a **Constitution / Statement of Aims / Memorandum and Articles** (relevant documents must be supplied on request) | | | |
| **Scottish Charitable Incorporated Organisation (SCIO) with a Constitution -**Appendix 1 | | | |
| **A1.5** | **OSCR Registration** Number (if your organisation is a charity registered in the UK and/or Scotland): | | | |
| SC046009 | | | |
| **A1.6** | **Companies House Registration Number** if applicable | | | |
| **n/a** | | | |

**PART B – Your proposal for use of the asset**

In summary, please answer the following questions relating to your proposal (please ensure that you attach your full Business Plans as this will provide further detail)

NOTE: the term ‘the asset or asset’ means the Council-owned asset which is the focus of your submission

|  |  |
| --- | --- |
|  | Assessment of the operational and market environment |
|  |  |
| B1 | **Please summarise below any history that your organisation has for; (i) delivering good quality services, (ii) meeting the needs of your community and (ii) enabling sustainable growth of your organisation?** |
|  | * 1. Delivering good quality services   The Corstorphine Public Hall has stood on the corner of Kirk Loan since it opened, on the 29th January 1892.  Corstorphine Youth and Community Centre (CYCC) was formed in 1980 by a small group of local people who were concerned at the lack of local facilities and activities for Young People in the area.  A programme of activities was established by CYCC in the Public Hall for children and teenagers with a small daytime programme for adults. This programme was very successful and covered six days of the week. The need for such a facility was clearly evidenced by the fact that some of the Youth Clubs attracted a large number of young people attending.  The Centre was managed by a committee of interested local people. The Children’s programme was run mainly by volunteers whilst the extensive youth programme was managed by a part-time youth coordinator and sessional youth workers employed through the Council youth work budget. A major project took place in the mid-eighties researching into what young people were looking for. The outcome of this was that youth workers and members worked together to raise funds to transform the Lesser Public Hall into a disco/club setting with raised seating, a dance floor, decks etc with a hatch through to the tuck shop/kitchen. This space became the hub of everything that went on in the Centre for the youth members. CYCC has traditionally provided clubs, activities and opportunities for Children, Young People, adults and older people.  The programme continued to operate successfully for some years. A co-ordinator employed by the City of Edinburgh supported youth groups running Tuesday to Friday and employed paid specialist youth workers. The After School Club occupied much of the building in the late afternoons on weekdays. The halls were rented for parties and other events at weekends. There were also summer activities, which in those days were often arranged by the Council, and some years the youth workers would take young people from the youth clubs away to camp for a few days. The Centre also took part in community events such as the revived Corstorphine Fair, which happened every other year, and organised its own events such as the annual drama group pantomime  At this stage the management committee included youth representatives, who were encouraged to attend and to contribute by the co-ordinator and youth workers. Apart from them, most of the committee members were drawn from the various clubs and groups, and it was a useful forum to which people brought issues of general and specific interest.  Changed Days  From around 2003 to 2005, the City of Edinburgh Council (CEC) began a staged withdrawal from involvement in the running of the Centre, trying to encourage local community centres to be more independent. Over time the number of youth clubs dwindled to the youth drama group and the Friday club, which changed its format several times to meet the changing needs of young people. Although the number of CYCC coordinated groups was lessened the Public Hall was still regularly used by other community groups.  Then CEC withdrew its revenue funding completely. Following the fire in the Public Hall in 2013 the organisation ceased activities until it moved into temporary accommodation on St John’s Road in 2015 and began to build up the community activities and opportunities again. This included a Charity Shop which not only raised money to make up for lost revenue but also provided a focus for local residents to volunteer and reconnect to the organisation. A café was also present as an enterprise for a local business.  Once the new CCC was formed as a SCIO in 2018 the Trustees recognised that a new approach to managing the organisation was necessary and in 2019 a Manager post was introduced to manage the organisation’s activities and operations and to strengthen both the staff team and the role of volunteers:  In the 3 years since the appointment:   * Internal group activities have increased by 100%. * External group activities have increased by 200% * Volunteer opportunities have increased by 300% * The number of regular volunteers has increased by 150% * Successful fundraising has increased by 66%   The current weekly programme is demonstrated by Appendix 4   * 1. Meeting the needs of our community   Corstorphine is viewed as a relatively prosperous area. However, poverty, inequality and disadvantage do exist. Our research shows:   * + That a total of 862 children attending schools within the Corstorphine area are in the lowest 30% in terms of social deprivation as measured by SIMD   + The area of benefit now has two operating food banks, one at the Community Church in Glebe Terrace and the other in the Rannoch Centre in Rannoch Terrace.   + Drumbrae / Gyle (D / G) ward contains one data zone that is within the most deprived 10% in Scotland   + 15% of local residents have limiting illness   + Corstorphine / Murrayfield (C / M) ward has the highest profile of older residents and children and young people in the North West localty.   + The largest group of people living in C/M ward (13.9%) are pensioners, living on their own.   + 17.19% of our questionnaire respondents live in a household receiving benefits.   + 19.87% of our questionnaire respondents have a disability   + 8.94% of our questionnaire respondents are from an ethnic minority   + 8.94% of our questionnaire respondents identify as LGBT   Ward profiles show that:   * C/M ward has the city’s lowest number of working age residents, i.e. it has the highest profile of older residents and children and young people. * The largest group of people living in C/M ward (13.9%) is pensioners, living on their own. * A smaller number, but significantly high percentage of people aged 65+ (just under 18% of the population) live in the D/G ward * Instances of youth crime and antisocial behaviour are lower than the city average but are nevertheless a challenging issue.   The population of Corstorphine is anticipated as continuing to grow. With housing developments in the surrounding area, and in line with age group projections for Edinburgh for the next twenty years, we can expect the largest local population growth to be people over 75, and at the same time the number of children and young people to increase by 27%. The CCC Hub will be ideally placed to be the centre for community activity organised by the community responding to these demographic challenges. The strategic focus of proposed activities within the Westfield House CAT to CCC has been developed in recognition of this community profile.  The gap in youth work provision in the catchment area of CCC has been clearly identified by public agencies, and there is concern that without youth work activity incidents of disruptive behaviour will increase. CCC is actively seeking to address this challenge and also to contribute to the creation of wider opportunities to support young people to enjoy happy healthy and safe teenage years which prepare them for adult life.  CCC has actively sought to create activities and opportunities for participation which combine fun and enjoyment, challenge, learning and celebration of achievement. Having obtained a small amount of funding, we created the development of a pilot project offering a Girls Group for twelve- to sixteen-year-olds based around arts and creative activities which also provided support and gave the girls the chance to discuss and explore their health and wellbeing. The pilot project also included outreach workers who contacted young people in schools and on the streets to develop relationships and encourage young people to develop youth work opportunities in the area.  After the success of the pilot CCC, in collaboration with the West Edinburgh Youth Engagement Partnership, obtained further funding to continue the project for a longer period of time and expanded the opportunities offered. CCC, in collaboration with the local Lifelong Learning Team, submitted a successful funding application to develop Corstorphine Park Life, a detached Youth Work Project to contact young people who “hang about in the parks” and to offer a chance to chat and participate in activities and trips.  In March 2022 CCC was approached by the Support staff at St Augustine’s High School to collaborate on a project to support school pupils with lived experience of refugee and asylum-seeking status and lived experience of English as a Second Language. The school support staff had identified twelve pupils from across the cluster high schools in the area who were in need of after-school support with issues ranging from English speaking, social integration with others and personal development.  CCC were able to respond with immediacy, firstly to identify funds from WENN to support the employment of qualified staff to run sessions on a weekly basis from May. At the first session 43 young people attended and this regulated to a steady 29 per week. This project has now expanded with support from Ponton House funding and funds from Edinburgh University to continue up until December 2022.  The young people also identified that they wanted more social time and one-to-one support to carry out activities such as shopping, using public transport and recreational opportunities. This has evolved to support for their families.  Young people living in Corstorphine are not immune from the growing prevalence of mental health problems and self-harm experienced by this age group. Activities delivered in the Hub for young people can help to prevent the “upstream factors” which contribute to mental distress by delivering generic youth activities and also through informal targeted activities which will attract young people at risk because of aspects of their lives such as being isolated because of responsibilities as a young carer, or being bullied, or having limiting illness.  Although local statistics are not available we know that one in 8 children in Scotland aged between ten and 15 report symptoms of mental ill health such as depression, anxiety, eating disorders and self-harm. The Hub will be ideally placed to contribute to an integrated pathway for children and young people living in the area by providing a first-tier model of support, as defined by Scottish Government in its Mental Health Strategy for Scotland.  This will include promoting positive mental health and wellbeing aspects within mainstream activities, giving general advice and support to children and young people relating to their health and wellbeing and engaging in early identification of problems. Links will be made with health professionals to develop the capacity and skills within the staff and volunteer team to undertake this role.  •By creating diversionary activities in a venue where they feel comfortable hanging out, and where they can contribute to designing activities, the risk of young people engaging in anti-social behaviour can be reduced.  Research surveys by the Scottish Schools Adolescent and Substance Use also provide evidence that creating environments in which young people can develop positive friendships, belong to groups and be involved in leisure activities can additionally reduce the risk of substance misuse.  •The CCC Hub can be a site for social prescribing as an alternative to medical prescribing. Links with the local GP practices have been made so that the non-clinical activities delivered in the Hub, and opportunities for participation such as volunteering, can be offered as the “prescription” for patients identified by GPs. Evaluation of social prescribing initiatives show that the health and wellbeing outcomes for people identified by GPs and offered this as an alternative to medication are better, and the requirement for access to GP appointments is significantly reduced when people take up a social prescription.  CCC has consistently received referrals from our Health and Social Care partners and community nurse practitioners based at local GP surgeries. Interest comes for individuals to join groups such as lunch club, Men’s Shed and sporting memory group for participants with dementia.  CCC aims to be inclusive through all its work. Of growing concern is the wellbeing of LGBT young people. Research in the last five years has shown that nine out of ten LGBT young people experience homophobic, bi-phobic or transphobic bullying in formal education, including 96% of young trans people. Our aim is to deliver an inclusive environment. We provide informal support to members of the LGBTQI community throughout all our activities, including youth groups and volunteering opportunities. Our most recent revision, to ensure that we are inclusive has been to renew registration forms, removing a request for information about age and adding preference pronouns to the options, and the staff team are currently preparing to undertake the LGBT Scotland charter mark.  We envisage GP practices as being a useful conduit for referrals, based on research cited, i.e. that 45% of young people felt happy to come out to their GP (*living in Scotland LGBT youth 2018)*  CCC Hub staff and volunteers attended Mental Health First Aid Training and also the Health and Social Care Keep Safe training in May 2022. This enables the CCC Hub to be recognised as a Safe Place for the community to attend and to pop in if they are feeling confused or vulnerable whilst out and about.  Volunteering will continue to be an avenue for individuals to take part in community life through both traditional and new approaches to volunteering, and the wider community will directly benefit from the activities delivered by the volunteers. People with support needs will make a positive contribution, which reciprocally supports them, and people at risk of, and experiencing, social isolation and loneliness will have access to volunteering which connects them with other people in their community. The lack of social structures and contact which leads to social isolation, and the experience of loneliness which comes from a lack of supportive and nurturing relationships are increasingly recognised as growing public health and wellbeing challenges. The volunteering that can be delivered through the CCC Hub will both address and prevent these challenges.  Best Practice in volunteering that has been developed will continue to be pursued, and all volunteering activities will be designed to be:  •effective  •making a difference  •safe - through effective management and governance  •person-centred - by creating purposeful activity that brings value to the volunteer  With the number of both retired and young people living in the area set to increase over the next two decades the potential to increase and maximise volunteering activity from within the new Hub is huge and diverse. The Hub can be the centre for development of a range of volunteering opportunities, such as leading activities, and providing outreach support to attract connection with vulnerable residents.  Volunteering opportunities for young people have been created which they can use as a stepping-stone to further and higher education and potential employment, and for adults at particular life stages such as parenthood and retirement. Award schemes such as V Inspired, Saltire Awards, can be accessed which celebrate the volunteering contributions which people make.  Over recent years CCC has strengthened its capacity to plan and organise speedy and effective responses to emerging community emergency situations. These plans become operational by working in partnership with other local organisations and as appropriate with local businesses and through delivery by local volunteers.  B11 evidences the work initiated during the early stages of the covid pandemic. The experience showed that CCC can create and support effective working partnerships and can respond appropriately and successfully to emergencies in our community. We are currently planning a local response to the  cost of living increases and energy charges which will particularly affect vulnerable individuals and families and elderly members of our community. We will be providing a Warm Space in the CCC Hub and organising information sessions. We are also actively participating in planning local arrangements to ensure local people are aware of all the similar facilities being offered locally.   * 1. Enabling sustainable growth of our organisation    Creating, operating, reporting and reviewing the processes and the procedures required for achieving sustainable growth have been, and are a consistent feature of CCC.  Examples of how we conduct organisational business to achieve sustainable growth are set out below   * sound governance oversees the work of the organisation and ensures that compliance with legislation, reporting, and policy and procedures and processes are in place and support growth * a new, charitable organisation was created as a SCIO in 2018 to bring together two existing organisations, in order to ensure fit for purpose governance * a business plan is in place which is the framework for the organisations work plans going forward * a growing and active staff team has been led and supported since the creation of the Manager position in 2019 * volunteers are increasingly giving their time and expertise to deliver activities which contribute to achieving the organisations goals for CCC and the community we serve * CCC, and its predecessors CPH and CYCC have a long history of administering and looking after physical assets, notably Corstorphine Public Hall, and subsequently St John’s Road Hub and Westfield House * the organisation has a strong history of attracting community connectors who support the creation and development of activity partnerships in our community * safeguarding is a strong element within growth to prevent potential harm to vulnerable people who use our facilities and participate in our activities * sustainable growth is further strengthened by having effective financial, health and safety, staffing and equal opportunities policies and procedures in place * recent activity to review and update procedures such as communications, IT and pricing which promote enterprise and strengthen growth potential |
| B2 | **Is there a strong business-fit between the core objectives of your organisation and the proposed use of the asset?** |
|  | Corstorphine Community Centre was formed, as a SCIO, when the two previous organisations – Corstorphine Public Hall Co Ltd and Corstorphine Youth and Community Centre - were combined in 2018.  This combined SCIO has delivered community projects and services since then.  The Purpose of CCC as outlined in the Constitution is   1. The advancement of education. 2. The advancement of citizenship or community development. 3. The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.   Community needs analysis is at the heart of the intended core service provision in the CCC Hub. Activities are planned and delivered as a result of community consultation and partnership working with interest groups, other voluntary sector bodies and statutory organisations.   * For example, we have recently been approached by a local High School to develop an after-school programme to assist non-English speakers in the cluster schools. The school has identified that some pupils are struggling with their class work due to their English language skills and they are also failing to integrate into mainstream activities as a result. A 3-month pilot project is being funded by the West Edinburgh Neighbourhood Network, whereby CCC provides 1-1 support to a group of Afghani and Syrian girls as well as to a mixed group of pupils requiring support with homework and study skills. CCC has employed ESOL tutors and youth work staff to support this pilot with a view to integration into the mainstream Lifelong Learning departments summer youth work provision. * A new Community Choir has been established by a member of the community who felt unsafe attending evening choir practice and approached CCC for some space to host the group during the afternoon instead. This choir has attracted 35-50 regular members on a weekly basis. It is activities and community engagement like this that CCC will continue to develop and grow in the new Hub at Westfield House. * A collaborative joint venture with Home-Start has been developed for young families to interact with their toddlers and includes aspects of healthy eating, baby weaning, self-care and support for families struggling to adapt to parenting or returning to work and a new family. * Opportunities to market and profile CCC Hub facilities to organisations and groups and to increase collaborative ventures, lets and hires will be actively pursued. * CCC currently hosts 2 regular bookings by public services in the centre – TSB bank and the Department of Work and Pensions. These organisations recognise the need for local accessibility to their services as more and more of their activities move online or to centralised service provision. By partnering with CCC they are at the centre of the community. For the DWP their low-profile aids anonymity and reduces any perceived stigma. Local residents can enter the building and they could be attending any group or just browsing rather than heading for a DWP appointment. We plan to significantly increase public sector hires. * Local political representatives have also indicated interest in holding surgeries for their constituents.   **All these examples of activities can be referred back to the three purposes of CCC and are a good fit with the core businesses proposals for the CCC Hub.** |
| B3 | **How will your organisation’s current operational capacity and financial turnover be affected by taking forward your proposals for the asset?** |
|  | Our Business Plan (Appendix 2) identifies expected growth in operational capacity with fit for purpose facilities delivered by an enhanced staff team and expanded volunteer engagement. It is anticipated that in order to operate to full capacity a staff team of 6 FTE posts and sessional workers will be required and the current complement of 54 volunteers must be expanded to a minimum of 60.  Detailed discussions have been held with a local charity and a local enterprise who plan to relocate from their current operational sites to the CCC Hub as anchor tenants and have given written undertakings in relation to the finance they can commit on an annual basis in terms of both rental and facilities. Both organisations have identified that this is sensitive business information, and they do not wish their identity to be made public at this point. They would, however, be content for CCC to identify them in any future confidential discussion with CEC.  While housed within the temporary premises at St John’s Road, CCC was entrepreneurial in setting up income generation streams with the Charity Shop, as well as promoting external hires for spaces within the centre for meetings, group sessions and parties. In the first two months of being sited within Westfield House. prior to refurbishment and marketing, CCC received 47 requests from organisations seeking regular bookings, and 52 members of the community requested one-off hires. Within a refurbished and accessible building, and with a clear understanding, gained from recent consultations of gaps in current local provision, we are confident that hires and lets will increase substantially with a consequent impact on turnover.  It is planned that a significant proportion of existing cash resources (excluding defined reserves) will be invested in the asset to increase the scope of facilities in order to satisfy known local demand and increase income generation.  The Management Committee is assessing and using the suggestions and recommendations made during the 2022 Community consultation programme on our financial turnover and operational capacity.  In operating the CCC Hub, we will continue to use an active approach to seeking and being influenced by the priorities for initiatives, facilities and activities identified by the users of Hub facilities, by members of the local community, and by partner organisations in the third and statutory sectors.  However, we recognise that activities that are suggested will need to be carefully assessed in order to identify whether they can be effectively delivered within our business model. One example is one of the new initiatives sought by some participants in the recent consultation, i.e. to open and operate a community café on site. We will first need to test out levels of demand, and address to what extent a community café in the Hub could adversely affect other local businesses. We will also assess how it will generate both income and community benefit.  The charity shop which CCC successfully operated within our temporary  base for the past 9 years has had a substantial impact on the organisation’s income generation and financial turnover, in addition to contributing to community wellbeing. Our business model going forward includes continuing to operate a charity shop within Corstorphine in the long term for as long as it continues to be used by the community, and to generate income, and volunteers are willing to give their time and skills to staff operations. |
| B4 | **Please evidence below, the strength of leadership and skills of the Board and staff of your organisation to maximise the prospects, of the asset? If the skills are not currently in place, please describe how you intend to address this.** |
|  | A skills audit was conducted during 2022. This was to identify the skills base and professional and voluntary experience existing within the organisation, which will ensure sound governance and management of the Hub as an organisational asset. The matrix below shows the findings.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Board member code | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | | **Areas of experience** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Project planning and management | √ | √ |  | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |  | | Building management |  |  |  |  | √ |  |  |  | √ |  |  |  | √ | √ |  | | Community centre management |  |  |  | √ | √ |  |  |  |  |  |  |  | √ |  |  | | Third sector/ charity governance |  |  |  |  | √ |  |  | √ |  |  | √ | √ |  |  |  | | Charity law and regulation |  |  |  |  |  |  |  | √ |  |  | √ |  |  |  |  | | Property law |  |  |  |  |  | √ |  |  | √ |  |  |  |  |  |  | | Staff management | √ | √ |  | √ | √ |  | √ | √ | √ | √ | √ | √ | √ |  |  | | Human Resources (people management) | √ |  |  |  | √ |  | √ | √ | √ | √ |  | √ | √ |  |  | | Employment Law | √ |  |  |  |  | Some |  | √ | √ |  |  | √ |  |  |  | | Volunteering | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ | √ | √ | √ | | I.T. | √ | √ | √ | √ |  |  | √ |  |  |  |  | √ | √ | √ |  | | Social media | √ |  |  | √ |  | Some | √ |  |  |  |  |  |  |  | √ | | Marketing |  |  |  | √ | √ |  | √ | √ |  |  |  |  |  | √ |  | | Financial planning | √ | √ | √ |  | √ |  |  | √ |  |  | √ | √ |  |  |  | | Management of financial processes | √ | √ | √ |  | √ |  |  |  | √ |  | √ | √ |  |  |  | | Fundraising |  |  |  |  | √ |  |  | √ |  | √ | √ |  |  |  |  | | Partnership working (with the community, other charities etc) | √ | √ |  |  | √ |  |  | √ | √ | √ | √ | √ |  | √ | √ | | Disabilities | √ |  |  |  |  |  |  | √ | √ | √ |  |  |  |  | √ | | Equalities | √ |  |  |  |  |  |  | √ | √ | √ |  |  |  |  | √ | | Public sector services |  |  |  |  |  |  |  | √ | √ | √ |  | √ |  |  | √ | | Local issues | √ | √ |  | √ |  |  |  | √ |  | √ |  | √ |  | √ | √ | | Youth work |  | √ |  | √ | √ |  |  |  |  |  |  |  |  |  | √ | | Work with disadvantaged groups |  |  |  |  | √ |  |  | √ | √ |  |  |  |  |  | √ | | Health and social care |  |  |  |  | √ |  |  | √ |  |  |  |  |  |  | √ | | Environmental issues |  |  |  |  |  |  |  | √ | √ |  |  | √ |  | √ |  | | Planning and delivering activities | √ | √ |  | √ | √ |  | √ | √ | √ | √ | √ |  |  |  |  | | Other skills and experience mentioned are training, data protection and safeguarding. |  |  |  | √ |  |  | √ |  | √ | √ |  |  |  |  | √ | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   Five areas of expertise have been identified as being sought to strengthen our capacity to develop and operate the CCC Hub successfully. They are noted in the appended Business Plan.  We also have the capacity to recruit up to three co-opted members who can augment the Committee skill and expertise in particular areas. We will, in addition, continue our usual practice of seeking advice and information to support effective planning and decision making from our legal advisors and from bodies including OSCR, SCVO, EVOC, Edinburgh Volunteer Centre or other relevant third sector umbrella bodies. |
| B5 | **Please detail how you intend to evidence long-term community benefit arising as a result of the proposed asset transfer?** |
|  | We plan to augment our current monitoring arrangements (see Business Plan) by introducing a systematic evaluation programme using the Evaluation Scotland stage 4 evaluation pathway and toolkit. To identify long term community benefit we will measure performance against the CEC corporate priorities noted below.   * How do our activities and facilities contribute to a fair and thriving city (Edinburgh City Vision 2050) * Are our provision of work space and our increasing employment and volunteering opportunities effectively contributing to a thriving Edinburgh economy (Edinburgh draft Economic strategy 2021) * How are Hub facilities and activities contributing to the operation of Corstorphine as a 20-minute neighbourhood * How effectively are steps to maximise energy efficiency contributing to achieving Edinburgh’s draft Climate strategy (2030) * Do our services and activities enable people to connect within their community, and do our informal support and activities enable people to stay at home for as long as they can (Edinburgh Health and Social Care Strategic Plan 2019-22) * How are our services and activities contributing to reducing social isolation (North West Edinburgh Locality Improvement Plan 2017-2022) * Are our activities and support mechanisms building and sustaining resilience and wellbeing within the community (Thrive Strategy for Mental Health and Wellbeing 2019-2029) * Do our youth work activities and support and activity groups for mothers and babies meet the aims of Best Start and Being Everything You Can (Edinburgh Children’s iServices Plan 2020-2030) |
| B6 | N/A |
|  | N/A |
| B7 | **Please summarise below the partners involved in your proposal, describing the current and future strength of partnership work in the context of the submission and if so, is this influencing the operational arrangements for the asset?** |
|  | Whilst based at The Hub in St John’s Road, a range of new partnerships with voluntary organisations was developed to progress either co-delivery of activities, or for CCC to act as a host site for activities delivered by other organisations, or to plan and deliver community events such as the bi-annual Corstorphine Festival through a partnership approach.  All the established partnerships have been maintained since the move to Westfield House and the superior facilities of Westfield House mean that new partnerships relating to on-site activities can be developed. In the first month of occupancy, four approaches were made seeking to use the facility to deliver either planned or established activities on site and initiate a delivery partnership with CCC. These are in addition to enquiries relating to using CCC Hub as a base for activities through a letting arrangement.  Co-delivery is well established within the CCC delivery model, and current partnerships are active with Sporting Memory Scotland, The Men’s Shed Association, Home Start, Dean and Cauvin Trust, and She Scotland. Co-delivery will continue to be extended, recognising the benefit it brings to the community.  Long term partnerships are in place with local organisations, notably Corstorphine Literary and Geographical Society, Corstorphine Bowling Club and Lodge St John, all of which bodies have a representative place on the Management Committee of CCC as they were original shareholders of the Public Hall and generously decided not to seek financial recompense when the Public Hall Company was wound up.  Partnership working with CEC Youth and Community Services is likewise long-standing and has been strengthened latterly through our activity programme for young people. Longstanding links with local primary and secondary schools have recently been strengthened through partnership working to establish a weekly activity club for young people who are refugees and attending local secondary schools.  New partnerships to provide a local access point for the Department of Work and Pensions and the TSB to meet clients/customers in safe discreet accessible space within Corstorphine have been successfully established within the last two years, and Westfield House presents the opportunity to plan and operate similar niche partnerships with other statutory, third sector and business organisations to contribute to Corstorphine’s 20-minute Neighbourhood.  CCC is an active partner in the West Edinburgh Neighbourhood Partnership, the Almond and West Edinburgh Voluntary Sector Forum and CEC Youth Engagement and Lifelong Learning Partnerships. The organisation also holds a representative place on Corstorphine’s Community Council and Corstorphine Business Community group.  Being based in Westfield House provides a base for substantial new partnership arrangements to add to the current portfolio. These include collaboration with social enterprises and city-wide voluntary organisations seeking to have a local presence in Corstorphine, with GP practices to deliver social prescribing opportunities, and with local colleges and the library to deliver one-off events and training opportunities.  Partnership approaches and arrangements are also in place with:   * Health and Social Care Partnership - KEEP SAFE SPACE initiative * Cluster schools – St Augustine’s. Forrester’s, Royal High, Craigmount – delivery of pupil support and work experience opportunities * Torfin restaurant – external provision of lunch club resources * Cedars and Roseburn Housing Associations – external provision of service * Chinese Manor House – external provision of catering * AGE Scotland – funder opportunities * Local churches   Connections with local businesses and organisations:   * Zumba with Jenny Spence – external room hire * Corstorphine Choir – external room hire * Andy Kerr Boxercise– external room hire * Edinburgh Diwali Festival – external room hire * Hong Kong Church – external room hire * Health In Mind – external room hire   Network Partners:   * West Edinburgh Neighbourhood Network * Almond and West Voluntary Sector Forum * Youth Engagement Partnership (CEC) * Lifelong Learning Partnership (CEC) * Corstorphine Community Council * Corstorphine Business Community |
| B8 | **Please describe the governance arrangements which will oversee the operations of the asset.** If this is to be separate to arrangements for your organisation, please provide further description and include diagrams if necessary. Please also describe how accountability for the asset will be provided for. |
|  | The asset (the CCC Hub) will be governed through the mainstream governance and management arrangements of CCC. Operations will be delivered by the staff team supported by our team of volunteers.  Corstorphine Community Centre is a Scottish Charitable Incorporated Organisation (SCIO) registered in 2018. The organisation is governed by its Board of Trustees, internally named the Management Committee. Membership of the Management Committee is open to all full members, and there must be a minimum of 7 and a maximum of 21 members of the Committee.  Four places are allocated to Youth members. Members are elected at the AGM and can serve a maximum of 9 years (3x3 year appointments). Designated places are allocated to associated organisation appointees. The Management Committee can additionally co-opt up to three trustees, based on particular knowledge and expertise. Office Bearer positions are Chairperson, Vice Chairperson, Honorary Secretary and Treasurer (currently utilised as a paid position in accordance with the constitution until the vacancy is filled). In addition, two Trustees act as Assistant Treasurer and Membership Secretary.  A profile of the Management Committee, as at September 2022, is presented below.   |  |  |  |  | | --- | --- | --- | --- | | Shulah Allan | Chair, MC | Qualification in Community Education and Youth Work | Retired Third Sector CEO (EVOC). Former Vice Chair of NHS Lothian and Convener of SCVO. Former Vice Chair Edinburgh Health and Social Care and Edible Edinburgh Partnerships, former Chair Edinburgh Children’s Partnership | | Tony Allan | Member & Membership Secretary, MC | Qualified solicitor specialising in Scottish Property Law | Substantial experience in both the private and public sectors | | Neil Archibald | Member, MC & Lead of People sub-committee | Qualified in HR, Accountancy & Journalism | Experience in and knowledge of HR matters, financial management and communication. Also a Trustee of the Scottish Bridge Union. | | Alan Beal | Member, Management Committee & Local Councillor | Systems analysis, building services engineering, energy efficiency & environmental management | 25+ years working in consultancy and energy advice Has worked as an IT Manager and written software for over 20 years. Worked in the voluntary/charity sector for many years. | | Euan Davidson | Member, MC | Local councillor | Qualified social worker, experience in politics, youth work and community organising  Elected councillor for Corstorphine/Murrayfield. Previously worked in social work/youth work in a variety of settings. Knowledge of safeguarding, communication and public affairs. | | Sheila Haw | Member, MC | Financial & people skills | Gained financial experience from working in the banking and local authority sectors. People skills from various roles throughout career, including charity shop involvement. | | Rob Hyder | Member, MC | Retired Actuary | 40+years’experience in the life insurance and pensions industry. Longstanding committee member of Corstorphine Literary and Geographical Society. | | Diane Pearson | Member, MC | Local government | 34 years as a Civil Servant. On the boards of various other charitable organisations. | | Sheila Perry | Member & Honorary Secretary, MC | MA degree in history  HND in computing + vocational training | Managerial positions in the public sector with a longstanding association with CYCC and CCC. | | Bill Plummer | Member, MC | Architectural | 40 years’ experience in public and private sectors. | | Liz Plummer | Member, MC | School Teacher (Retired) | 35 years’ experience latterly delivering The Curriculum for Excellence in Scotland | | Frank Ross | Member, MC (Vice Chair) and Lead of the Finance sub-committee | Qualified Accountant | Experienced manager and finance professional. Serves as elected Councillor for Corstorphine and Murrayfield and was previously the city’s Lord Provost. | | David Sutherland | Member MC | Insurance and finance | Finance Director for one of the largest independent brokerage firms in Scotland. Involved in voluntary work for both Corstorphine Bowling Club and CCC. | | Derek Syme | Member, MC | Electronics Engineer | Major in the Royal Engineers reserve forces. |   The Management Committee acts for, and in the name of Corstorphine Community Centre as a SCIO. It holds ultimate control for all aspects of activities and ensures that the organisations legal, charitable and financial responsibility are effectively fulfilled. It has responsibility as the employer of the staff team, owner and guardian of the organisation’s assets and for the development of organisational policy. It is directly accountable to the membership of CCC, and for reporting to regulators, funders, and the wider community. The Chairperson ensures that the Management Committee fulfils its roles and responsibilities and that meetings are conducted in accordance with Standing Orders. A job description for the position is in place.   * The Manager is responsible for the day-to-day management of CCC and coordinates and directs the activities of the staff team. She has responsibility for ensuring that information is provided to the Management Committee and to regulating bodies, members, service users, volunteers and the wider community.  A job description is in place.   The Management Committee meets monthly.  A sub-committee structure is in place. They have non-executive status, report to the Management Committee and are chaired by a member of the Management Committee. Active sub-committees are currently   * Finance Committee * Health and Safety Committee * People (H.R.) Committee   Specific task working groups are set up as required. Recent examples include   * AGM planning group, * Premises working group * IT review group   All the subcommittees and working groups are given Terms of Reference.  All staff are accountable, through the Manager to the Management Committee. All posts have job descriptions and all staff members have individual work programmes which are reviewed annually. The Manager provides regular support and supervision and the Chairperson supervises the Manager. The staff hold weekly team meetings and set up ad-hoc working and planning groups when operations require this.  Volunteers are accountable to the Volunteer Coordinator, who recruits, inducts, supports and supervises them. A comprehensive portfolio of procedures for volunteers is in place.  Accountability for the Hub asset will be demonstrated through the procedures in place as noted above. In addition, accountability will be demonstrated   * within development planning * through rigorous and regular reporting to the Management Committee and by the Management Committee to partners, members, Hub users, volunteers, the local community, statutory bodies and funders * via production and presentation of annual accounts and Trustees’ report to the membership and OSCR * by responding to queries and enquiries, comments and suggestions from out with the organisation. |
| B9 | **Please evidence how you know that your proposals for the use of the asset are supported by and meet the needs of the wider community and City. You should describe the level and nature of support for the request from the community.** |
|  | In preparing plans for the asset, two local consultations, together with intelligence gathering about Edinburgh strategic priorities have been undertaken.  B5, C1 and C5 identify why we are confident that our delivery proposals will contribute to achieving strategic goals set to meet the needs of the city  We have identified how are proposals are supported locally by carrying out extensive community consultation since 2016. These exercises have enabled us to assess local needs and gaps in existing facilities and to determine support for a community run venture.  Two local surveys undertaken in 2021 (Corstorphine public picnic Health and Wellbeing questionnaire and Volunteer Voices survey) provided initial data from members of the community and volunteers. This information was enhanced and updated through a “lightning” questionnaire project held in January 2022  The purpose of this approach was to elicit the views held within the community about the benefits and possible dis-benefits of a Community Asset Transfer of Westfield House. The format (a basic set of three questions) was chosen to give participants the opportunity to identify their priorities for wellbeing within Corstorphine and then tell us how a fit-for-purpose new Community Centre could respond and promote priorities through its activities, resources and facilities and fill gaps in existing local provision.  Questionnaires were distributed to existing users of the CCC activities in the Hub (the St John’s Road site then used for activities) to CCC volunteers, to local groups and organisations which do not currently use the Hub resources and those which do, to local organisations which work in partnership approaches with CCC, to members of the community and to customers of the CCC charity shop.  66% of returns were from people who are actively involved with CCC on a regular basis as a member of a group or as a volunteer. In addition, questionnaires were completed on behalf of one local recreational facility, two city wide arts organisations, one multi-cultural charity and two community development bodies.  **OVERVIEW OF FINDINGS**  1.The most consistent view expressed was being in favour of a Community Asset Transfer for Westfield House.  2.Reasons why Corstorphine needs an accessible Community Centre.  2.1 The most consistently expressed reasons centred on the provision of welcoming space to deliver activities to enable new projects, to reflect the needs of a diverse 21st century community, to promote community action and decision making and to meet a concerning gap in health and youth work provision in particular.  2.2 People who are currently accessing CCC activities, including volunteering, overwhelmingly expressed the need to sustain and further develop the benefits of participation they experienced, which included combating loneliness and isolation, providing routine and social contact and opportunities to use existing skills and learn new ones.  3.What services, activities and resources should a new Community Centre provide?  3.1 A wide menu of possible activities including maintaining and continuing to develop existing CCC activities was noted. In particular respondents looked to see a growth of activities for older people, for families and for young people and people isolated in the community, and to extend opportunities for activities and informal learning.  3.2 Activities around sports and recreation should be extended both within the centre,  3.3 The need for a space and workshop for further developing the Men’s Shed was strongly expressed  3.4 The need for a safe space for both young and older people in Corstorphine, with access to resources promoting wellbeing, was identified.  3.5 The promotion of the Hub model which includes providing easy access to facilities such as space for meetings and activities, together with practical support from staff for new and emerging local groups and organisations, was widely noted. This is in addition to the activities which CCC provides itself or through its affiliated groups.    3.6 The opportunities that CCC could provide to enable local people to be more integrated in their community and for local people to be engaged in local decision making were widely and strongly expressed.    3.7 Indication that a community café would be welcomed and well used.  4 Across the board the principle of local participation, action and decision making as the approach to be progressed within the Community Centre was identified. This is typified through one particular response: “*What we need is a modern facility which delivers support in the community provided by the local community”.*  **DATA ANALYSIS**  Specific potential activities and facilities identified within responses are reported below, preceded by those most commonly noted:   * *a community café 11%* * *recreational activities 18%* * *informal learning opportunities (e.g. art, craft work, I.T., music, exercise) 23%* * *both meeting space and activities for people with health and wellbeing issues, notably isolation, and for people experiencing mental health issues and dementia and their carers 47%* * *designated workshop space for local groups including the Men’s Shed and workspace to provide practical support to small and emerging local groups 12%* * *development of youth work through groups, clubs and informal learning opportunities identified by young people. Intergenerational work, drop-in facilities, focus on 12 plus age group and facilitating young peoples’ engagement in decision-making 10%*   Other identified priority activities and resources are   * *providing meeting spaces for local groups and for community meetings, evening activities, opportunities to access activities and venues outwith the centre, generating revenue from lets, providing opportunities to try out new activities, creche facilities.* * *work and approaches to promote inclusion, culture and heritage, equality, voluntary activity, citizenship and local decision making should be evidenced, and Westfield House should become a key local contributor to Edinburgh’s 20-minute Neighbourhood strategy.* * *the siting of Westfield House in the heart of Corstorphine, with easy access to public transport and with parking for people with disability issues, was widely noted as a benefit. The creation of accessible space was noted as a priority.*   The principles and ethos of CCC to be preserved and developed in Westfield House as prioritised by people who are regular participants in activities or volunteers   * *opportunities for social contact friendship and support 57%* * *programmed activities (e.g. weekly) which provide routine and stability 15%* * *opportunities to have fun 100% (of young people)*   Additional key information on gaps in existing facilities that would be filled through the Hub was gathered through consultation meetings with Corstorphine Community Council (19,4,2022) and West Edinburgh Voluntary Sector Forum (17.3. 2022). Support for the bid to purchase the asset was given and noted at these meetings. These consultations have informed our delivery plans for the asset.  Discussion with Corstorphine Business Group has further informed our understanding of the potential to meet the needs of small local businesses through the asset and are also included in our delivery plans. |
| B10 | **Where applicable, please detail how your proposals for use of the asset will enhance the existing use of the building/land** |
|  | The building is currently surplus to Council requirements and has been vacant for 2 years. At the time of vacating the building the Council had identified over £250,000 of restorative work being required.  Corstorphine Community Centre wish to reactivate the building, deliver the restorative work, invest in the infrastructure to make the full building accessible for all and potentially replace a large element of the existing car parking to deliver a secure and safe area for the community and centre users.  Our core development aims are:   * To acquire a significant local building in the area and develop/regenerate its use by the community. * To create a community hub where local heritage inspires creativity, connection and participation. * To deliver a multi-functional quality welcoming space to provide a daily sense of community. * To support an inclusive community space in Corstorphine which will reduce social isolation, and encourage social, creative and commercial interaction. * To work collaboratively with others in the catchment area and beyond.   Since moving into the building through a lease with CEC we have had a unique opportunity to assess how the building and space outside it can meet the needs for a fit for purpose community centre for Corstorphine. All three floors and the outside space have the potential to contribute to a substantial community resource.  When retro fitted and refurbished, the building’s facilities will enable activities to be held which will   * contribute to a more connected community * support health and well-being and the economy in Corstorphine * promote sustainable volunteering opportunities   The facilities we create will   * introduce new green space for activity and recreation in Corstorphine * provide accessible dedicated base for anchor tenants * provide accessible space for third and public organisations to deliver services locally * provide accessible space and support for local groups and members of the community to hold events, meetings and activities * provide purpose designed space for civic and arts activities * provide accessible space for CCC to deliver our activities   It is recognised that the new premises presents many opportunities for room hire to generate much needed income for the revenue of the organisation.  In the first 6 weeks since occupation there have been many notes of interest in room hires including:   * Local Businesses - office space on a sole occupancy for 1-3 months * Charities - office space and storage space on a one or two days a week * Commercial enterprises- office space for a few hours a week * Local community groups looking for one off or weekly rentals   We have two potential anchor tenants. In addition, approaches have been made by city charities seeking a local base for their planned activities in Corstorphine, by local musicians seeking rehearsal space, and by faith groups seeking regular access for meetings and services. The Trustee Savings Bank is using the Hub for a pop up weekly drop in for customers, following their decision to close the local branch. The Department for Work and Pensions has notified CCC of their future intention to use the venue as an outreach location to see people within the local area, and support them with Social Security Scotland benefit applications. |
| B11 | **Please outline how your proposals take account of the influence of local and city market forces and (i) if so are there plans in place to ensure that your proposals for the use of the asset are competitive in order to sustain the asset, (ii) if not please explain why.** |
|  | In constructing the proposals for the use of the Hub we have taken into account:   * Long term influences on local market forces * Short term market fluctuations * Our profile and key messaging within the community * Supply and demand.   Long-term Influences  Intelligence has been gathered about the profile of the community of Corstorphine, which has already begun or will begin to influence local market forces. This intelligence informs our planning for the facilities we will include in the refurbishment of the Hub and the services, opportunities and activities we will then offer. These include:   * the anticipated growth of residents, particularly families, in the area, due to the substantial housebuilding programmes * an increasingly elderly population, who wish to continue to live and be supported at home * a community which is becoming more diverse * a growing community of small businesses * a growth in sought-after delivery programmes in the area by statutory and third sector organisations * the effects of austerity on residents and organisations budgets.   Short-term market fluctuations  CCC has created an ability to respond speedily and effectively to short term market fluctuations. The most recent example of this is the business model adopted in response to the 2020 Covid pandemic. The St John’s Road Hub closed along with all other community-based services. CCC quickly identified the key risks to the wellbeing of local residents and in response, then identified and successfully set up a local operational partnership, recruited suppliers and volunteers and sourced funding. It was all planned and managed remotely, online. This resulted in the delivery of a programme of home-based support for vulnerable members of the community (described in more detail below). As restrictions were lifted the programme expanded using the Hub as its base for programme delivery. The programme had a major impact as a valued preventative activity which responded to a devastating, short-term market fluctuation.  Profile and messaging  CCC has striven to establish its profile as a responsive, affordable and ambitious resource for Corstorphine.  After the 2013 fire temporary accommodation was secured, initially at St John’s Road, and more recently at Westfield House. The St John’s Road Hub was the venue for activities for 8 years. The provision of community and youth work and of facilities for community use in a former shop posed significant challenges. Nevertheless CCC strengthened its profile by continuing to deliver group activities, providing accessible space for hire by the community, supported new groups to operate in the Hub, opening a Men’s shed and a charity shop and developing a volunteer programme. In addition new partnerships were set up to initiate a bi-annual Corstorphine Festival which profiles local community resources and activities, and the organisation has continued to contribute to local events such as the Corstorphine Fair and Christmas celebrations.  We will continue to increase our use of technological resources to collect and use data which can be used to negotiate personalised arrangements for use of Hub facilities by external bodies, as hires or letting arrangements. B12 below shows our plans for marketing and messaging.    Supply and demand  Enquiries and contacts have increased significantly since moving into the Westfield House Hub. Time is taken to work with enquirers to identify what their “demands” (requirements of us) for a hire are. These are logged and inform planning whether or not a hire ensues. From approaches made to date, we anticipate that when we own the Hub building, enquiries about leasing arrangements will grow significantly.  We will also use the material gathered in the 2022 community consultation to inform decisions about what facilities are sought. This consultation, together with discussion with other local groups and organisations has identified a demand, but lack of supply of affordable venues for events and meetings at the weekend and in the evening.  A pricing structure is well established for hire of facilities in the Hub. This has been revised in recognition of the new facilities we now offer, and the new costs which ensue as a result of the move to Westfield House. This is being reviewed every 6 months in year one, and subsequently annually. Our prices are benchmarked with other similar facilities locally and city wide, and we will always seek the cost to be competitive and affordable.  Covid 19 provided new and unprecedented challenges for CCC. The Hub closed during the lockdown which started in March 2020. A portfolio of services was immediately initiated for vulnerable people and families living locally including Hub users and CCC members.   A free weekly meals delivery service for vulnerable members of the community was quickly set up A choice of hot and cold meals was available to people at no cost to them, and the meals were provided through partnership with a bistro, two restaurants and a deli, all based locally. A total of 245 meals per week were delivered. The service was widely publicised and in addition to people identified by CCC itself, requests were received from families and friends who could not visit, and referrals were taken from charitable and statutory organisations.  A Food Bank was also set up as soon as restrictions were removed sufficiently to allow the Hub to be used for this purpose. The local community quickly started to make donations and partnership with Fairshare and two local supermarkets, Morrisons and Tesco, led to regular supplies of food, personal and household goods being available to operate the Food Bank weekly. Referrals were received from local churches and charities, schools and statutory bodies. A second team of volunteers was set up to operate the Food Bank. Steps were taken to ensure that access was discreet and non-discriminatory, and in total over 200 individuals and families used the Food Bank with an additional 40 families accessing the food bank through the schools.  A digital Connectivity programme was set up to prevent and relieve isolation for vulnerable members of the community through using modern technology. This was mainly focussed on older people. Fifty iPads and free Wi-Fi devices were distributed to older people identified as being digitally excluded. An intergenerational approach was then taken to setting up a team of volunteers who provided tuition and support and safe space was created in the Hub for this as soon as it could be opened again for this purpose. |
| B12 | **If suitable, is there marketing and development plan in place for the asset for the next five years?** If so, please provide further details in relation to your approach |
|  | Over its many years of operations CCC has established a portfolio of marketing activities. Traditional routes to inform the community and organisations about our facilities, activities and volunteering opportunities have been, and continue to be used. Notably regular production of our own newsletters and inserting information into other community newsletters and periodicals. Over recent years the development of technology has enabled CCC to produce marketing material about to a significantly more diverse and extensive potential customer base through the internet and social media. The organisation has set up a website and opened Facebook and Twitter accounts all of which are used to profile facilities and activities.  While the St John’s Road Hub presented real challenges due to its limited facilities, its siting proved to be a key marketing tool for the organisation. Being sited on the main shopping thoroughfare of Corstorphine (excluding the retail park and superstore at the Drumbrae) provided us with opportunities for marketing previously unavailable whilst sited in the Public Hall. There was a much bigger footfall past the Hub, so window displays became a key marketing tool. Staff and volunteers were on site, and visible to passers-by who could pop in to have their enquiries answered. The Charity Shop attracted people from the community to come in and browse, and shop volunteers spent time telling people about what CCC delivers. Much information was successfully passed on to the community on a personal basis.  Westfield House is near, but not on the main thoroughfare, and it is recognised that the Kirk Loan Hub, with less footfall, gives us a new marketing challenge. The second key challenge, as elements of refurbishment are completed, is to inform potential users of the enhanced facilities in a much bigger and more accessible building.  The recent move to the Hub on Kirk Loan has already led to an increased number and range of approaches to hires, from the community and from other organisations. Together with the consultation we have conducted this is giving us a clear picture of expectations, and of the gaps in existing provision locally. These two key sources of intelligence, added to the study we have made of the emerging community profile in Corstorphine, have identified our potential customer base and customer requirements in the refurbished resource.  Our plan is to prepare a strategic marketing plan to operate in tandem with the refurbishment programme, which will be delivered through focus on marketing new and enhanced facilities as they become operational.  We will continue to use communication networks we have experience of using for marketing and publicity. These are our website, local and city periodicals, our own and other local newsletters, and social media. We anticipate, however, that in preparing the marketing plan previously untried information networks are likely to be identified.  Our marketing message is that the Hub has been developed and is run by the community, for the community. To evidence the message, publicity will profile the facilities we provide and offer to our target customers, i.e. new and operational groups, local and city organisations, individuals and families, small businesses and social enterprises. Publicity material will also be prepared to profile both extended volunteering opportunities, and the groups and activities delivered in the Hub by CCC itself, and in partnership with other organisations.  Recognising the importance of successfully marketing a new and enhanced resource to a bigger and more diverse potential customer base, the Management Committee are seeking to attract new member(s)of the Committee with a background in marketing, and for the first time a budget for marketing will be included in the recurring costs element of annual revenue budgets. |
| B13 | **Please detail evidence of support from the appropriate** [**Neighbourhood Partnership**](http://www.edinburghnp.org.uk/)**, Councillors, other community leaders and other relevant interests?** |
|  | The following individuals/groups have been supportive of / kept informed of our project and progress to date:  Christine Jardine MP  Alex Cole Hamilton MSP  City of Edinburgh Councillors – Frank Ross, Euan Davidson, Alan Beale. All three Councillors have taken on the rộle of trustees of CCC.  Corstorphine Community Council  Corstorphine Geographical & Literary society  Corstorphine Trust  Corstorphine Bowling Club  All Local Churches  West Edinburgh Neighborhood Network  EVOC  Almond and West Voluntary Sector Forum members  RZSS Edinburgh Zoo  AGE Scotland  Men’s Shed Association Scotland  Corstorphine Business Association  Local retailers and restauranteurs  Cluster Schools – Craigmount, Royal High, Forrester, St Augustine’s and the feeder primary schools and nurseries  Ladywell East and West medical centres  Six letters of support have been received from local activists, from both local and city-wide bodies, and from local and national politicians. They are submitted as Appendix 5. |
| B14 | **Are there any objections to your proposals for the asset that you are aware of? If yes please detail these and how your organizations is dealing with these, if no then please detail how you would handle any concerns should these develop in the future.** |
|  | No objections have been put to CCC about the proposal to convert Westfield House into a Hub for Corstorphine. The recent local consultation programme showed significant support from other local third sector organisations.  People living in Corstorphine who took part in the consultation together with people who use social media or contact us directly tell us that they want clarity on the future of C.C.C., where it will be based and how it will deliver and extend its facilities and programmes of activities through a Hub model.  Information on our short- and long-term plans for the two car park areas external to the building is now being sought by local residents who previously had access to weekend parking, and by potential hirers of rooms in the Hub. We are clear in responding that our plan is to convert the large car park at the rear of the building to community green space for recreation, and gardening and to develop new opportunities for volunteering. We will maintain a small carpark area, for our own use, anticipating while we promote active travel and plan to develop community greenspace, that people with mobility issues (and tradespeople) will continue to need to have access to space for parking cars, minibuses, vans and other vehicles.  In the event of concerns being raised about the Hub by members of the community either in person or through social media we will respond positively, provide as much information as we can about plans, and seek dialogue. The process of preparing our responses will adhere to and be compatible with the C.C.C. Communications Strategy, developed in 2022, and which is already being used extensively. If concerns are raised by other organisations we would seek positive dialogue, provide as much information as we can about plans, and strive to work with them to reach a mutually acceptable outcome about the concern. Mediation would be considered as an option if this were deemed to be a relevant process to seek a resolution.  The Management Committee will take all concerns raised into account in its decision-making. |

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|  | Financial Management |
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| B15 | **In relation to your plans for the asset, is the proposed income dependent upon; (i) a single income source, (ii) a dominant income source or (iii) multiple, but inter-dependent sources of income?** Please detail below. |
|  | Our plans for the asset will be dependent upon multiple, interdependent sources of income. The plans will be based on the organisation’s established model of generating multi source revenue income.  Our business plan for the first three years of operation anticipates a shift in the focus within a mixed portfolio of income sources.  In the financial year 2021/22, in a much smaller space, the percentages of sources of total revenue income of £116,000 was:   * grants - 64% * community shop - 19% * lets - 10% * activities - 5% * donations and fundraising - 2%   By the end of financial year 2024/25 we anticipate percentages will have changed significantly and expanded to include two new revenue sources, anchor tenants and business hub desks.   * grants - 38% * anchor tenants - 25% * lets - 15% * business hub desks - 10% * community shop - 8% * activities - 2% * donations and fundraising - 2% |
| B16 | **In relation to your plans for the asset, are the sources of income sustainable, i.e. likely to persist over the next few years, or are short-term, or will there be a need for subsidy from another source for example the parent organisation or public funds?** |
|  | The sustainability of the asset will be positively impacted by our established menu of costed facilities and services. Our long-standing delivery experience, together with existing and future consultation and intelligence gathering give us confidence that the facilities and services will be required by, and within the community for the foreseeable future.  We will provide facilities which will attract both long-term arrangements with user organisations and a base for one-off and short-term initiatives. We will have lease arrangements with anchor tenants which will facilitate our longer-term financial planning. All three core models of income generation, together with our own fundraising, will contribute to our financial sustainability.  We do not anticipate public funds being required to subsidise operation of the Hub. Our own reserves may be used to subsidise areas of operation at any point that the Management Committee decides it to be an appropriate use of its financial resources. |
| B17 | **In relation to your plans for the asset, please evidence any trading and other efforts to generate income.** Please include any anticipation of bidding for public sector grants/contracts or other funding? |
|  | Past performance  Charity shop income – disregarding 2020/21 which was unusual due to Covid, the charity shop has generated an average of £27k income per annum since 2018. The shop is run by volunteers so there are minimal costs against this income.  Letting income – income has been steadily rising in this area with £11k being generated in 2021/22. This was within a much smaller premises. As Westfield House is so much larger there is capacity to increase this income stream further.  It is recognised that the new premises presents many opportunities for room hire to generate much needed income for the revenue of the organisation.  In the first 3 months since occupation there have been many notes of interest in new room hires including:   * Local Businesses - office space on a sole occupancy for 1-3 months * Charities - office space and storage space on a one or two days a week * Commercial enterprises- office space for a few hours a week * Local community groups looking for one off or weekly rentals * Individuals for social activities * Uniformed organisations * Faith groups * Local authority * Sports and recreation clubs * Local musicians * Local social enterprises   Grants – income has increased significantly in the last 2 years - £62k in 2021/22 and £74k in 2021/22. Previously around £20k per annum.  Current funders – Foundation Scotland; Robertson Trust; West Edinburgh Neighbourhood Network; EVOC; One City Trust; Ponton House Trust; Adapt & Thrive  We anticipate that the roll-out of Corstorphine as a 20-minute Neighbourhood will also lead to growth of requirement for accessible community and public space in Corstorphine which can be provided in the Hub.  Our marketing plan (see B12) and fundraising activities will be delivered specifically in order to maximise use of the Hub and its facilities, and through this income generation will be maximised. |
| B18 | **Please describe below the financial relationship between your organisation and your plans for use of the asset.** Please include details about implications that there may be for your organization and the asset and how you will manage any risks identified. |
|  | The asset will be managed by CCC as its core mainstream activity. The Management Committee will hold responsibility for the financial and development planning for the asset. The staff team will hold responsibility for planning and delivering activities and for managing the building on a day-to-day basis.  A SWOT analysis has been carried out and is included in the business plan. Risks identified are included in the below register   |  |  |  | | --- | --- | --- | | **Risk** | **Probability** | **Mitigations** | | **Governance** |  | | Poor trustee dynamics & decision making | Low | * Existing trustees have considerable experience and history with CCC * Constitution requires a quorum to make decisions (5 trustees present in person) * All committee meetings are minuted with clearly assigned actions * Committee can delegate tasks to sub-committee with clear remit | | Lack of strategy and forward planning | Medium | * Clear vision outlined in constitution * Business plan in place * Planned review of business plan against progress on a monthly basis | | **Operational** |  | | Income generation lower than expected | Medium | * High level of interest in space available in Westfield House * Track record of running a successful charity shop * Track record of raising grant income * Monthly management accounts analysed and remedial action identified | | Insufficient people resources in place – volunteers and employees | Medium | * Estimate of requirements included in business plan * Staged changes in business plan as asset is refurbished. Resource requirements will be assessed at each stage * Volunteer recruitment plan to match need * People Sub-committee to review people resourcing on a regular basis | | Employees & volunteers do not have the required skills to deliver business plan | Medium | * Identify & prioritise training needs * Good volunteer training in place * New volunteer roles identified over the period, and clear role descriptions developed | | **Financial:** |  | | Funds are not raised for required capital investment | Medium | * £1.06M in building fund at 31.3.22 * Applications being prepared for Scottish Land Trust and other possible funders * Refurbishment of building to be on a staged basis and stages can be delayed if full funding not in place | | Insufficient financial information to inform decisions | Low | * Annual budget, approved by committee, is in place * Monthly financial report to committee – includes management accounts, cash flow analysis and forecasting | | Reserves are insufficient | Medium | * £1.06M in Building Reserve at 31.3.22 * £180k unrestricted reserves at 31.3.22 * Income generation potential to be realised as soon as possible * Monthly debt management procedures in place * Seek available grants to offset need to use reserves for building refurbishment & operational costs | | **Environmental:** |  | | Poor public perception | Low | * Regular consultation with the community * Trustees are well-connected locally and within Edinburgh * Regular communication with community | | Poor relationships with funders | Low | * Manager of centre has developed good working relationships with current funders | | **Compliance:** |  | | Non-compliance with legislative & regulations | Low | * Policies, processes and controls in place to ensure employer requirements are met * Accounts are externally examined each year, ensuring adherence with charity law and accounting standards * Procedures to meet OSCR monitoring and reporting within required timescales are in place | |
| B19 | **Has your organisation ever been investigated on the basis of poor financial management or failure to demonstrate good organisational governance?** |
|  | No |
| B20 | **Does your organisation currently have operational capital, if yes is this being applied as part of the request, if no, will the proposed asset provide for a financial asset or liability?** |
|  | Yes. CCC will contribute the unused capital funds it holds from the insurance payment by the Insurers of the Public Hall, from interest gained from the payment, funds raised within the community since the fire in the Public Hall, and from the anticipated sale of the property. |
| B21 | **Is the request for asset transfer being made in order to add to an existing property asset portfolio for the purposes of continued trading?** |
|  | No |
| B22 | **Please indicate with an example where the financial aspects of your proposal have been successfully applied elsewhere?** |
|  | We have conducted desk research and made a visit to identify successful application of financial aspects of our proposal. The purpose was to assess how third sector organisations successfully operate a mixed economy of income generation encompassing community centre, and business hub activities with a mixture of anchor tenants and clientele of regular and spasmodic hires, all within a social enterprise model.  A recent visit was made by a trustee to a successful arts and community centre in the West Midlands converted from a former public building and now operating through a Community Asset Transfer lease. The organisation provides a fully accessible building with a mixture of meeting rooms for hire to deliver workshops, meetings and training events together with larger space for performance,  exhibitions and community events. Operational and financial success is dependent on a small staff team and the commitment of a large team of volunteers and extensive use by, and commitment from, the local community.  Nearer home, the Albion Trust has successfully delivered a Business Hub at Norton Park in Edinburgh with serviced office space for the third sector in Edinburgh since 1998. It subsequently created and now operates a successful accessible conference meeting and events space which also serves as a base for a range of group activities for the local community delivered by external  organisations on an adjacent site. Both these enterprises by the Trust have been set up in converted former public buildings. The experience that Norton Park has of developing a popular and effectively managed local third sector business hub; of marketing, of client-facing activity and of property and facilities management will be mirrored at Westfield House. Our chairperson’s former longstanding  role as a trustee of the Albion Trust will augment CCC’s experience of over 40 years of delivering operations at Kirk Loan and then St John’s Road.  To inform our plans for creating capacity to deliver a financially successful model The Albion Trust Business Manager has spent time with CCC personnel to advise on key operational priorities, including the review of pricing structures, addressing staffing requirements, business relations and service profiling. |
| B23 | **Please identify if; (i) your proposals for impacts upon the finances of your organisation and (ii) plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact upon the request?** |
|  | The proposal does have an impact on the finances of CCC. There will be an increase in running costs but also an opportunity to generate significant sums from letting income. We know the demand is high and that we need to get the infrastructure of the building adapted in order to maximise this return. Once the upgrades to the building are made it will be fully accessible and a wider range of activities will be able to be held in Westfield House leading to increased income.  The organisation has a significant level of reserves. As at 31st March 2022, £1.06m is in a building fund which is restricted for “the purchase and refurbishment of community centre in Corstorphine”; and £180k in unrestricted funds is also available. CCC is also in the process of selling the land at 13-14 Kirk Loan. A buyer has been identified and these funds are expected to be around £600k and likely to be received in first half of 2023.  Having these available funds means that cashflow will not be an issue for CCC. Management accounts are produced monthly, and costs are forecast. Any areas of concern are highlighted to the management committee as soon as they arise. Fundraising attained is compared to targets on a monthly basis.  CCC has four trustees with a background in finance or accountancy and an external consultant prepares financial reports for the committee. |
| B24 | **How do you intend to continue to operate should any income related to the proposed building/land not be generated as planned?** Have you plans for alternative forms of income and/or alternative business model should income streams not continue? |
|  | We will hold cash reserves equivalent to two years’ running costs. |
| B25 | **What are your plans for the proposed asset should your organisation incur operational difficulties or cease to trade?** |
|  | As per our SCIO constitution (Clause 134) if CCC is wound up this process will be carried out in accordance with the Charities and Trustee Investment (Scotland) Act 2005. “Any surplus assets available to the organisation preceding its winding up or dissolution must be used for purposes which are the same as, or which closely resemble, the purposes of” CCC.  Therefore, only another community group could take over this asset, preserving its use for the benefit of the community within the area of Corstorphine Community Council (as at 1.3.15). |
| B26 | **How have you factored in the impact of the total ‘on-costs’ for the asset for your organisation, i.e. repair, maintenance, insurance, energy requirements?** |
|  | Yes. A section of the restricted building fund will be designated for repairs and maintenance of the asset.  Other related property costs (energy, insurance etc.) are incorporated into the revenue budget supplied. |
| B27 | **Please summarise below how you have factored in the following in regards to your proposals for use of the asset; market awareness, sales and other income generation opportunities.** |
|  | Evidence that we have factored in market awareness is contained in the answer to B12.  Our core sources of an increasing stream of income generation will be hires, anchor tenancies, charitable fundraising and grants and fees for the specific activities and services delivered by CCC in the Hub. Evidence that we have factored in sales and other income generation is shown throughout the submission, as they are the core of our plans for sustainability and success. |
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**PART C - Sustainability Impacts**

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| --- | --- |
| C1 | **In considering your proposals it is important that the impacts of proposals for use of the asset on the City’s economy, community-wellbeing and environment are identified.**  Please detail below the impacts upon the following: |
|  | Acquiring and renovating Westfield House will contribute towards achieving the four undernoted Council commitments:  Delivering an economy for all- local jobs, growth and affordable housing.  A staff team estimated as initially comprising four members will operate and administer the building, plan and deliver activity programmes, recruit and support our volunteer programme and act as CCC’s core link with anchor tenants, centre users, room hirers, suppliers, and community partners. The staff team will grow as the business profile of the centre develops and grows.  Volunteering opportunities will be diverse and provide opportunities for preparation, return to work and pre-retirement activities for both young people and adults of all ages within a supportive and business focussed environment.  Co-working and hot-desking space will be set up and be available for the local small business community and for national and city-wide charities seeking to initiate or sustain an activity presence in Corstorphine  Our longstanding commitment to working with local suppliers and tradespeople (notably to date for building maintenance and for catering) will be sustained and diversified during the building renovation programme and then for ongoing maintenance and operational management of the building and its facilities.    Delivering a sustainable future -a better environment and transport system that works for all.  Our plans to refurbish an existing building instead of its demolition and the construction of a new build development will ensure preservation of the foundations and structure of Westfield House. The preservation of foundations and structure will typically save 50-70% of embodied carbon emissions compared to the construction of a new build.  Initially, renovation work will focus on endeavouring to transition to net zero operational emissions.  We will evaluate and implement renewable energy technologies, particularly solar power. Low carbon solar electricity generation on the flat area of the mansard roof will provide the potential to export surplus electricity generated to an energy supplier.  We are currently in discussion with the Edinburgh Solar Cooperative, with a view to being included in their Phase 3 programme.  Replacement heating installation, using a centralised hybrid system will be considered as a transitional solution with heat pump and gas boiler combination.  Aware that lighting can account for up to 40% of energy use in a community building we will maximise natural light including the introduction of natural lighting to the central stairwell using roof lighting and/or sun pipes. We will update and replace light fittings and circuitry using LED fittings and luminaires.  Consideration will be given to the introduction of additional insulation including applied external wall insulation system and internal floor, wall and ceiling upgrading insulation and to upgrading ventilation systems in internal spaces.  Recycled materials for work on the building and on fixtures and fittings will be sourced and used wherever possible.  In day-to-day operations we will continue to transition towards creating net zero emissions. We will accelerate our organisational move from paper based to digital systems.  We will enable goods to be recycled and re-used.  We will encourage centre users to use low impact travel options to get to and from Westfield House and we will create green space in the former car park.  A place-based approach, contributing to Corstorphine’s 20-minute neighbourhood activities, will be delivered in Westfield House    Delivering for our children and families - improving lives and futures  CCC has a long-established role in providing activities and facilities which promote wellbeing for children, young people and families.  We will offer social and community space to parents and young children for their activities in addition to delivering weekly social and wellbeing activities for mothers and babies in partnership with Home Start. As the growth of young families living in the area following substantial local house building development programme rolls out, it is anticipated that there will be increasing demand for access to our facilities. We will market both indoor and outdoor spaces and facilities targeted towards young families. We will also liaise and consult with young families to identify gaps in service and activity provision which are identified as best being delivered in house by CCC.  The facilities which we will be developing will be compatible with after-school and holiday provision for children and primary school age. We will identify interest in use of the provision Subject to need being identified we would seek out delivery options focussed on either potential partner interest in co-provision or in independent provision on site by another specialist charitable organisation.  Our youth work programme has also expanded over the past 3 years with initial collaboration with Youth Talk and the Lifelong Learning Youth Engagement Partnership and Park Life Summer provision.  Our Thursday night Youth Club survived the Covid lock down with activities on line and then outdoors with Car Park Life and then has moved into the CCC Hub with anticipated development for outdoor activities such as basketball and football.  The partnership with SHE Scotland allowed for a new Girls Group to be delivered and from this the transition to the Thursday night club and other one to one mentorships.  Lockdown halted the intergenerational activities with school pupils from Royal High attending the Lunch Club and Men’s Shed workshop to assist with the groups and learn carpentry skills. This will be revived within CCC Hub in the future with further opportunities being developed for volunteering positions within groups and the ability to work towards the Duke of Edinburgh Award. Currently we have 2 young people who are leading and supporting a Gentle Walking group on a Friday afternoon. 5 young people volunteered to help with the move in to Westfield House and to do painting and setting up the shop.  CCC responded to a request to provide an after-school homework club for secondary pupils with English as a second language with lived experience of being refugees and asylum seekers. This project attracted 43 young participants on the first day and they have requested a youth club environment to meet and socialise in. They are also being encouraged to integrate to the Thursday youth club. Other youth provision can be developed in the future to include more intergenerational activities.    Delivering a healthier city for all ages - strong and vibrant communities  Activity programming will focus on enhancing health and wellbeing, and will include weekly walking groups, gentle exercise classes and arts and crafts groups. Reduction in isolation and engagement in the community will also be promoted through volunteering opportunities and social activities including weekly lunch clubs and monthly tea dances. All of the centre’s in-house activities will focus on promoting mental health and wellbeing in line with the focus of family and youth work provision and the Men’s Shed activities.  We will support the community to be connected by using social media to inform local people about the centre and by delivering a digital support programme. The development of “civic” space on the top floor will increase the community’s capacity to organise and host meetings, events, festivals, and exhibitions. The outside space will provide space for sitting and socialising, for gardening, for children’s play and for informal organised sport such as walking football. Development planning of the outside space will prioritise ensuring full access by people who are disabled or have limited mobility as will planning the indoor facilities.  Marketing the centre’s facilities and activities will be designed to facilitate and promote participation by people who are members of minority groups living in Corstorphine and by groups previously excluded by traditional service delivery models. |
|  |  |
| C2 | **Please detail below what you think are the benefits to the Edinburgh economy, please outline both positive and negative benefits that you think may occur:** |
|  | The benefits of the operations of a community centre within Westfield House  to particular groups of people, to third sector organisations and public bodies  operating in the area or seeking to do so, and to individual residents and  families, are key reasons for this bid for a community asset transfer.  A strong additional and key element of the benefits is the potential of growing  social capital which will be gained by the involvement of the local community  offering their substantial knowledge, experience and time for the benefit of  other people living in their community.  We seek to make social capital a key feature which will be identified by the  community being more than a local facility, it will be a resource which  enhances peoples sense of belonging to the community of Corstorphine, and  creates and nurtures positive attitudes to participation in activities within our  community and in local civic engagement. The centre will enhance community  cohesion, and approaches to developing activities such as volunteering will be  based on people actively creating mutual benefit..  Corstorphine will have at its heart an organisation which is rich in social  capital, with a strong sense of its rộle and purpose in the community, and  which uses local skills and “know how” to deploy the social capital.  We will build on the organisational capacity and social capital which has been  built up over many years by CYCC throughout its existence and now being  continued through CCC, benefitting from the sustained involvement of a  large number of people who give their time on a voluntary or pro bono basis  for the benefit of the Community.  This engagement allows the organisation to function efficiently and effectively  in achieving goals and at the same time building up the social capital. An  additional benefit is that this approach allows more of the financial resources  of the organisation to be spent directly on providing the programme of  activities and opportunities rather than on infrastructure. It enables more  activities to be organised, more people to be catered for through activities and  a higher quality range of offerings to be delivered.  We will be creating a comprehensive portfolio of volunteering opportunities  delivered both “in house” within the Westfield House building and its grounds  and out in the wider community. We are confident that our current team of 54  active volunteers will grow and diversify supported by our volunteer  coordinator. A recent call out for local volunteers, using social media, quickly resulted in a team being set up from scratch to clear the outside space at Westfield House. Similar success in setting up a team of volunteer  reception staff resulted from another call out to the local community. These experiences confirm significant interest within the community of being  part of the future of a community centre, which has an operating model which is building local social capital.  Volunteers will be engaged in delivering centre activities, in supporting the  day to day running of the centre in planning and governance. There will also  be volunteering in outreach settings, with examples such as youth work in  settings where young people gather, supporting healthy living  activities such as walking groups, and using local sports facilities, and  delivering support to older people who cannot use the centre facilities in their  own homes. |
| C3 | **Please detail below what you think are the benefits to the community outlining both positive and negative benefits that you think may occur: for example; what the impacts on the local community will be:** |
|  | As the site for delivery of CCC own activities and acting as a host site for the activities of other organisations and bodies and for members of the community Westfield House will be a Community Hub for Corstorphine. The impact of this will be substantial.  A core asset for Corstorphine will be owned and managed by a local organisation whose governance body is elected exclusively by its membership, which is made up of people living in the area of benefit. Through this governance model, CCC will be directly accountable to the community it seeks to serve, through the activities and facilities it delivers in Westfield House.  The CCC Hub will be managed for the benefit of the Community by a local organisation with 40 years’ experience of operating a community facility and 9 years recent experience of delivering a community Hub model.  The key impacts noted above result in a strengthened role for the community in operating its own resources.  Other key benefits to the Community relate to the operations to be delivered in Westfield House.   * CCC Hub, when fully refurbished, will add to the portfolio of affordable, accessible, fit-for-purpose facilities for community activities available in Corstorphine. * Connectivity will be enhanced as our activities are designed to keep or re-introduce people to activity in their own community. * Health and wellbeing will be supported and enhanced through our programme of activities. * A range of opportunities will be in place for volunteering, and the benefits these bring to the individual, and their contribution to community wellbeing, will be enhanced. * Anchor tenants will have a base to deliver their services and activities in an accessible fit-for-purpose environment. * Affordable space will be available to hire by members of the community, new and established groups, charities, social enterprises and small businesses. * The environment will be enhanced through the introduction of additional outside space for green and wellbeing activity. * “Civic” space for Corstorphine will be in place for meetings, exhibitions, events and community and performance activities. |
| C4 | **Please detail below what you think are the benefits to the City environment – please outline both positive and negative benefits that you think may occur:** |
|  | The Westfield House project and the acquisition and renovation of the building by Corstorphine Community Centre will contribute to Edinburgh’s built environment by restoring and developing a redundant and empty building.  The Hub which will be created, with community space and facilities both inside and outside the building, will be a focal point for community connection and participation in Corstorphine. It will reduce the need to travel outside the area for activities and facilities as local residents will have them available in their own community. It will contribute to a 20-minute neighbourhood. Active travel to the Hub will be supported. A comprehensive volunteering programme will be available. Outside community green space in Corstorphine will be extended, creating new opportunities for participation in play, recreation and community engagement. |

**PART D – Summary Budget Information**

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| --- | --- | --- | --- |
| D1 | **If appropriate, please summarise the budget arrangements for the requested building/land:** | | |
|  |  | Income | Expenditure |
|  | See attached business plan (Appendix 2) |  |  |
|  |

**PART E - Other Issues relating to your request**

Current financial and other support from the City of Edinburgh Council

|  |  |  |  |
| --- | --- | --- | --- |
| E1 | Please identify below any investment that your organisation currently receives from the Council: | | |
|  | Over the last year – project-based funding only | £sum | Purpose |
|  | West Edinburgh Neighbourhood Network | 3,879  4,612 | Refugee project  Youth Club |
|  | ENLIVEN | 7,500 | Community Activities for older people |
|  | One City – Nourish to Flourish project | 7,500 | Community events and healthy eating |
|  | Education | 1,784 | Refugee project |
| E2 | Please identify below any investment that your organisation has attracted from the Council in regard to the proposed transfer of the building/land identified in item 2 above: | | |
|  |  | £sum | Purpose |
|  | Not applicable |  |  |
|  |  |  |  |
|  |  |  |  |
| E3 | Please identify below any investment in kind that your organisation currently receives from the Council in regards to the proposed transfer of the building/land identified in item 2 above: | | |
|  |  | £sum or equivalent value | Purpose |
|  | Not applicable |  |  |
|  |  |  |  |
| E4 | If receiving investment or other financial support as above, is it anticipated that this will continue for the future and be of benefit in regards to your proposals for the building/land? | | |
|  | Not applicable | | |
|  |

Added Social Value

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| --- | --- | --- | --- |
| E4 | Please summarise below any additional social added value that your proposals may generate (for example; this may include volunteering, new services, improved trading or other initiatives) | *Please identify any equivalent social added value (£m)* | |
|  |  |  |  |
|  |  |  |  |

Submission Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | Please check that you have included the following as part of the accompanying information to your stage 2 submission: | | |
|  |  | Yes | No |
|  | Full Business Plan (including financial plans) for the use of the Council-owned building or land | x |  |
|  | Most recent Full Year Accounts for your organisation | x |  |
|  | Articles of Association/ Constitution/Governance Document for your organisation | x |  |
|  | Supporting material from community members or other interests | x |  |
|  | Have you read the Council Policy on Asset Transfers? | x |  |
|  | Have you read the Guidance for completing the application? | x |  |
|  | Have you read the Scottish Government Guidance for Community Transfer Bodies? | x |  |
|  | Are you able to prepare public briefing material on your proposal and present at committee | x |  |

Signing Off

|  |  |  |
| --- | --- | --- |
|  | Please get the following to sign-off your application\*: | |
|  |  | Signature |
|  | Chairperson of your organisation  NAME: Shulah Allan  DATE: |  |
|  |
|  |
|  | Senior Director/Committee Member  NAME/POSITION: Frank Ross  DATE: |  |
|  |
|  |
|  | Name of person submitting the application:  NAME/POSITION: Shulah Allan  DATE: |  |
|  |
|  |

\* Signatories in signing the above assess that the information contained within the application form is accurate at the time of submission. In addition, should their request be successful, conditions of transfer will be the subject of separate legal agreement(s) with the Council.