



COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

EAST LoTHIAN COUNCIL

IMPORTANT NOTES:

This asset transfer request form is to be used to make a request to East Lothian Council.

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

You should read the asset transfer guidance provided by the Scottish Government before making a request. Please also read East Lothian Council Guidance on Asset Transfer.

You are strongly advised to contact *Liz Mclean* to discuss your proposals before making an asset transfer request.

When completed, this form must be emailed to assettransfers@eastlothian.gov.uk

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

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

1.1 Name of the CTB making the asset transfer request

North Berwick Community Development Company
(Company no. SC599775)

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

[Redacted address information]

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

Contact name: [Redacted]
Postal address: [Redacted]

Postcode: [Redacted]
Email: [Redacted]
Telephone: [Redacted]

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

You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

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

	Company, and its company number is SC599775	x
	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

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

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

No

Yes

Please give the title and date of the designation order:

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

No

Yes

If yes what class of bodies does it fall within?

Community controlled body

Section 2: Information about the land and rights requested

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

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

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

The Council Depot at Lime Grove

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

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

UPRN: 1357 and 1359 as shown on the attached plan

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:


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

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

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

3A – Request for ownership

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


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

3B – request for lease

What is the length of lease you are requesting?

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

Proposed rent: £ per

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

3C – request for other rights

What are the rights you are requesting?

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Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment: £		per
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Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 4: Community Proposal

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

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

Proposal

The proposal aims to deliver a multi-functional community hub to meet the current and future needs of the growing North Berwick community.

The only suitable site available in the town is the Council-owned Lime Grove depot. The proposal is to meet the community's identified needs through asset transfer of the Lime Grove site to a newly formed company, the North Berwick Community Development Company (NBCDC). Once the land has been transferred, the company will take forward the development of new buildings and facilities at Lime Grove to serve as a community hub.

A process of research and extensive consultation was undertaken over some 18 months to identify and prioritise the community's needs. A detailed and robust Business Plan was then prepared (copy attached) which sets out: how the land will be used; how the identified needs will be met; the activities that will take place in the hub; and how the proposal will be financially sustainable.

The community hub will include:

- 1) A flexible multi-functional performing arts space providing the opportunity for cinema, drama, concerts, leisure and other activities serving the whole community;
- 2) A dedicated youth facility to enhance services for young people in the town, quadrupling the existing provision;
- 3) Community gardens; and
- 4) An outdoor amphitheatre.

In order to provide revenue and additional services, the community hub will also include:

- 1) A soft play facility for the under 10s;
- 2) A community-run café open throughout the day and available to cater for evening events; and

3) Modern and flexible bunkhouse accommodation to support sustainable tourism.

The objective of the community hub is to be financially sustainable. To this end individual activities and events will also take place within the hub, capable of attracting funding from different sources. The above blend of services and activities is designed to generate sufficient income to pay staff and run and maintain the hub.

Community Needs

Community ownership of the site will contribute towards the resilience of North Berwick and provide an asset where local groups and organisations can generate income, develop projects and provide services for the benefit of the people who live, work and visit here, now and in the future with particular focus on the most disadvantaged.

Over the last 18 months an analysis of community needs has been undertaken as part of the consultation process and further research was undertaken during the development of the Business Plan. The Business Plan provides considerably more detail, but the principal needs of the community can be summarised as follows:

1) There is strong population growth in North Berwick – a 10.7% rise since the 2001 Census - approximately double the rate of Scotland as a whole. This is placing significant pressure on services and infrastructure now, which will increase over time. It is also increasing the demand for facilities to accommodate leisure and cultural activities.

2) North Berwick has an ageing population. The number of residents aged 65 years and over in the North Berwick Coastal (NBC) ward is expected to increase to 31.1% by 2027 and 56% by 2031.

3) The number of people living with dementia in the NBC ward is also increasing. It is well documented that an ageing population is particularly prone to loneliness and social isolation. Research highlights that access to an arts space could play a part in tackling these issues for older people.

4) The building of new housing developments has attracted many families to come and live in the area. This has resulted in a disproportionate population growth, particularly in the 0-15 age range. Improving provision for teenagers was ranked the highest priority for the area, by the East Lothian Residents Survey (2017).

In addition, there are concerns regarding the provision of suitable training and education opportunities for young people (16-24) in North Berwick who are otherwise disadvantaged or excluded.

5) North Berwick is a wealthy place relative to the rest of East Lothian, but there are high levels of inequality in the town. This reduces social cohesion and has a potential

adverse impact on the health and wellbeing of disadvantaged members of the community.

6) In the NBC ward, 14% of the population have poor mental health or learning disabilities and/or or physical ill health or disabilities.

7) There are over 300 young people who are assessed as having additional support needs in the NBC ward.

Benefits of the proposal

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

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

Benefits

The Community Asset Transfer aims to deliver the following key benefits:

Economic Development

The proposal will deliver economic benefits at the point of the asset transfer, through the development of the site and for the lifetime of the buildings and facilities.

NBCDC proposes to acquire the site at market value, thereby releasing a significant capital sum to East Lothian Council.

The construction of the new facilities will sustain existing and potentially create new employment opportunities for local property and construction industries. NBCDC intends to structure the procurement process so that those engaged in the project will be required to demonstrate the benefit their supply chain will provide to the local economy. This could take various forms, such as prioritising the use of local suppliers, tradesmen and materials and/or creating work experience opportunities.

In due course, NBCDC will itself create employment opportunities as the organisation will need to take on a project manager to assist with the delivery of the new Community Hub building.

As detailed in the Business Plan, it is anticipated that the community hub will directly create a minimum of 10 full-time equivalent jobs and three waged traineeships.

In addition, the Business Plan has used the New Economy Manchester approach to calculate that the community hub will deliver £6,022,450 in social return over 25 years of its operation. New Economy Manchester have developed a nationally leading approach to analysing the fiscal, economic, and social value of economic development and public service reform projects and programmes - (see <http://www.neweconomymanchester.com/our-work/research-evaluation-cost-benefit-analysis/cost-benefit-analysis>).

In summary, the proposal will deliver significant capital receipts, employment opportunities, a measurable social return and community facilities at no cost to the Council. In our view, a commercial buyer for the land would not be able to provide a similar breadth and depth of positive outcomes for the wider community.

Regeneration

The Lime Grove site is currently derelict. Our proposals will regenerate the land and provide a wide range of facilities for the community.

In the community consultation, the inadequacy of social infrastructure and facilities for the growing community was repeatedly highlighted. There is a significant increase in the number of households in the town, but a lack of facilities to help provide social cohesion.

Public Health and Social Wellbeing

As the population of North Berwick expands, there will be increasing demand for health, care and leisure services. There is also the potential for an increase in social isolation and loneliness. The Area Partnership has identified social isolation as a key issue for the area.

Our research has identified a level of inequality in North Berwick and the proposal seeks to reduce the disadvantages associated with lower income groups: lower expectations, poorer health, lower life expectancy and poorer educational attainment.

Inequalities in health can be more pronounced within older communities where people maybe asset rich but cash poor. And these inequalities and relative poverty can be hidden in communities such as North Berwick.

An intergenerational philosophy is at the core of the project and it will provide the benefits of intergenerational activities that harness the untapped potential of older people and promote healthy aging. This includes significant benefits to both physical and mental health of older people. It also helps to foster a collective wisdom and community health.

The cafe, theatre and gardens and youth focused activities will all facilitate the process of creating community health.

Young people in North Berwick have lost access to several important facilities in recent years, including 'The Space' – a skatepark, which also had a softplay area, the outdoor swimming pool and the cinema. The young people have made a film to demonstrate this <https://vimeo.com/channels/nbyp>.

Mental health is a key issue among young people. A survey carried out by North Berwick High School identified that 18% of young people at have mental health issues.

Increasing opportunities for young people is a key priority for the North Berwick Coastal Area Partnership, as it will be for NBCDC.

The development of the site and buildings will address these issues in numerous ways:

1) The initial stage of development can address poor skills and expectations by providing access to volunteering and apprenticeship opportunities. There is the opportunity to become part of the East Lothian Works scheme as a placement venue, as well as being a platform for intergenerational training, where retired adults can re-skill the younger generation.

2) The development of the outdoor space will offer the same kind of engagement through volunteering, group work, training in horticulture and woodwork, as well as the arts, and education about wildlife and environmental issues. This work and training will give the community a sense of pride and will improve the visitor offer. It will offer a therapeutic space for the elderly, those feeling isolated, children, young people and people with long-term illness. Access to the facility will enable these groups to feel more integrated, empowered, useful, healthier and more in touch with their environment. This all leads to improved health and wellbeing.

3) Once the community hub is open, the different areas will give a greater range of benefits, such as opportunities for self-employment, volunteering and paid work placements. The facilities will be designed to be dementia friendly throughout and welcoming to the disabled. People of all ages will be able to mix together and share experiences in groups and in the cafe, the performing arts space and at other events, reducing social isolation. This is a creative and enterprising community and there will be so many possibilities to organise events and activities to meet the differing needs of the community. The aim is for everyone, no matter their age, background or interests, to have the opportunity to access new educational, cultural and leisure activities. The community hub will address local needs, stimulate opportunities to volunteer and learn new skills, and develop community enterprise.

The building and the gardens will also contribute to social cohesion through the wide range of activities they will host. They will also contribute towards improving mental health and wellbeing, given that community gardens and arts and other cultural activities have been shown to be beneficial in these areas. The performing arts space would be accessible to everyone in North Berwick and the surrounding area and would help to reduce isolation and loneliness. The activities and facilities for young people will increase confidence, motivation and wellbeing, for example,

physical activities will be provided for young people who do not normally engage in sport. Mental wellbeing will be tackled with the support of youth workers and the provision of therapeutic activities, such as mindfulness.

Environmental Wellbeing

The site is ecologically sensitive, with great crested newts and, potentially, bats present. There are only five known populations of these newts in East Lothian. It is intended both to conserve and enhance the natural heritage of the site. The development will be designed with the conservation needs of the site in mind and to mitigate any problems of displacement. The design for the site as a whole will include significant areas of open ground, the creation of additional ponds, the use of SUD systems and species-specific drainage.

The high ecological value of the site, as well as its stunning views, can also enhance its value to the community for outdoor recreational and educational purposes, and contribute to the reach of the project overall. The outdoor spaces will also provide training and volunteering opportunities as they will need to be maintained for people to enjoy. Outdoor activities are known to deliver health and wellbeing benefits and can help alleviate social isolation, thereby contributing to the Council's strategies.

Those parts of the site which are developed as community gardens will be designed to be dementia friendly and will provide further educational and volunteering opportunities.

Transport and active travel

Lime Grove is easily accessible from the town centre and wider town on foot or by bicycle, as well as by car, and it is hoped that in due course the site will also be served by public transport. The project will proactively encourage walking and cycling to the site, both because of the positive effects on community health and wellbeing and in order to minimise traffic and mitigate pollution and noise. The site can be accessed by existing footpaths and it is also possible to walk up from the East Beach. It is already possible to cycle to the site and we hope it may be possible to upgrade the existing path to provide cycle access or provide an off-road cycle path in due course.

An environmental impact assessment will be required, which will necessarily consider traffic calming measures and other restrictions in order to lessen the impact of traffic on the adjacent residential area, together with mitigation measures for noise and light pollution.

Reducing inequalities of outcome from socio-economic disadvantage

We believe that the proposed uses of the community hub and wider Lime Grove site have the potential to help deliver East Lothian Council's socio-economic policies across the east of the county. The opportunities for employment and learning offered

by the project will also address East Lothian Council's objective that people are working, free from in-work poverty and able to develop and improve work skills.

The North Berwick coastal area is access-deprived, which disproportionately affects the most socio-economically disadvantaged members of the community. Improved access to local services will especially benefit this section of the population.

The provision of services will take account of the Poverty Commissioner's Report and will be delivered in partnership with the Kindness Co-operative, set up by the Community Centre to help those in need and in crisis. For example, the services for young people will be universal, but will also be targeted at those who are most disadvantaged or disengaged and support them by offering free places for activities and events and by bursary schemes. A 'pay for another' scheme will be implemented for the performing arts programme, providing an opportunity for people to purchase additional tickets to be used to increase access to the arts for those who would otherwise not afford them. There will be volunteering opportunities, with a payback programme in place to ensure that those volunteering their time have free or reduced-price access to the arts and cultural performances, so going some way towards addressing the inequalities in the area.

The Community Hub will help ELC to deliver on its outcomes and, as previously mentioned, the Business Plan has calculated that the community hub will deliver £6,022,450 in social return over 25 years of its operation.

The price NBCDC will pay will allow ELC to deliver its policies to reduce socio-economic disadvantage across the county.

Public services could be provided at the community hub, through negotiation, to deliver the services to the most socio-economic disadvantaged.

The key benefits which the project will deliver have been designed to meet the needs and aspirations of the community. The Business Plan (attached) describes these key benefits in detail, but they are summarised below:

OUTPUT ENABLED BY THE PROJECT	KEY BENEFIT REALISED
Increased cultural opportunities (access to performing arts, films, exhibitions, visual arts, etc)	Improved social and cultural engagement for all ages
Increased opportunities for activities and engagement for older people	Increased social cohesion; reduced loneliness and improved mental health

OUTPUT ENABLED BY THE PROJECT	KEY BENEFIT REALISED
Increased activities for young people leading to increased social opportunities	Increased confidence, motivation and wellbeing
Increased intergenerational opportunities eg skill transference	Increased social cohesion; reduced loneliness and improved mental health
Space for young families to meet and play	Improved mental health and wellbeing
Café providing opportunities for social activities	Increased community cohesion; improved mental health and wellbeing for all ages
Volunteering, learning and work experience opportunities	Improved mental health and wellbeing for all ages; improved skills
Informal educational opportunities (emotional learning for school age)	Increased confidence, academic attainment and a diverse range of skills
Formal learning opportunities and qualifications	Increased employability skills and access to jobs
Apprenticeships	Increased employability skills and access to jobs

Restrictions on use of the land

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

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

1) National Trust Restriction

There is a National Trust Conservation on part of the area, which states that this part of the site should not be built on. Our plans for the site will protect and enhance this area.

2) The Garages

We are aware that residents use garages on the site and we would work with them about the garages' future use.

3) Number 1, Rhodes Cottages

Our proposal would allow the owners of No 1 Rhodes Cottages, to retain right of access to their property from the adjacent roadway which forms part of the Lime Grove site.

4) Title Restriction

The restriction states that the land is to be used as a public park and as a place for recreation. The advice from ELC's solicitor is that this restriction could be removed by a process using the 'sunset rule' provisions which are referenced in sections 20-24 of the Title conditions (Scotland) Act 2003. These sections make allowance for a property owner to apply to the Lands Tribunal to have removed from their titles any burdens and conditions that are 100 years or more old. Our plans for the site will protect and enhance this area.

5) Great Crested Newts

An amphibian survey was carried out at Lime Grove in 2014 and confirmed the presence of great crested newts. We will ensure our plans to develop the site will not compromise the newt population and will seek to enhance or create new habitats where possible. Prior to work beginning at Lime Grove, specialist advice will be sought to agree mitigation measures and ensure that the works will not affect the newts. Advice and a license will be sought from SNH.

6) Bats

It is unknown whether bats use or occupy the existing buildings at Lime Grove, but they are generally of a style and structure which would allow bats to roost. A bat survey should be carried out to determine which species of bat are present, if any, and the significance of the population. If bats are found in any of the buildings, a license will be sought from SNH. The loss of a bat roost through development will normally require the fitting of bat boxes within the proposal site as mitigation.

7) Planning

Current planning restrictions refer to a need to respect the residential character of the area. Our architect's plans will take into account the character of the area and the amenity of the residents. We will work with the local residents to reduce the impact of both the development and the operation of the community hub. The architects we have chosen have a track record of working with communities (see section 4.5).

Negative consequences

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

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

Risk: Displacement of activities from other sites

Mitigation: We have consulted with all relevant local groups and organisations to ensure that the proposed new facilities at Lime Grove will not negatively impact on their activities.

An example of our successful approach to consultation/collaboration with local groups is demonstrated by a quote from [REDACTED], Chair of NB Movies: 'NB Movies is a well-established and highly successful not-for-profit organisation run by a voluntary group. The introduction of film screening facilities in a community hub could, if run in competition with NB Movies, undermine the existing cinema organisation. However, the Management Committee of NB Movies has been closely associated with the planning of the asset transfer proposals (and was represented on the Arts Centre Group that preceded it) in order to ensure that any proposals involving film screenings in the proposed community hub will meet the cinema group's aims and objectives and the interests of its supporters. The supporters of NB Movies have been invited to become members of the North Berwick Community Development Company and will therefore have a voice in the development of the community hub. Cinema screenings in the hub would therefore not be in competition with NB Movies screenings, but in fulfilment of the NB Movies objective of providing cinema facilities for the people of the town.'

The Business Plan carefully examined possible displacement for the bunkhouse, the soft play facility and the café, and concluded it would not be a significant issue for any of these facilities: there is no comparable accommodation or soft play area in North Berwick, and the cafe will be 1.3 miles from North Berwick town centre. The main displacement concerns are for North Berwick Community Centre, specifically, the possibility of renting the hall or other spaces in the hub for activities which could be provided in the Community Centre. A presentation on the Business Plan was made to the Community Centre Management Committee and was well received. The Management Committee and NBCDC have agreed to work closely together to ensure that the two facilities complement each other as far as possible eg NBCDC would consider co-opting a member of the Community Centre Management Committee to its Board.

Risk: Moving the Youth Project services to the new site will reduce provision for young people within the town centre and the Hope Rooms will be underused

Mitigation: Management of the Hope Rooms could be transferred to the Community Hub and be administered by the Community Hub Manager. This would provide an additional resource for activities that needed to be provided in the town centre. This will enable the Youth Project and other bodies to continue to use the small, flexible space when needed, effectively broadening the services that can be provided for young people and other sections of the community, resulting in an increase in community accessible resources within the town centre.

Risk: Loss of potential housing expansion

Mitigation: The likelihood is that the majority of any housing development at Lime Grove would be luxury houses. A strong feeling emerged in the community engagement that the town's infrastructure is insufficient for the growing number of houses and that the availability of the Lime Grove site is a unique opportunity to provide much-needed facilities for our burgeoning population.

Risk: Loss of existing buildings which, although unlisted, have architectural merit or local landmark status.

Mitigation: We will maintain any buildings of interest where possible. It is highly likely that the existing buildings would be lost if the land is sold to commercial developers.

Risk: Reduced wildlife habitat

Mitigation: The project aims to conserve and enhance the natural heritage of the site. We will seek professional advice on conservation of the great crested newts and other wildlife.

There are several risks that could adversely affect local residents.

Risks: To residential amenity which could include pollution, noise, loss of views / access / over-spill parking / increased traffic / road safety / congestion / disruption during construction work / anti-social behaviour (litter, vandalism etc.)

Mitigation: We have consulted extensively with the Lime Grove Residents' Association, several of whom are members of the Lime Grove Asset Transfer Group and now NBCDC. The Chair of the Residents' Association is a Director of NBCDC. The Residents' Association has been fully consulted about the possible negative consequences and remains in favour of the project.

As the project moves forward there will be continuing planned engagement with the local community to ensure the development respects the residential amenity of the area. These issues will be addressed through detailed design, building regulations and the planning process. The project will be designed to co-exist with existing housing and will be developed in close collaboration with local residents. Adequate parking will be provided on site for users of the community hub (c 100 spaces).

The architects, JGA have a track record in successfully working with communities in this way. Planning consent was obtained at Balmaha, Loch Lomond & Trossachs National Park and Grange Church, Kilmarnock, both undertaking extensive public consultation and successfully satisfying local residents concerns.

Risk: The project fails leading to an undeveloped site, or an unused development, with negative effects on the local area.

Mitigation: The project will not proceed unless adequate funding is secured. If the site is developed in phases, each phase will add further sustainable facilities. The Business Plan is comprehensive and robust.

Risk: The project is unable to secure funds for the development of a community hub

Mitigation: NBCDC would apply to NBT for the funds to purchase the site and to develop it at the same time

Risk: NBCDC secures funds for the development of the community hub but is unable to complete the building due to an overspend

Mitigation: NBCDC will appoint professional advisers and has appropriate experience and expertise on the Board that has a track record in delivering successful projects. Therefore, NBCDC expects to deliver a completed community hub on time and within budget including a 10% contingency. In the list of works NBCDC will identify works that could be deferred or could have a reduced cost due to materials used etc.

Risk: the community hub takes longer to build its income and is not financially viable in the early years

Mitigation: The business plan shows that the community hub is financially viable with varied income streams. NBCDC will have experienced personnel and has involved a team of people that have a track record in delivering successful projects. NBCDC will have a clear reporting structure and monitoring. See Stage 3 below for more detail.

Risk: The local residents will lose their garages.

Mitigation: This would definitely happen if the site was sold to developers. We will work with local residents about the garages' future use.

Capacity to deliver

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

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

Skills available to the team:

4.5 Capacity to Deliver

We have identified 3 key stages:

NBCDC Stage 1 - the acquisition of the land and working with stakeholders, architects and other professional agents to finalise the design of the community hub and wider site

NBCDC Stage 2 - the development of the Lime Grove site and its practical completion

NBCDC Stage 3 - the opening and operation of a financially sustainable Lime Grove community hub

Background

NBCDC recognises that different skills will be required through these three stages of project development. NBCDC consists of a diverse group of local people with a range of skills. We will carry out a skills audit and identify any skills gaps. NBCDC envisages filling those gaps by using a combination of professional advisors and recruiting other qualified members of the community. With growing membership (and support) for the project, there will be a large pool of local talent that can be recruited for Stages 2 and 3 of the project. This will enable NBCDC to increase Board membership. See Appendix 5c of the Business Plan for Directors Job Descriptions attached.

The Business Plan will form the basis for the successful delivery of this project. This was produced by **SKS Consultants** in March 2018. SKS has a long and impressive track record of successful working with community enterprises.

Jim Bennett was the lead consultant for SKS and he has continued to make himself available for additional presentations and to answer any questions. His support is highly valued by the Lime Grove Asset Transfer Group.

NBCDC Stage 1

We have engaged with community groups elsewhere who have completed successful community buyouts or asset transfers, such as Bridgend Inspiring Growth, Coburg House Art Studios in Edinburgh and Fire Station Creative in Dunfermline to ensure our strategy and approach incorporates lessons learnt.

We have taken advice from the Development Trust Association Scotland and the Community Ownership Support Service (COSS). We have used DTAS's model articles to ensure that our structure supports the application of good standards of governance and accountability. The Scottish Land Fund has given us advice and has confirmed that our articles meet their criteria.

The current key personnel in NBCDC are all residents of North Berwick:

[Redacted text block containing names and details of key personnel]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

NBCDC Stage 2

We recognise that NBCDC will need to recruit additional board members for Stage 2, in particular, members with relevant skills and a good track record in delivering successful build projects.

[REDACTED], architects at John Gilbert Architects (JGA), have [REDACTED] visited Lime Grove and formed part of the SKS team that delivered the Business Plan.

In March we invited tenders for the outline design and costing of the new community hub. The Lime Grove Group selected JGA architects in Glasgow to carry out this work. JGA broke their approach down into distinct stages covering the feasibility report, detailed planning stage and development stage. Its team has significant experience and expertise in working with community organisations, asset transfer

projects and within tight funding parameters. JGA aims to support us through the whole process.

Lead consultant: John Gilbert Architects

Quantity surveyor: nbm Construction Cost Consultants

Structural and Mechanical & Electrical Engineers: Harley Haddow

Landscape architect: erz

Ecology consultant: Etive Ecology

This work is in abeyance until the asset transfer and funding has been agreed.

Client Project Manager – client representative (RIBA stage 2-7)

Following successful acquisition of the site, we will go out to market to employ an experienced project manager to drive the project forward and manage the successful architect team, designers and contractor to develop and deliver the new hub. Continued engagement with all stakeholders, including residents and funders will be critical to make sure the outcomes align with the strategy. Our project manager will use the globally recognised Managing Successful Programmes (MSP) framework to ensure we successfully deliver the project, based on sound governance and assurance, to ensure a smooth handover to the Lime Grove operating team to deliver the anticipated benefits for the community.

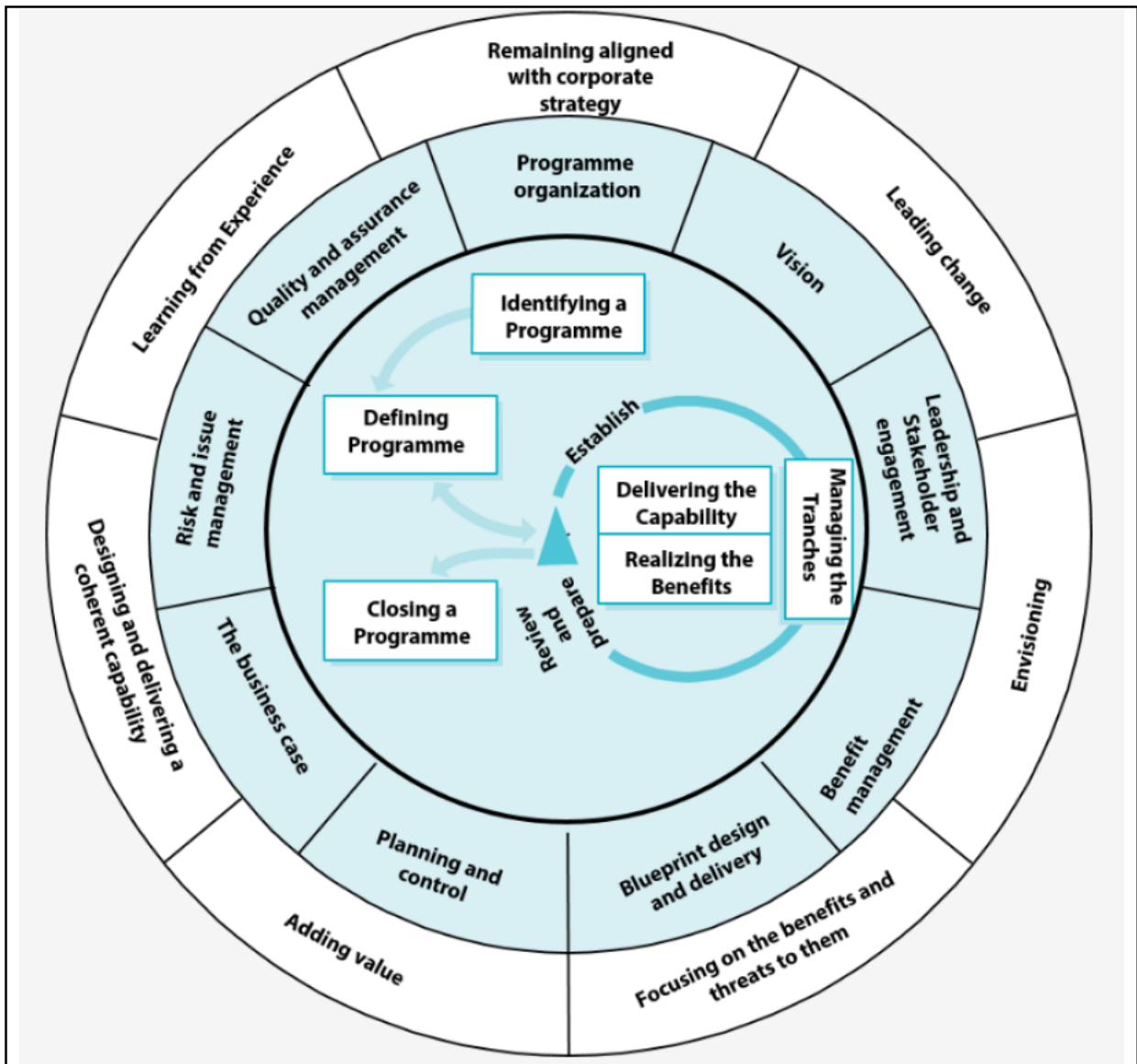
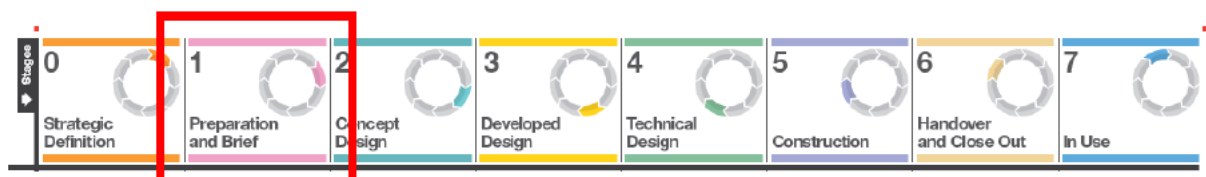


Figure: Managing Successful Programmes Blueprint – key to delivering benefits

The Lime Grove Project is currently in project phase Stage 1, Preparation and Brief. Following acquisition of the land, we will instruct our project manager and architect John Gilbert, to proceed with Stage 2 Concept Design.

The Lime Grove Project is governed and aligned to the definitive UK recognised model for building design and construction process, the RIBA Plan of Work (<https://www.ribaplanofwork.com/>)

The figure below represents the key phases the Lime Grove project will follow and align to.



The Lime Grove Project follows the RIBA Plan of work, UK recognised model for building design and construction process. We are currently finalising Stage 1, Preparation and Brief marked in red above.

Architect – design development (RIBA stage 2 - 6)

Following successful completion of RIBA Stage 1, we will procure project management services to manage John Gilbert Architects to design and deliver the project.

John Gilbert Architects will support us in finalising Stage 1 Preparation and Brief based on our Business Case, which defined Stage 0 Strategic Definition.

Contractor – Design & Build (RIBA stage 4 - 6)

Following successful completion of RIBA Stage 3 Developed Design, our project manager will go out to the market and tender for contractors to support with Stage 4, 5 and 6, Technical Design, Construction and Handover to the operations team who will manage NBCDC Stage 3.

Procurement and Build Timetable:

	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2021 Q1	2021 Q2
Design Feasibility													
Funding Negotiations													
Planning													
Building Warrant Prep													
Building W. Process													
Production Info & Billing													
Tender & mobilisation													
Build													

Figure: Indicative Lime Grove Programme to develop design and deliver the build. The programme is aligned to the RIBA framework Stage 2 – 6.

NBCDC Stage 3 (RIBA Stage 7)

Well before the project completion date, the NBCDC, with support of the project manager, will need to recruit a team to operate the new Community Hub and provide appropriate training ahead of the opening. This will ensure successful delivery of the RIBA project Stage 7 In Use, to ensure delivery of the key benefits and generate income.

We will require a Lime Grove Hub Manager (see organisation chart below) and other full and part time staff dependent upon the final make-up of the Community Hub. The Centre Manager will report to the NBCDC Board of Directors.

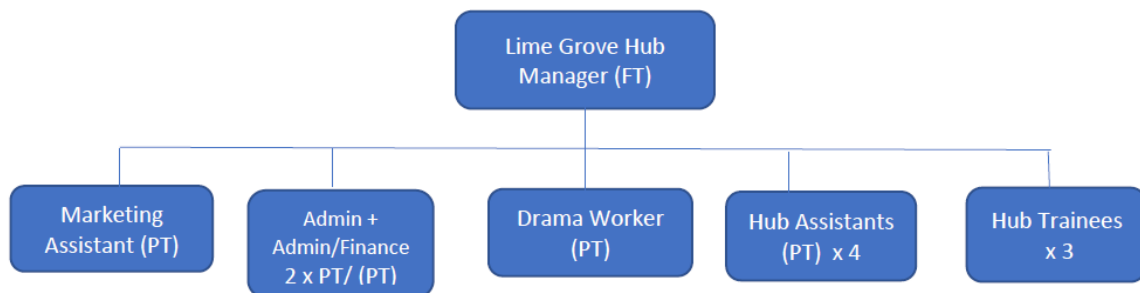


Figure: Lime Grove Hub staff and operating model

See Appendix 6 of the Business Plan for staff job descriptions (attached). In addition, we will wish to consider the recruitment of a part-time fundraising person.

During NBCDC Stage 3, we will recruit additional Board members, ideally with financial, legal and HR experience. We will also seek to appoint members who have a record of running a successful business. We will seek external professional advice and services for some skills.

The Board will meet at least monthly. It will closely monitor the finances of the operation and be ready to take corrective action where necessary.

We expect to form expert sub-committees for Finance and HR in the first instance.

Sustainability

The Business Plan demonstrates that this venture will be financially sustainable. Sensitivity analysis has been undertaken to show how the project would cope if income takes longer to build up. We will generate income through the activities listed in the Business Plan. We will seek grants for activities eligible for support in this way, for example, youth work and arts-based projects (Creative Scotland). We are aware that we will require an adequate level of contingency (10%) for the build works and further contingency funds for the early stages of operation of the hub.

Examples of a successful initiatives

The Coastal Communities Museum It has proved viable and sustainable (under the CCM/ELC terms) and was delivered by members of the community, some of whom are now involved in the Lime Grove project. This included voluntary participation in working groups, nurturing effective working partnerships with stakeholders, full community engagement, interim management committees and,

finally, when the museum achieved charitable status as a SCIO, board level management.

JGA Architects - see http://www.johngilbert.co.uk/?page_id=15585 for details on various successful community projects that JGA have delivered.

Section 5: Level and nature of support

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

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

July to September 2015

A “3 wishes” survey was carried out by the North Berwick Coastal Area Partnership who wanted to find out what local people and groups needed to make their communities better places to live. There was support for provision for children (including soft play), youth provision, for older people to be included in their communities, performing arts provision, and inviting greenspaces.

July 2016

The North Berwick Community Council and North Berwick Coastal Area Partnership recognised the need for more community facilities to meet the needs of the growing population. When they became aware that ELC intended to market the Lime Grove site, both groups agreed unanimously to write to ELC to request that the sale of the site be put on hold to enable discussions about using the site to meet community needs.

August 2016

Well over 100 people attended the meeting during the Fringe by the Sea Festival in the Spiegel tent. This was organised by the Arts Centre Steering Group to try to identify potential sites for an Arts Centre. It became clear at the meeting that no suitable central site was currently available and that the community wanted and needed wider provision, namely a multi-functional community hub.

November 2016

The North Berwick Coastal Area Partnership took over the vacant Thistles shop in the High Street to give the community the opportunity to give their views on what

would make North Berwick Coastal 'a great place to live, get around, work and visit'. Several hundred people visited the shop. In their comments, the Lime Grove Site featured regularly as a site where some of the community's needs could be realised.

December 2016

The NB Coastal Area Partnership set up the Lime Grove Asset Transfer Group. The first task of the group was to carry out community consultation to find out if the Lime Grove site was suitable for meeting community needs.

26 January 2017

More than 160 people attended a public meeting to discuss the Community Asset Transfer of the Lime Grove site. There was overwhelming support to try to secure the Lime Grove site for the community (nobody voted against). The majority of people wanted to see a mixed use of the site to meet a range of community needs.

2017

The Lime Grove Asset Transfer Group continued to meet regularly, with an average attendance of 35 people.

August 2017

The Arts Centre Steering Group, with representatives from NB Movies, the Amateur Dramatic Society and Fringe by the Sea, confirmed they were fully supportive of the project. The Group had been awarded £15,000 from North Berwick Coastal Area Partnership to carry out a phase 2 Feasibility Study to identify possible sites for a performing arts centre. The Group had been unable to identify any sites. It therefore agreed to ask the Area Partnership to transfer the money to the Lime Grove Asset Transfer Group to enable it to produce a Business Plan. This was agreed by the Area Partnership.

November 2017

Members of the Lime Grove Asset Transfer Group presented to the NBT trustees meeting

January – March 2018

During preparation of the Business Plan, the consultants spoke to other potential partners: North Berwick Community Centre; North Berwick Youth Project; East Lothian Youth Theatre; two dance operators currently working in North Berwick; and East Lothian Works - about developing employability skills placements for young people in arts, theatre production, catering and hospitality. All were supportive.

February 2018

Over 100 people attended a second public meeting in St Andrew Blackadder to discuss how the Lime Grove site could meet community needs. Following a

presentation by SKS and considerable discussion, a very clear community view emerged of the facilities needed, which is reflected in the Business Plan.

SKS Scotland presented the Business Plan to the Community Centre Management Committee. It was well received.

March 2018

368 people responded to an online survey about how the needs of the community could be met by the Lime Grove site. It identified 17 different activities for the community hub (see Business Plan Appendix 2B).

A presentation was given to a group of 50 parents and the head teacher at Law Primary Parent Teacher Council, who were in favour of the Business Plan.

SKS Scotland presented the Business Plan to the Community Council, who were supportive.

April 2018

SKS and members of the Lime Grove Asset Transfer Group presented the Business Plan to the NBT trustees meeting.

June 2018

The Lime Grove Asset Transfer Group attended the Community Day organised by the Community Council and Area Partnership on 8 June. We spoke to all the community organisations that were present. All were supportive. On that one day alone, 76 people provided their email addresses to receive membership forms once the company was set up.

The North Berwick Community Development Company was formally set up. We are currently expanding membership from within the community. At present we have 653 members, but that number is expected to rise. We will keep ELC informed as membership increases.

A member of the NBCDC visited Stepping Out, a project supporting people with mental health issues. They were supportive and 5 became members of the company. Young people at the Youth Project are also signing up for membership.

Members of the NBCDC have had a stall in the High Street on 3 Saturdays, engaging with over 250 people. With only a very few exceptions, they were supportive of the proposal and signed up to be members of the company.

Section 6: Funding

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

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

NBCDC Stage 1 - The acquisition of the land

We intend to apply for grants to buy the land from North Berwick Trust and the Scottish Land Fund. We have made two presentations to North Berwick Trust and are currently in discussions with both bodies. Both have confirmed that we are eligible and that they will accept an application.

NBCDC Stage 2 - The development of the Lime Grove site

It is estimated that the development will cost £3.75 million (see the Business Plan). We anticipate that much of the funding will come from North Berwick Trust, which has confirmed we are eligible and it will accept an application. NBCDC will also seek to raise funds from a variety of other sources, including Community Shares, grants and philanthropic funds from local supporters. NBCDC will consider appointing a part time fundraising officer

NBCDC Stage 3 - the opening and operation of the Lime Grove Community Hub

As well as delivering social impact, the objective of the community hub is to be financially sustainable. The wide range of activities and events planned to take place within the hub will attract funding from a range of different sources. The blend of services is designed to generate sufficient income to pay staff and run and maintain the hub (see the Business Plan).

We would aim to build up cash reserves equivalent to 3 months operational costs.

Signature

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

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

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

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

Name [REDACTED]

Address [REDACTED]

Date [REDACTED]

Position [REDACTED]

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

Date [REDACTED]

Position [REDACTED]

Signature [REDACTED]

Checklist of accompanying documents

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

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

Title of document attached:

Memorandum and Articles of Association of North Berwick Community Development Company

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

Documents attached:

Plan of Lime Grove site

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

Documents attached: N/A

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

Documents attached:

Business Plan (Appendix 1 separate)

National Trust Conservation Agreement

1906 Dalrymple Disposition

Title Plan for I Rhodes Cottages

Section 5 – evidence of community support

Documents attached:

North Berwick Arts Centre Feasibility Report

Three Wishes Report

A Community Conversation Report, Spiegel tent, 15 August 2016

Lime Grove Public Meeting 26 January 2017

Online Survey (Appendix 2b Business plan)

Section 6 – funding

Documents attached: