Community Asset Transfer Application Form

The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements.

Stage 2: Full Application

This is an Asset Transfer Request in terms of Section 5 of the Community Empowerment (Scotland) Act 2015.

Before completing this application please ensure you have read:

- **Scottish Government Guidance for Community Bodies; and**
- **Fife Council Guidance for Community Bodies**

About the Property

Property Name and Address (see section 5 in the Guidance Notes)

Poppyview Family Centre, Ajax Way, Methil, Fife, KY8 3RS

VRN Number – 155005180



Please provide details of the purchase price proposed for the asset by the applicant. It is expected that the applicant will have obtained an independent valuation of the asset. Please provide the estimated value and the source of this valuation - including submission of the valuation document - and how this relates to the proposed purchase price.

Proposed Purchase Price and Valuation

Arden House Projects proposes a purchase price of £55,791 for Poppyview Family Centre.

Fife Council has marketed the property at offers over £280,000, with an advertised annual rental value of £35,000. Arden House therefore recognises that its offer represents a substantial discount against the Council's advertised asking price.

1. Basis of the Proposed Purchase Price

The proposed offer of £55,791 has been calculated using a Net Present Value approach based on the equivalent of 20 years' rental payments.

Arden House currently benefits from an arrangement under which Fife Health and Social Care Partnership meets 90% of the £23,000 annual rent for its existing premises.

Applying an equivalent 90% contribution to Poppyview's advertised annual rent of £35,000 would result in an annual contribution by Arden House of £3,500.

The proposed purchase price reflects Arden House's assessment of the present value of this anticipated rental contribution over 20 years. The full NPV calculations are shown in Appendix 7.

This calculation is presented as the basis of Arden House's proposed offer, rather than as an independent valuation of the property.

2. Additional Community and Public Benefits

The proposed purchase would enable Arden House to increase its annual day-service capacity from approximately 7,000 to 10,000 attendances, providing 3,000 additional places annually.

The current FHSCP funding arrangement attributes a value of approximately £30.13 per attendance. Applying this rate to the proposed additional capacity gives an indicative annual service value of £90,390, before accounting for the additional costs and funding required to deliver these attendances.

Arden House's financial model estimates a Net Present Value of £1,405,305 over 20 years for this additional service capacity.

This represents an indicative valuation of potential additional service provision, not a guaranteed financial saving to FHSCP or confirmed additional commissioning income. The full calculations are show in Appendix 8.

The proposed expansion would also deliver wider community benefits through preventative services, additional support for unpaid carers, local employment and improved access to community activities, as detailed elsewhere in the application.

3. Wider Public Asset Benefits

Acquiring Poppyview would allow Arden House to vacate its existing Council-owned premises in Leven, potentially releasing the site for alternative public use or redevelopment.

Following a site visit, Dougie Herd of Campion Homes has indicated an indicative land value of £150,000–£200,000, with potential to accommodate approximately 16 affordable homes, subject to further feasibility assessments, planning approval and necessary consents.

This represents a potential additional public benefit to Fife Council, creating an opportunity to consider affordable housing development alongside the expansion of Arden House's services at Poppyview.

4. Justification for the Discount

Arden House acknowledges the difference between its proposed purchase price and the Council's advertised asking price.

The requested discount is justified by the long-term community benefits expected from transferring Poppyview to an established local organisation, including increased day-service capacity, preventative support for older and vulnerable people, improved facilities, opportunities for partnership working and the continued delivery of affordable services.

These benefits are supported by Arden House's operational experience, community consultation, professional endorsements and accompanying business plan.

Arden House asks Fife Council to consider the proposed purchase price alongside the evidenced social, economic and community benefits of the transfer. See Appendices 5,7 and Appendix 8 for the detailed calculations.

Section A – About the Proposal

(see Section A in the Scoring Matrix)

Please provide a brief outline of your proposed initiative (maximum 500 words - see section 2 in the Guidance Notes).
Arden House Projects Ltd proposes to purchase the former Poppyview Family Centre in Methil through a Community Asset Transfer from Fife Council, transforming a vacant public building into an accessible, sustainable community facility supporting older and vulnerable people across Levenmouth. Established in 1982, Arden House provides day services, nutritious meals, accessible door-to-door transport and activities promoting independence, wellbeing and social inclusion, while providing valuable respite for unpaid carers. The September 2026 Operational Manager's Report recorded 97 individual service users and 152 weekly attendances, exceeding the 140 places contracted through Fife Health and Social Care Partnership. The current Victorian premises restrict further development. Only the ground floor is accessible to service users, rooms must be rearranged daily between activities and dining, and 11 people were awaiting places in September 2026. Poppyview would provide 216m² of dedicated activity space compared with the current 115m², alongside a separate 61m² dining area and 91m² of potential partner accommodation. The additional space would allow Arden House to increase annual day-service capacity from 7,000 to 10,000 places, creating approximately 3,000 additional attendances each year once fully operational. Expansion would be phased over several years to protect existing services, recruit and train additional staff, and increase transport capacity. Poppyview would also provide opportunities for a Dementia Café, Keep in Touch Club, carers' support, outreach activities and community use outside normal operating hours. Rather than

attempting to deliver every specialist service itself, Arden House intends to work with experienced partner organisations. Discussions have already taken place with Bayview Shed, Footcare Fife, and Fife Voluntary Action.

Community consultation has demonstrated overwhelming support for the proposal. Between 9 and 28 October 2026, 1,861 people took part, and 98.5% of those answering supported or strongly supported Arden House securing Poppyview. 59.7% of respondents have no existing link to Arden House, more than 80% were interested in each of the proposed new services, and fifteen organisations, including three community councils, wrote letters of support. The findings will inform the final development plans (Section B and Appendix 5).

The purchase would be funded from existing reserves, with a £60,000 contingency allocation and provision to maintain operational reserves. A five-year business plan and financial forecast set out the phased relocation, staffing, transport and ongoing operating arrangements. (Appendix 3).

The proposal would bring a vacant Council-owned building back into productive use, safeguard an established local service and provide additional employment, volunteering and partnership opportunities. Above all, it would enable more people across Levenmouth to access preventative support, remain socially connected and maintain their independence for longer.

A1.	Please describe the aims and objectives of your proposal.
	Established in 1982, Arden House Projects has supported older and vulnerable people in Levenmouth for 44 years. The overall aim is to secure the former Poppyview Family Centre as a permanent, accessible and financially sustainable base for Arden House Projects, safeguarding its established day services while expanding support for older and vulnerable people, unpaid carers and the wider Levenmouth community. The key objectives are to: 1. **Safeguard existing services:** Relocate Arden House's established day services from its ageing and restrictive premises, maintaining continuity of care, accessible transport, meals and activities throughout the transition. 2. **Increase day-service capacity:** Progressively increase provision from 7,000 to 10,000 attendances annually, creating capacity for approximately 3,000 additional attendances each year once fully operational. Expansion will be phased over the first four years, supported by additional staffing, training and transport provision. 3. **Improve accessibility and facilities:** Provide 216m² of dedicated activity space compared with the current 115m², together with a separate 61m² dining area. Poppyview would also increase the number of wheelchair-accessible toilets from one to four, improving facilities for service users with mobility needs. The additional space would reduce daily room reconfiguration and allow a wider range of activities to take place simultaneously. 4. **Develop additional preventative support:** Work with experienced partners to introduce additional services, potentially including a Dementia Café, Keep in Touch Club, outreach activities and support for unpaid carers, responding to needs identified through community consultation.

	5. **Strengthen partnerships and community participation:** Make space available for complementary community organisations, including the proposed relocation of Bayview Shed, and explore opportunities for evening and weekend activities, volunteering and wider community use. 6. **Support unpaid carers:** Increase access to day-service respite and create opportunities for carers to obtain information, advice and peer support through partnerships with relevant organisations. 7. **Secure long-term financial sustainability:** Fund the proposed purchase and relocation through existing reserves, retain provision for operational contingencies and implement a phased five-year business plan, with regular financial monitoring and Board oversight. 8. **Deliver lasting community benefit:** Return a vacant Council-owned property to productive use, create opportunities for additional employment and volunteering, and help more people maintain independence, reduce social isolation and remain connected to their communities. These objectives directly support the Fife Health and Social Care Partnership Strategic Plan 2026–2029, particularly its priorities of Prevention and Communities. By expanding accessible day services, social activities and support for unpaid carers, Arden House aims to help more older and vulnerable people remain active, connected and independent within their communities. These objectives respond directly to the community consultation. Of the 1,861 people who took part, 97.4% identified supporting more older and vulnerable people as a benefit of the move, 91.4% reducing loneliness and isolation, and 85.1% helping people remain independent for longer. More than 80% were interested in each of the proposed new services: a Keep in Touch Club (85.9%), a Dementia Café (85.2%) and Outreach support (80.7%). Progress against these objectives will be monitored through annual day-service attendance figures, the introduction and uptake of additional activities, partnership involvement, volunteering opportunities and feedback from service users and unpaid carers. Financial performance, staffing and transport capacity will also be reviewed against the phased business plan, with regular reporting to Arden House's Board of Trustees.
A2.	Please describe the service and community benefit that you propose to deliver.
	The transfer of Poppyview would safeguard Arden House's established day services while increasing capacity, improving accessibility and creating opportunities for additional community support across Levenmouth. **1. Key community benefits** The proposed transfer would deliver: • **43% increase in day-service capacity:** From 7,000 to 10,000 annual attendances, providing approximately 3,000 additional attendances each year once fully operational. • **88% more dedicated activity space:** From 115m² to 216m², with a separate 61m² dining area. • **Improved accessibility:** Four wheelchair-accessible toilets compared with one currently, alongside a single-level layout.

- **Additional community accommodation:** 91m² of potential space for partner organisations.
- **More preventative support:** Opportunities to reduce isolation, support independence and increase respite and support for unpaid carers.
- **Wider community participation:** Potential for additional employment, volunteering, community activities and evening or weekend use.
- **Long-term community use:** Bringing a vacant Council-owned building back into sustained use.

2. Evidence of local need

Fife Council and Census data demonstrate significant local need:

- **Ageing population:** 23% of Levenmouth residents are aged 65 or over, compared with 20.1% nationally.
- **Unpaid carers:** Approximately 4,976 people in Levenmouth identified as unpaid carers in the 2022 Census.
- **Deprivation:** 44% of residents live within Scotland's 20% most deprived areas.
- **Long-term illness:** 25.3% of residents have a long-term illness or condition, compared with 23.4% across Fife.
- **Physical disability:** 13.4% of residents have a physical disability, compared with 10.4% across Fife.
- **Single-person households:** 38.7% across Levenmouth, rising to 42% in Buckhaven, Methil and Wemyss Villages.

Sources: Scotland's Census 2022; Fife Council, Local Strategic Assessment – Levenmouth Area (2025); Fife Health and Social Care Partnership Strategic Plan 2026 – 2029.

3. Evidence from community consultation

Arden House's consultation provides direct evidence of the benefits respondents associate with the proposal.

Final results (consultation closed 28 October 2026; 1,861 valid responses):

Of 1,853 responses to the community benefits question:

- 97.4% identified supporting more older and vulnerable people as a benefit.
- 91.4% identified reducing loneliness and isolation.
- 85.1% identified helping people remain independent.
- 86.2% identified bringing a currently unused building back into long-term community use.

Of 1,826 responses to the additional services question:

- 85.9% expressed interest in a Keep in Touch Club.
- 85.2% expressed interest in a Dementia Café.
- 80.7% expressed interest in outreach support.

These findings demonstrate strong support among consultation respondents for the proposed community benefits and additional activities.

Source: Poppyview Community Consultation Report, 9–28 October 2026 (Appendix 5).

4. Expanded day services and additional activities

Increasing annual day-service capacity from 7,000 to 10,000 attendances would enable more older and vulnerable people to access nutritious meals, social activities, companionship and accessible transport, while providing additional respite opportunities for unpaid carers.

The additional space at Poppyview would also allow Arden House to develop:

- **Dementia Café:** Social activities and support for people living with dementia and their families.
- **Keep in Touch Club:** Opportunities for older people to maintain friendships and reduce isolation.
- **Outreach support:** Developing ways to reach vulnerable people unable to attend centre-based activities.
- **Carers' support:** Information, advice and opportunities for peer support.
- **Community activities:** Volunteering, creative activities, social groups and potential evening and weekend use.

These activities would be introduced progressively, working with experienced organisations to complement rather than duplicate existing provision.

5. Partnership working

Discussions are progressing with Bayview Shed regarding a potential relocation to Poppyview, creating opportunities for practical, creative and social activities.

Footcare Fife is an existing partner. Representatives involved in Fife Voluntary Action's Respitality and Time to Live programmes have also expressed interest in exploring additional events for unpaid carers (Appendix 5).

These discussions demonstrate opportunities for wider community use, although the proposed arrangements remain subject to agreement.

6. Improved accessibility, comfort and dignity

Poppyview's 216m² of dedicated activity space, separate 61m² dining area and potential 91m² partner accommodation would allow different activities and services to operate simultaneously without competing for the same rooms.

The single-level layout would improve access for people with mobility difficulties. Increasing wheelchair-accessible toilets from one to four would also improve comfort and dignity, reduce pressure on existing facilities and better accommodate increased attendance.

7. Measuring community benefits

Arden House would monitor:

- Annual day-service attendances against the proposed 10,000 target.
- Introduction, frequency and uptake of additional activities.
- Partnership activities and use of community space.
- Employment and volunteering opportunities created.
- Feedback from service users and unpaid carers, including reported benefits to wellbeing, independence and social connection.

The Older People Leven Team, Fife Health and Social Care Partnership, independently confirms that Arden House helps reduce social isolation, supports physical and mental wellbeing and provides valuable respite for unpaid carers. Its letter of 19 October 2026 also highlights the importance of staff identifying changes in service users' health or circumstances early, allowing concerns to be addressed before they escalate (Appendix 5).

Progress would be reviewed by Arden House's management team and Board of Trustees, with service delivery and financial performance monitored against the phased business plan.

	Arden Activity Rooms				***Partner Space***		
	Room 1	**Room 2**	**Room 3**	**Canteen**	**Community Room 1**	**Community Room 2**	**Sqr Metres**
Current Site	57	39	19	0	0	0	115
Poppyview	110	62	44	61	44	47	368

A3.	What is the demand/need for the services you will provide and how does acquiring the asset enhance your proposals?

Demand for Arden House's services is evidenced by operational records, sustained waiting lists, independent assessments of local need and demographic projections. But behind these figures below, are real people:

Existing attendees and their families often ask for extra days that we cannot offer, because of limits on activity space, dining capacity and staffing ratios.

For example, the daughter of an attendee living with dementia asked for an extra weekly day after seeing clear improvements in her mother's confidence and mood. The extra day would also have given the family more respite, but we could not offer it. Another family asked for more days for an older man living alone, especially in winter when he rarely leaves home on his own. Again, there was no space.

"Mum benefits enormously from attending Arden House and always looks forward to her days there. If more places were available, we would absolutely make use of them." (daughter of an attendee)

"The days he attends make such a difference. He is happier, more active and has more to talk about. We would welcome additional opportunities for him to attend if they were available." (family member)

1. Existing demand and unmet need

Operational records for November 2025 to October 2026 show:

- 105 enquiries, 90 referrals and 78 new admissions.
- 6,944 annual day-service attendances.
- A waiting list of 10–14 people every month, averaging approximately 12.

The September 2026 Operational Manager's Report records 97 individual service users generating approximately 150 weekly attendances, compared with 140 contracted places.

Arden House currently limits promotion of its services because its premises and operating capacity restrict further expansion.

Independent evidence: The Older People Leven Team, Fife Health and Social Care Partnership (19 October 2026), confirms that it regularly refers individuals to Arden House and has requested additional attendance at short notice for people experiencing a crisis. The team supports the acquisition of Poppyview to increase capacity and respond to demand.

Supporting evidence: Operational Manager's Report, September 2026; service-user statistics, November 2025–October 2026; HSCP letter, 19 October 2026.

Arden House also received eight enquiries from outside Levenmouth: two from Glenrothes, two from Kirkcaldy and four from North East Fife. Existing transport arrangements limit the ability to accommodate people from these areas unless they can arrange their own transport. Referral partners are aware of these restrictions, which may also suppress enquiries.

Unmet demand also comes from existing attendees. Families regularly ask for extra days that we cannot currently offer, for example for a mother living with dementia whose confidence and mood had improved, and for a man living alone who rarely leaves home in winter. As one daughter told us: *"Mum benefits enormously from attending Arden House and always looks forward to her days there. If more places were available, we would absolutely make use of them."*

Service User Statistics

Month	Day Service Spaces Fulfilled per Week	Number of Referrals	New Admissions	People Leaving	Waiting Lists
Nov 2025	145	7	6	5	14
Dec 2025	140	4	3	4	12
Jan 2026	144	5	8	12	10
Feb 2026	140	8	9	9	10
March 2026	140	7	7	6	12
April 2026	141	9	6	3	13
May 2026	144	10	7	5	11
June 2026	147	8	7	10	11
July 2026	146	7	10	6	14
August 2026	152	8	4	3	12
Sept 2026	153	9	4	6	11
October 2026	151	8	7	6	10
Annual Totals	Total spaces fulfilled over the year 6944	90	78	75	Average of 11.66

2. Demographic growth and local need

	Fife Council's June 2026 population projections anticipate a 39**% increase in Levenmouth's older population by 2037**. The Fife Health and Social Care Partnership Strategic Plan 2026–2029 identifies significant health inequalities in Levenmouth and anticipates increasing demand for older people's services. Fife Council's *Local Strategic Assessment – Levenmouth Area (2025)* identifies: • **13.6%** of residents aged three and over provide unpaid care, compared with 12.2% across Fife. • **31.8%** of households in Buckhaven, Methil and Wemyss Villages have no access to a car or van, compared with 22.1% across Fife. These findings support the need for accessible, community-based services and respite opportunities for unpaid carers. **3. Community consultation** The community consultation (9–28 October 2026) received 1,861 valid responses: • 98.5% of those answering the overall support question (1,825 of 1,852) support or strongly support the proposed transfer. • 1,568 respondents (85.9%) expressed interest in the Keep in Touch Club, for themselves or someone they know. • 1,556 (85.2%) selected the Dementia Café. • 1,474 (80.7%) selected outreach support. • 948 respondents said a family member or friend could benefit from expanded services at Poppyview, 432 said someone they care for, and 217 said they themselves could. These results demonstrate substantial support and interest in additional services, although they do not establish future service uptake. The full results and methodology are in the Community Consultation Report (Appendix 5). **4. Why Poppyview is needed** Arden House's existing Victorian premises restrict expansion: • Only the ground floor is accessible to service users. • Shared dining and activity rooms require approximately 400 staff hours annually to reconfigure. • Limited activity space, storage and only one wheelchair-accessible toilet restrict capacity. Poppyview would provide: • 216m² of dedicated activity space, compared with 115m² currently — an 88% increase. • A separate 61m² dining area. • 91m² of potential partner accommodation. • A single-level layout with four accessible toilets. These improvements would provide the physical capacity to increase annual day-service attendances from 7,000 to 10,000 - approximately 3,000 additional attendances (43%), subject to staffing, transport and funding arrangements.
A4.	If your project or service is already being delivered explain what additional activity you will provide if you acquire this building.
	Arden House currently provides day services five days a week, including activities, meals, accessible transport and respite opportunities for unpaid carers. Acquiring Poppyview would enable the following additional provision. **1. Comparison with existing local provision**

There are other day services operating locally and in neighbouring areas, although their capacity and geographical coverage are limited.

- **Methil Care Village:** Operates Mondays and Wednesdays, with a maximum of 10 attendees per session, mainly from sheltered housing within the complex. No transport is provided, and capacity is restricted by meal provision.
- **Later Life Choices, Glenrothes:** Provides similar day services, including transport, for approximately 16 people daily.
- **Age Concern, Cupar:** Offers supported day care activities along with transport to groups of 20 people per day, accommodating those who are actively aging or living with dementia. Only operates within a five-mile radius.

Arden House currently supports approximately 30 attendances daily, providing activities, nutritious meals, accessible door-to-door transport and respite for unpaid carers.

Transport is particularly important, as 31.8% of households in Buckhaven, Methil and Wemyss Villages have no access to a car or van, compared with 22.1% across Fife (Fife Council, *Local Strategic Assessment – Levenmouth Area, 2025*).

The proposed expansion at Poppyview would complement existing services while increasing accessible day-service provision across Levenmouth.

2. Increased day-service capacity

- Increase annual capacity from 7,000 to 10,000 attendances, providing approximately 3,000 additional attendances (43%) once fully operational.
- Introduce additional staffing and transport progressively, subject to demand and funding.
- Extend access to day activities, meals, companionship and respite opportunities for unpaid carers.

3. New services and community partnerships

The additional space would allow Arden House to develop:

- **Dementia Café:** Sessions for people living with dementia and their families.
- **Keep in Touch Club:** Social activities for older people experiencing loneliness or isolation.
- **Outreach support:** Develop outreach provision for vulnerable people unable to attend centre-based activities.
- **Carers' support:** Information, advice and peer support.

These services would be developed with appropriately experienced partners. The two most popular, the Keep in Touch Club and Dementia Café, would be developed first.

Potential wider use of Poppyview includes:

- **Bayview Shed:** Ken Whyte, Chair of The Shed @ Bayview currently operates on privately owned land adjacent to East Fife's Bayview Stadium, under a sublease from a local charity. Uncertainty over the landowner's future plans limits the Shed's ability to plan and develop its activities.

The proposed relocation to Poppyview would provide a more secure base for the Shed, supporting its long-term sustainability and creating opportunities for closer partnership working with Arden House. This could include shared activities, practical projects and increased social interaction for older and vulnerable people, helping reduce isolation and strengthen community connections.

The relocation remains subject to agreement and confirmation of suitable space and arrangements at Poppyview.

Fife Voluntary Action (FVA) already delivers weekly Footcare Fife appointments at Arden House, with approximately 700 appointments annually.

	FVA's letter dated 26 October 2026 confirms its commitment to providing quarterly information and advice sessions for unpaid carers, including support to access available services and funding. Poppyview would provide an opportunity to host these sessions and explore increasing Footcare Fife provision, subject to volunteer capacity. This established partnership demonstrates how the proposed transfer could expand access to complementary services without duplicating existing provision. **4. Additional community use** Explore evening and weekend access for local groups, volunteering, social activities and community events, extending use beyond Arden House's existing weekday services. **5. Additionality and displacement** Poppyview is currently vacant, so acquiring the building would not displace an existing service or organisation operating from the premises. Arden House will seek to complement existing services, with partner arrangements developed to minimise duplication or displacement. Any proposed relocation of partner organisations, including Bayview Shed, would be considered in relation to their existing premises and activities. **6. Phased delivery** The five-year business plan proposes: • **Years 1–2:** Relocate existing services, maintain continuity and accommodate Bayview Shed, subject to agreement. • **Years 2–4:** Recruit and train additional staff, expand transport, increase day-service capacity and introduce complementary services with partners. • **Year 5 onwards:** Consolidate expanded provision, monitor demand and maintain sustainable operations. The proposed activities align with the Fife Health and Social Care Partnership Strategic Plan 2026–2029, particularly its priorities of Prevention and Communities.
A5.	Please provide details of your experience in delivering the services to be offered.
	Arden House Projects has 44 years' experience of delivering community-based support to older and vulnerable people in Levenmouth, operating continuously since 1982. **1. Established service delivery** The September 2026 Operational Manager's Report confirms (Appendix 9): • 97 individual service users receiving support. • 152 weekly attendances, against 140 places contracted through Fife Health and Social Care Partnership (HSCP). • Established day services operating five days per week. Arden House has proven experience of coordinating supported activities, nutritious meals, accessible transport, individual support plans, safeguarding and respite for unpaid carers. **2. Experienced staff and management** Services are delivered by an established operational management team, supported by experienced staff and volunteers. This provides a practical foundation for managing the proposed expansion at Poppyview.

Name	Role	Experience
	Operations Manager	XXX has more than 25 years of experience working within the care sector. She began her career as a trained cook, spending over fifteen years preparing and delivering nutritious, fresh meals across a range of care

			settings. Since then, she has taken on a leadership role and now oversees the operational delivery of the day care service at Arden House. XXX holds an SVQ Level 3 in Health and Social Care, demonstrating her commitment to high standards of care and support. She has also achieved nationally recognised qualifications in Food Hygiene (Advanced), Emergency First Aid, Fire Warden Responsibilities, and Manual Handling, equipping her with a broad range of skills to support the safe and effective operation of the service.
	XXXX	Facilities Manager	XXXX brings a wealth of managerial and leadership experience, developed primarily through a distinguished career as a senior police officer. During his service, he held a number of senior roles, including National Lead for Operational Firearms Policy and Deployment and Head of International Development for Police Scotland. In these positions, he was responsible for leading complex, high-profile projects and programmes both within the UK and internationally. Following his policing career, XXXX successfully transferred his extensive leadership, strategic planning and operational management skills to a range of managerial roles within third sector organisations. He joined Arden House in 2019 as a driver and quickly demonstrated his commitment and capability, leading to his appointment later that year as the manager responsible for the operational delivery and oversight of all Arden House activities. He now undertakes this role as part of a shared management arrangement. XXXX holds an Engineering Degree, an HNC, and a further degree in Strategic Leadership. He has also attained qualifications in Food Hygiene, Dementia Awareness, Manual Handling, Emergency First Aid, and Fire Warden Responsibilities, reflecting his commitment to maintaining the highest standards of service delivery, safety and care.
	Carer Group XXXX	Care Support Workers	These members of staff are responsible for delivering all aspects of the care and support provided through the Arden House day service. Collectively, they bring more than 85 years of experience in caring for older adults, including individuals living with dementia, and have spent the majority of their careers working with Arden House. In addition to their extensive practical experience, each team member holds an SVQ Level 2 in Health and Social Care. They have also achieved recognised qualifications in Manual Handling, Food Hygiene, Emergency First Aid, and Fire Safety Awareness, ensuring they possess the knowledge and skills

			required to provide safe, effective, and person-centred care.
	Driver Group XXXX		These members of staff bring a diverse range of skills and experience gained through extensive careers in professions including policing, engineering, the ambulance service, and the HGV haulage industry. Collectively, they possess significant experience in operating a wide variety of vehicles, including minibuses, ensuring the safe and reliable transportation of service users. In addition to their professional backgrounds, all staff members hold recognised qualifications in Manual Handling, Food Hygiene, Emergency First Aid, and Fire Safety Awareness. This combination of practical experience and accredited training enables them to provide a safe, professional, and responsive service that meets the needs of those attending Arden House.
	Catering Group XXXX		These members of staff bring a combined 65 years of experience across a wide range of catering roles. Their extensive skills and knowledge enable them to prepare a diverse selection of nutritious and appetising meals, while effectively accommodating a variety of dietary requirements, preferences, and food allergens. Together, they have been responsible for meal preparation at Arden House for more than 25 years, developing a strong understanding of the needs and expectations of those who use the service. In addition to their considerable practical experience, each team member holds recognised qualifications in Catering and Food Hygiene, ensuring that all meals are prepared and served to the highest standards of quality, safety, and nutritional care.

3. Contracted delivery and independent evidence

Arden House operates under a formal Service Level Agreement with HSCP, with performance reporting and oversight by its Board of Trustees.

Arden currently report monthly KPIs to the FC Link Officer. We specifically report on:-

· Number of service users attending

· Number of meals served

· Number of volunteers who attended

Performance against these key operational KPI's are reviewed at every board meeting.

The most recent Operational report is included in Appendix 9.

Independent professional endorsements confirm Arden House's delivery experience and the need for expanded provision:

- **Fife HSCP Older People Leven Team (19 October 2026):** Confirms established referral arrangements, safeguarding experience, early identification of changing needs and responsive support during crises.

	• **Alzheimer Scotland (23 October 2026):** Confirms referrals since June 2025, positive outcomes for people living with dementia and occasional waiting times due to demand. • **Fife HSCP Dementia Post Diagnostic Service – Marissa Carr:** Highlights growing demand for community-based day services, the importance of social interaction and independence, and respite for unpaid carers. Supports Arden House's relocation to larger premises to accommodate more people and activities. (Appendix 5). Arden House also works with Footcare Fife and has experience of coordinating community activities and partnership services. **4. Capacity to deliver the proposed expansion** Arden House would build on its existing management, staffing, referral and monitoring arrangements to increase annual day-service capacity from 7,000 to 10,000 attendances. Additional staffing, training and transport would be introduced in phases, supported by the five-year business plan. Specialist activities, including the proposed Dementia Café and carers' support, would be developed with appropriately experienced partners rather than relying solely on existing staff expertise. **5. Measuring the Benefits** Arden House will monitor progress against its planned increase to 10,000 annual attendances, additional employment, partnership activities, service-user and carer outcomes, and building energy performance. Detailed performance indicators, reporting responsibilities and review arrangements are provided in Section D6.
A6.	Are there similar projects or services available in the area?
	A6. Are there similar projects or services available in the area? Yes. Similar day services operate at Methil Care Village, Later Life Choices in Glenrothes and Age Concern in Cupar, as detailed below and A4: • **Methil Care Village:** Operates Mondays and Wednesdays, with a maximum of 10 attendees per session, mainly from sheltered housing within the complex. No transport is provided, and capacity is restricted by meal provision. • **Later Life Choices, Glenrothes:** Provides similar day services, including transport, for approximately 16 people daily. • **Age Concern, Cupar:** Offers supported day care activities along with transport to groups of 20 people per day, accommodating those who are actively aging or living with dementia. Only operates within a five-mile radius. Arden House's distinctive provision combines five-day-a-week day services, accessible door-to-door transport, nutritious meals, supported activities and respite opportunities for unpaid carers. With an established waiting list averaging approximately 12 people, there is demonstrated demand for additional capacity. Acquiring Poppyview would allow Arden House to expand its existing provision while complementing, rather than duplicating, other local services.

Section B – Wider Support & Wider Public Support

(see Section B in the Scoring Matrix)

Community Consultation (see section 3 in the Guidance Notes) **–** The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted.

B1.	Please demonstrate there is sufficient support from the local community. You may want to check with the Area Community Development Team about to how to engage and consult with a wide range of the community including 'hard to reach' groups.
	Between 9 and 28 October 2026, 1,861 people **t**ook part in Arden House's community consultation on Poppyview. The response shows widespread consultation, strong demand and overwhelming support, reaching well beyond Arden House's own members and service users: • **98.5% support** Arden House securing Poppyview (1,825 of 1,852 answering); only 0.5% (10 people) oppose. • **59.7% have no existing link to Arden House**, and 47.1% live or work within a 10-minute walk of Poppyview. • **More than 80%** are interested in each of the new services Poppyview would make possible. • **Fifteen organisations** wrote letters of support, including three community councils and two Fife Health and Social Care Partnership teams. The consultation was launched as soon as Fife Council Estates advised that applications should be submitted by the end of October. Staff, Trustees and volunteers reached every part of Levenmouth in 19 days. The full Community Consultation Report, with photographs, charts and all comments, is at Appendix 5. **1. How we engaged: ten different approaches** We combined online, paper and face-to-face methods so that everyone could take part, not only existing members and service users:

Date	Activity	Reach
9 Oct	Consultation launched on Facebook, linking to the online survey (Google Form and QR code)	89,942 views, 708 interactions, 364 shares
9 Oct	Posters in local shops, pharmacies, the GP surgery nearest Poppyview, community buildings and churches	19 posters
10 Oct	Stall at SpudFest, Braes of Buckhaven (a Pride in Place event)	78 flyers; 24 surveys completed
14–16 Oct	"Could we be your new neighbours?" flyers through every door in Dubbieside and on both sides of Methil High Street (no door-knocking)	150 households
14–20 Oct	The Chair of Trustees visited businesses around Poppyview in person, leaving a flyer with a QR code	25 businesses
17 Oct	Consultation table outside LIDL, Mitchell Street, Leven	61 surveys in 3 hours; 45 flyers
18 Oct	Emails to local groups from Fife Voluntary Action's directory	43 organisations
22 Oct	Consultation table at Levenmouth Together Hub, High Street, Leven	10 surveys; 20 flyers
22 Oct	Consultation table at Levenmouth Foodbank, Buckhaven Baptist Church	48 surveys
24 Oct	Arden House Open Day: plans presented on screen, a comment board, and Trustees on hand	85 surveys; 35 written comments

2. Reaching the wider community, including 'hard to reach' groups

- **We went to where people already are:** a community festival, a busy supermarket, a town-centre hub and the local foodbank. That meant we heard from people facing financial hardship as well as from service users and families.
- **We spoke to Poppyview's nearest neighbours directly:** 150 households and 25 businesses around Ajax Way. A map of the streets covered is in Appendix 5.
- **We removed barriers to taking part:** paper copies at every event and at Arden House, large print and help by phone, and volunteers helping people complete the survey or write their comments. Fife Voluntary Action staff attended two events to answer questions about the Community Asset Transfer process.
- **We invited people who have never used Arden House.** Every flyer said: *"Whether you already know Arden House, have a family member who could benefit from its services, or simply live in the local area, we'd really like to hear from you."*
- **Every generation took part:** 26.6% of respondents are aged 65 or over, the people most likely to need Arden House now or in the next few years, and every age group from 18 upwards is well represented.

3. Sharing the vision

Every flyer, poster and display explained who Arden House is, why demand has outgrown our Victorian premises in Leven, and what Poppyview could offer. At every table we displayed an aerial photograph of the site, the Poppyview floor plan and a plain-English explanation of Community Asset Transfer. At the Open Day, our Vice Chair talked visitors through the plans for each room on a large screen.

4. A fair and balanced questionnaire

The 14-question survey (Appendix 5) was identical on paper and online. Following the Fife Council and FVA consultation briefing, it asked a clear headline question about support and a separate question about whether people would use the new services. Every question let people disagree: respondents could oppose the proposal, say Poppyview was unsuitable, ask for more information, or describe their concerns in their

own words. FVA independently collated and verified the results. We received 1,879 entries. After removing 3 blank entries and 15 duplicates (the same full name and postcode), 1,861 valid responses remain.

5. Sufficient support from the wider community

Question	Result
Support or strongly support Arden House securing Poppyview (Q12)	98.5% (1,825 of 1,852)
Oppose or strongly oppose (Q12)	0.5% (10 people)
Poppyview very suitable or suitable as Arden's long-term home (Q6)	98.6%
No concerns about Arden House operating from Poppyview (Q13)	96.7%
Location would make attending easier (Q7)	55.9%; harder for 1.6%
No existing link to Arden House (Q4)	59.7% (1,098 people)
Live or work within a 10-minute walk of Poppyview (Q2)	47.1% (853 people)
Live in Levenmouth (Q1)	92.1%, across all seven named communities

Support reaches well beyond Arden's current users. 1,098 respondents (59.7%) have no existing link to Arden House: they do not attend, have family attending, care for someone who attends, work or volunteer there, or refer people to it. Responses came from Leven (576), Methil (488), Buckhaven (219), Kennoway (173), Methilhill (113), Windygates (72) and East Wemyss (64).

6. Sufficient demand: people want to use it

Question	Result
Interested in a Keep in Touch Club, for themselves or someone they know (Q10)	85.9% (1,568 people)
Interested in a Dementia Café (Q10)	85.2% (1,556 people)
Interested in Outreach support (Q10)	80.7% (1,474 people)
Said a family member or friend could benefit (Q9)	948 people
Said someone they care for or support could benefit (Q9)	432 people
Said they themselves could benefit (Q9)	217 people
Rate each of seven local needs, such as loneliness and carer respite, as significant or very significant (Q5)	Between 96.9% and 98.6%

This sits alongside the demand Arden House already sees: around 150 weekly attendances against 140 contracted places, and a waiting list averaging 12 people (A3).

7. The difference it could make, in people's own words

At the Open Day, attended by service users, families, a local councillor and a minister, visitors left 35 written comments about what Arden House means to them. The most common theme was companionship and reducing isolation:

"I would be stuck in the house if I couldn't come here."

"It's a lifeline for me."

"Enjoy it so much, I've increased my days."

"We need a bigger place."

A further 251 people added comments to the survey. Many wrote about parents and grandparents whose lives Arden House has touched:

"You have helped me get a part of my life back that was gone. A smile now crossed my face. I feel I have something to plod on for." (survey respondent)

"my grandad attends and since then my gran has a bit of her life back" (survey respondent)

8. Taking account of people's needs and priorities

Concerns.

42 respondents said they had concerns and 19 were unsure. The main themes were travel for people who currently walk to our Leven building, parking on East Fife match days, the condition and running costs of the building, and safety close to the water. Many of those who mentioned travel added that it would be fine as long as Arden's minibus continues. Our response is set out in C2, D5 and F3: door-to-door transport will continue for every service user, parking and access will be reviewed six months after opening, and a condition survey will inform the refurbishment budget.

Priorities. The results will shape how services at Poppyview are developed:

- The **Keep in Touch Club** (85.9%) and **Dementia Café** (85.2%), the two most popular new services, will be developed first with partner organisations as capacity grows (Phase 2 of the business plan).
- **Carer support** (79.5%) will be met in part through Fife Voluntary Action's quarterly information sessions for unpaid carers at Poppyview.
- **Health and wellbeing activities** (80.4%) and **activities for people with disabilities or additional needs** (79.6%) were the most valued wider community uses, and will guide evening and weekend use of the building.
- Many respondents suggested using **Poppyview's garden**, for gardening and a sensory space. This will be explored with The Shed @ Bayview, which plans a shared outdoor facility.

9. Support from community partners

Fifteen organisations wrote in support (Appendix 5; details in B2):

- three community councils: Buckhaven & Denbeath, Methilhill and Leven;
- the Fife HSCP Older People Leven Team and Dementia Post Diagnostic Service;
- Alzheimer Scotland and Fife Voluntary Action;
- three churches and The Shed @ Bayview;
- a local sports club;
- three neighbouring and local businesses.

10. Response rate

1,861 responses is about 6% of the 30,700 people living in Levenmouth's towns (National Records of Scotland, 2020 estimate). We recognise this is below the 10% the guidance suggests. It was achieved in just 19 days, through ten channels, with strong representation from every Levenmouth community and from Poppyview's immediate neighbours.

11. Meeting the National Standards for Community Engagement

The consultation was planned and delivered using the principles of VOiCE (Visioning Outcomes in Community Engagement), a recognised planning and evaluation framework designed to support effective, inclusive and meaningful community engagement.

	<table><tr><th>Standard</th><th>How the consultation met it</th></tr><tr><td>Inclusion</td><td>Invited non-users as well as service users; went to a festival, supermarket, town-centre hub and foodbank; contacted every neighbouring home and business. 59.7% of respondents have no existing link to Arden House.</td></tr><tr><td>Support</td><td>Paper, online and large-print options; help by phone and in person to complete the survey; FVA staff on hand to explain the Community Asset Transfer process.</td></tr><tr><td>Planning</td><td>A clear purpose and headline question, based on the Fife Council and FVA consultation briefing; a planned programme of ten activities over 19 days.</td></tr><tr><td>Working together</td><td>Worked with Fife Voluntary Action, Levenmouth Together Hub, Levenmouth Foodbank at Buckhaven Baptist Church, Pride in Place (SpudFest) and local shops and churches.</td></tr><tr><td>Methods</td><td>Ten methods: social media, posters, flyers, door-to-door delivery, business visits, email, four consultation tables, and an Open Day with a comment board.</td></tr><tr><td>Communication</td><td>Plain-English flyers and displays with photographs, maps and the floor plan; this Community Consultation Report (Appendix 5); results shared with the 669 people who asked to be kept informed.</td></tr><tr><td>Impact</td><td>Results are shaping service priorities and our response to concerns (section 8), and progress will be reported back to the community each year (D6).</td></tr></table> 12. Keeping the community informed 669 respondents asked to be kept informed about Poppyview, 108 expressed interest in volunteering and 34 in becoming members. We will share these results and our next steps with them, with members at our AGM, and through social media and the Arden House website.
B2.	Have other stakeholders (e,g. community council, local councillors) been consulted about the proposals? Please provide evidence of any such consultation.
	Arden House sought the views of elected representatives, community councils, Council officers, statutory and voluntary partners, local churches and neighbouring businesses. Fifteen letters of support were received and are included in Appendix 5.

Stakeholder	How and when consulted	Response
Community councils: Buckhaven & Denbeath; Methilhill; Leven	Asked for their views, October 2026	Buckhaven & Denbeath gave "full support"; Methilhill sees "a need for bigger premises"; Leven said Arden House "does provide the most crucial support", while stating that it would support whichever interested party is chosen
Local councillors: Cllr Colin Davidson (then Chair, Levenmouth Area Committee) and others	Discussions from December 2024; a local councillor attended the Open Day on 24 October 2026	Supported exploring Poppyview, leading to Council site visits
Fife Council officers: Dave Paterson; Zahida Ramzan (CAT); Shaun Crosbie (Estates)	Two site visits in 2025; expression of interest August 2025; lease application April 2026; CAT advice 2026	Confirmed the building is vacant; advised on the CAT route and the October submission timetable
Fife HSCP Older People Leven Team	Letter, 19 October 2026	"Fully support": confirms direct referrals, safeguarding, early identification of changing needs and short-notice crisis support
Alzheimer Scotland (Dementia Link Worker)	Letter, October 2026	Referring people since June 2025; describes "incredibly positive change" and notes occasional waits for places
Fife HSCP Dementia Post Diagnostic Service	Letter, October 2026	Supports relocation to larger premises to meet growing demand
Fife Voluntary Action	Letter, 26 October 2026; staff at two consultation events	Commits to quarterly carer information sessions at Poppyview; exploring a second Footcare Fife clinic
The Shed @ Bayview	Partnership discussions over 15 months; statement, October 2026	Shared vision for a sustainable facility and a joint outdoor space
Neighbouring businesses: RWB Autotec, DOE Sport (North), International Testing Services; 25 businesses visited by the Chair	Visits 14–20 October; letters 20–28 October 2026	Welcome the building being brought back into use; Arden House "would be a great neighbour"
Churches: St Kenneth's (Kennoway), Wellesley Parish, Buckhaven Baptist	Letters, 16–26 October; consultation table at the foodbank in Buckhaven Baptist Church	Full support; St Kenneth's notes that Arden supplies food for its Open Doors community meals
Local clubs and groups	43 organisations emailed on 18 October; letter from Windygates & Durievale Bowling & Sport Club	"Fullest endorsement of this application"
Pride in Place Buckhaven, Methil & Methilhill	Funding discussions; Arden stall at the Pride in Place SpudFest event	Support in principle for four new posts (see C1 and E3)
Service users and unpaid carers	Ongoing family contact and reviews; Open Day comment board	35 written comments. Carers were also consulted before Arden designed its supported outings programme

Arden House has established and developing partnerships that will extend the community benefits of Poppyview, while retaining responsibility for delivering its core day services.

Bayview Shed

	Arden House has been in discussions with Bayview Shed for approximately 15 months. Both organisations share a commitment to reducing social isolation and improving wellbeing. Bayview Shed currently supports approximately 15–20 people daily but faces uncertainty over its existing premises beside Bayview Stadium. Its representatives have assessed Poppyview's grounds as suitable for their activities, with potential to accommodate indoor social groups within the building. The proposed partnership would make productive use of Poppyview's grounds and additional accommodation, extending its community benefits. Arden House's core service delivery and financial viability are not dependent on this arrangement. **Fife Voluntary Action (FVA) and Footcare Fife** Arden House has an established partnership with FVA, which currently delivers a weekly Footcare Fife clinic from Arden House. The service supports mobility, independence and wellbeing. With demand increasing, FVA is exploring the introduction of a second weekly clinic to help reduce waiting times. FVA has also committed to delivering quarterly information, advice and application support sessions for unpaid carers. Hosting these at Poppyview would provide accessible local support for carers seeking short breaks, including guidance on available opportunities and help with funding applications. These arrangements are confirmed in FVA's letter dated 26 October 2026, included in the supporting evidence. (Appendix 5) **Future partnerships** Arden House intends to work with additional specialist organisations to develop services identified through community consultation, including a Dementia Café and other community activities. This would bring specialist expertise into Poppyview without duplicating existing services. While these additional partnerships are not essential to Arden House's established day service provision, they will be important in developing Poppyview as a wider community hub, bringing complementary services together in one accessible location. **Established referral partnerships** Arden House's day services already depend on strong working relationships with the organisations that refer people to it, and these will continue unchanged at Poppyview. The Fife HSCP Older People Leven Team makes direct referrals and has asked Arden to provide short-notice crisis support (letter, 19 October 2026). Alzheimer Scotland's Dementia Link Worker has referred people since June 2025. In the consultation, 91 respondents identified themselves as professionals who refer people to Arden House. Arden also supplies food for St Kenneth's Parish Church's Open Doors community meals in Kennoway (letter, 22 October 2026).
B3.	Please detail any partnership arrangements and state if these are required to deliver the project successfully.
	Arden House has established and developing partnerships that will extend the community benefits of Poppyview, while retaining responsibility for delivering its core day services. **Bayview Shed** Arden House has been in discussions with Bayview Shed for approximately 15 months. Both organisations share a commitment to reducing social isolation and improving wellbeing. Bayview Shed currently supports approximately 15–20 people daily but faces uncertainty over its existing premises beside Bayview Stadium. Its representatives have

	assessed Poppyview's grounds as suitable for their activities, with potential to accommodate indoor social groups within the building. The proposed partnership would make productive use of Poppyview's grounds and additional accommodation, extending its community benefits. Arden House's core service delivery and financial viability are not dependent on this arrangement. **Fife Voluntary Action (FVA) and Footcare Fife** Arden House has an established partnership with FVA, which currently delivers a weekly Footcare Fife clinic from Arden House. The service supports mobility, independence and wellbeing. With demand increasing, FVA is exploring the introduction of a second weekly clinic to help reduce waiting times. FVA has also committed to delivering quarterly information, advice and application support sessions for unpaid carers. Hosting these at Poppyview would provide accessible local support for carers seeking short breaks, including guidance on available opportunities and help with funding applications. These arrangements are confirmed in FVA's letter dated 26 October 2026, included in the supporting evidence. (Appendix 5) **Future partnerships** Arden House intends to work with additional specialist organisations to develop services identified through community consultation, including a Dementia Café and other community activities. This would bring specialist expertise into Poppyview without duplicating existing services. While these additional partnerships are not essential to Arden House's established day service provision, they will be important in developing Poppyview as a wider community hub, bringing complementary services together in one accessible location.
B4.	Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application.
	Arden House has sought advice and support from Fife Council and Fife Voluntary Action (FVA) in developing its Community Asset Transfer proposal. Engagement with Fife Council has included discussions with its Community Asset Transfer, Community Manager and property representatives regarding the application process, the availability of Poppyview and the proposed transfer. Fife Voluntary Action (FVA) has provided capacity-building support to Arden House, including guidance on governance, community consultation and preparation of the Stage 1 and Stage 2 Community Asset Transfer applications. FVA also completed an independent Organisational Health Check in June 2026, which rated Arden House Green in 12 of the 14 areas assessed. Arden House has since addressed the two Amber areas through improvements to its governance arrangements and business plan, demonstrating its commitment to continuous improvement and organisational development. This advice has helped Arden House develop a more robust proposal, strengthen its supporting evidence and prepare for the responsibilities of owning and managing Poppyview.

Section C – Impacts / Benefits

(see Section C in the Scoring Matrix)

C1.	Demonstrate whether and (if applicable) how the proposal will promote or improve:

	Economic development **X** Regeneration **X** Public health **X** Social well-being **X** Environmental well-being **X** Reduce inequalities **X** Please tick which of the areas above have been considered as part of the proposal and provide more detail.
	Economic Development Acquiring Poppyview would enable Arden House to increase annual day-service attendances from approximately 7,000 to 10,000, creating capacity for 3,000 additional attendances each year (43% growth). The relocation would also release Arden House's existing Council-owned site in Leven, which Campion Homes has assessed as having an indicative land value of £150,000–£200,000 and potential capacity for approximately 16 affordable homes, subject to feasibility and planning consent. This offers an additional opportunity for local regeneration and housing provision. **Local employment and employability** The expansion is expected to create up to eight additional posts, across full-time and part-time roles. Recruitment would be phased alongside service growth. Pride in Place Buckhaven, Methil & Methilhill has confirmed its support in principle for funding four new full-time posts, aimed at creating employment opportunities for local residents who are long-term unemployed, young people entering employment for the first time, and adults with additional support needs. Arden House would build on its established experience of supporting people from these groups as employees and long-serving volunteers. The partnership would provide opportunities to develop workplace skills, gain experience and overcome barriers to employment, while supporting the expansion of services at Poppyview (confirmation of support in principle from Pride in Place Buckhaven, Methil & Methilhill; letter to follow). **Wider economic benefits** Increased attendance would generate demand for approximately 3,000 additional meals annually, creating opportunities for increased purchasing from local suppliers. Additional day-service provision would also offer more respite opportunities for unpaid carers, potentially helping them remain in employment or avoid reducing their working hours. **2. Regeneration** Acquiring Poppyview would return a vacant public building to productive community use, supporting local employment, expanded services and partnership activities while contributing to the regeneration of Methil. Ken Whyte, Chair of The Shed @ Bayview (Men's Shed), has confirmed that the Shed currently operates on privately owned land under a sublease, creating uncertainty over its long-term future. Relocation to Poppyview would offer the Shed greater stability and opportunities for joint activities with Arden House service users, helping safeguard an established community organisation. This remains subject to agreement and confirmation of suitable accommodation. **3. Public Health** Poppyview would extend Arden House's preventative day services, providing more opportunities for physical activity, nutritious meals and early identification of changes in health or wellbeing.

	In its letter of 19 October 2026, Fife Health and Social Care Partnership's Older People Leven Team confirms that Arden House staff identify safeguarding concerns, recognise changes in service users' circumstances and respond flexibly when individuals or carers experience a crisis. Expanding these established services would enable more older and vulnerable people to benefit from preventative support, helping maintain health, mobility and independence and potentially reducing the escalation of care needs. Recent examples include staff noticing breathlessness and reduced mobility in one attendee, which led to a GP assessment and treatment for an underlying condition, and growing confusion in another, which led to an earlier dementia diagnosis and support from a dementia link worker. In the community consultation, 98.0% of respondents rated support for people living with dementia or long-term health conditions as a significant or very significant need in Levenmouth. Arden House also provides premises for Footcare Fife, which delivered approximately 700 appointments at the centre over the past 12 months. This established partnership demonstrates the building's wider role in supporting preventative health and wellbeing services for the local community. **4. Social Wellbeing** Poppyview would provide space for expanded social activities, respite for unpaid carers and proposed services including a Dementia Café, Keep in Touch Club and outreach support. The community consultation found substantial interest: 85.9% of respondents were interested in a Keep in Touch Club, 85.2% in a Dementia Café and 80.7% in outreach support. 98.6% rated loneliness and social isolation as a significant or very significant issue for older and vulnerable people in Levenmouth. Support comes from the wider community as well as current users: 59.7% of the 1,861 respondents have no existing link to Arden House. For many attendees the service is already life-changing. One wrote in a thank-you card: "I am a changed woman since coming to Arden." Detailed consultation evidence is provided in Section B and Appendix 5. For many attendees, Arden House is their main social contact outside the family. One woman, aged 68 and living alone, arrived withdrawn and eating little. Within 12 weeks she had made a close friend at the centre, was walking more steadily and *"looking forward to coming each week" (Mrs R).* Recent examples include staff noticing breathlessness and reduced mobility in one attendee, which led to a GP assessment and treatment for an underlying condition; and growing confusion in another, which led to an earlier dementia diagnosis and support from a dementia link worker (see C3). **5. Environmental Wellbeing** Poppyview has an EPC rating of B (25), compared with C (34) for Arden House's current premises. The EPC assessments indicate estimated energy consumption of 131 kWh/m²/year at Poppyview, compared with 232 kWh/m²/year at the existing building — approximately 44% lower per square metre. This provides an opportunity to operate from a more energy-efficient building. Arden House will monitor actual energy consumption following relocation and explore further improvements, including LED lighting, solar panels and renewable heating, subject to feasibility and funding. **6. Reducing Inequalities** The transfer would extend affordable, accessible services to more older and vulnerable people in an area experiencing significant health and socioeconomic inequalities.

	The Fife Health and Social Care Partnership Strategic Plan 2026–2029 identifies particularly acute health inequalities in Levenmouth. Fife Council's Levenmouth Local Strategic Assessment 2025 identifies that: • 31.8% of households in Buckhaven, Methil and Wemyss have no access to a car, compared with 22.1% across Fife. • 13.6% of Levenmouth residents aged three and over provide unpaid care, compared with 12.2% across Fife. Arden House helps address these barriers through affordable day services, accessible door-to-door transport, meals and activities tailored to individual needs. Poppyview would increase dedicated activity space from approximately 115m² to 216m² and wheelchair-accessible toilets from one to four, improving accessibility, comfort and dignity for people with mobility difficulties. The expansion would particularly benefit older people, disabled people, unpaid carers and those facing financial or transport barriers to community participation. **7. Measuring the Benefits** Arden House will monitor progress against its planned increase to 10,000 annual attendances, additional employment, partnership activities, service-user and carer outcomes, and building energy performance. Detailed performance indicators, reporting responsibilities and review arrangements are provided in Section D6.
C2.	Please demonstrate how you will take into account the different needs of the community, including addressing inequalities e.g. health inequalities, accessibility of building.
	Every prospective service user receives a home assessment and individual support plan covering health conditions, medication, mobility and accessibility requirements. This ensures support is tailored to the individual rather than assuming everyone has the same needs. This is an ongoing process, with service users families being contacted regularly to ensure care is appropriate at all times. Arden House supports people living with dementia, disabilities and long-term health conditions. It does not provide personal care, and individual requirements are assessed to establish whether appropriate support can be provided. **Physical and practical barriers – removing obstacles to participation** • **Accessible door-to-door transport:** Adapted minibuses with wheelchair tail lifts support people unable to use public transport. Both vehicles are scheduled for replacement through leasing in 2027. • **Single-level building:** Poppyview would remove the limitations of Arden House's inaccessible upper floor. • **Four accessible toilets instead of one**, with more space for wheelchairs, mobility aids and activities. **Financial barriers – keeping services affordable** Arden House provides an inclusive day service at a flat rate of £20 per day, covering accessible door-to-door transport, activities and a nutritious three-course meal. The same charge applies to all service users, providing a transparent and consistent pricing structure. The five-year business plan forecasts annual increases of 3% to maintain financial sustainability while keeping the service affordable. **Different community needs – widening participation** Poppyview would create opportunities for a Dementia Café, Keep in Touch Club, carers' support and outreach activities, delivered with experienced partners. Potential

	collaboration with The Shed @ Bayview would provide additional practical and social activities, particularly appealing to older men. Arden House's community consultation deliberately reached people facing disadvantage. Consultation tables were held at Levenmouth Foodbank in Buckhaven Baptist Church, where 48 surveys were completed, and at the SpudFest community festival in Buckhaven, with 24 surveys and 78 flyers. Most service users (an estimated 80–90%) are supported by an unpaid carer, so each place also supports a caring household through regular respite. 97.6% of respondents rated respite and support for unpaid carers as a significant or very significant need. As one visitor wrote at our Open Day: "I enjoy the peace when 'A' goes to Arden House." Arden House's commitment to dignity, respect and inclusion would guide access for service users, carers, volunteers and community organisations. Most service users (an estimated 80–90%) are supported by an unpaid carer, so each place also supports around 80 caring households through regular respite. Poppyview's separate rooms would allow a quiet space for people living with dementia who become overwhelmed in busy rooms, and private rooms for conversations with families and visiting professionals. **Accessibility and travel – planning for everyone** Any accessibility adaptations identified by the pre-purchase condition survey will be funded from the dedicated building budget in the five-year forecast (£60,000 in total: £25,000 in 2027, £15,000 in 2028 and £10,000 in each of 2029 and 2030; see F3). In the community consultation, 55.9% of respondents said Poppyview's location would make attending easier and 1.6% (29 people) said harder. Those who raised concerns mainly mentioned travel for people who currently walk to the Leven building, and many added that this would be fine as long as Arden's minibus continues. Arden House will respond by: • continuing door-to-door adapted transport for every day-service user, so that no service user's access depends on the building's location; • providing clear travel information, including public transport, walking routes and parking, for carers, visitors, volunteers and partner groups who do not use Arden House's transport; • reviewing access arrangements, including parking and accessibility for people with mobility difficulties, before additional community activities are introduced; • reviewing transport and access six months after opening, and reporting the findings to the Board and the community (see D6).
C3.	In relation to the services to be provided, how will that reduce public sector costs of providing the same or similar services?
	1. Direct savings to Fife Council Transferring Poppyview into community ownership would remove the Council's future responsibility for maintaining, insuring and managing the vacant building, transferring these liabilities to Arden House. The Council would also receive a proposed capital payment of £55,791. The transfer would also enable the cessation of the current £20,700 annual rent subsidy provided through the Fife Health and Social Care Partnership for Arden House's existing premises, representing a further recurring saving to public funds, subject to confirmation of the funding arrangements. **2. Additional value from existing public funding**

Arden House currently delivers approximately 152 weekly attendances against 140 places contracted through the Fife Health and Social Care Partnership, providing around 12 additional attendances each week, equivalent to approximately 600 annually.

At the current contracted rate of £30.13 per attendance, this represents approximately £18,078 of additional service value each year, delivered without an equivalent increase in commissioned funding.

This demonstrates Arden House's effective use of existing public funding and its commitment to maximising the support available to older and vulnerable people in Levenmouth.

3. Preventing more expensive care

Arden House's preventative day services support independence, identify emerging health and safeguarding concerns, and provide respite that helps unpaid carers continue caring.

The HSCP Older People Leven Team's letter of 19 October 2026 independently confirms Arden House's role in early intervention and responding to changing circumstances.

The 2026/27 National Care Home Contract residential rate is £930.45 per week, approximately £48,384 annually. This illustrates the substantial cost of residential care that preventative services may help delay or avoid.

Families see this in practice. One family wrote to Arden House that their father "wouldn't have been at home as long if he wasn't able to attend Arden House" (thank-you card, Appendix 5). Another thanked staff for "helping us with social work" when their mother's needs increased.

Acquiring Poppyview would increase Arden House's annual capacity from 7,000 to 10,000 attendances, extending preventative support to more people.

These figures illustrate potential cost avoidance, not verified public sector savings. Actual savings would depend on individual circumstances, care assessments, public funding contributions and whether more intensive care was genuinely delayed or avoided.

Recent examples of early intervention by Arden House staff:

What staff noticed	Action	Result
Fatigue, breathlessness, reduced mobility	Family told; GP assessment; district nursing	Earlier treatment; lower risk of emergency admission
Growing confusion and anxiety	GP; memory assessment; dementia link worker	Earlier diagnosis and care planning
Withdrawal after bereavement	GP review; bereavement counselling	Improved mood and engagement
Poor nutrition and self-care	Social work; occupational therapy; community alarm; home care	More support at home; crisis avoided

Section D – Organisational Viability

(see Section D in the Scoring Matrix)

D1.	**Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation**
	44 years' experience and a full repairing lease Established in 1982, Arden House manages its current premises under a full repairing lease, with responsibility for maintenance, repairs, inspections and associated costs.

	This provides direct experience of many of the responsibilities involved in property ownership. **Understanding statutory responsibilities** Arden House holds a 20-year lease from Fife Council, and buildings, contents, public liability and employers' liability insurance are in place (Appendix 2). Arden House recognises its obligations under the Health and Safety at Work etc. Act 1974, Fire (Scotland) Act 2005 and Equality Act 2010, alongside requirements for electrical and gas safety, asbestos, legionella prevention, food hygiene and vehicle safety. Facilities Manager XXXX maintains a compliance register recording statutory inspections, inspection dates, renewal dates and any actions required. This provides an established system for monitoring property safety, managing compliance requirements and ensuring necessary actions are identified and followed up. The September 2026 Operational Manager's Report provides recent examples of Arden House's practical asset management: • Electrical hardwiring inspections were completed across both buildings in August 2026, with no issues identified. • A faulty fire-door emergency lock was identified and replaced at a cost of £820. • Defective radiator components were replaced, with subsequent checks confirming that all radiators containing the component prone to failure had been addressed. These examples demonstrate Arden House's established approach to identifying maintenance requirements, arranging repairs and maintaining building safety. **Preparing for ownership** Before occupying Poppyview, Arden House would obtain relevant property safety records, establish the building's condition and arrange any necessary inspections or remedial works. These would inform a planned maintenance programme and provision for ongoing repairs, with overall oversight retained by the Board.
D2.	Describe any previous experience your organisation has in delivering the community benefit and provide examples as appropriate.
	Arden House has delivered community benefits across Levenmouth since 1982, with an established record of supporting older and vulnerable people, unpaid carers and the wider community. **Examples of community benefit delivered** • **Supporting independence and wellbeing:** Individually tailored day services help people maintain social connections and independence while providing regular respite for unpaid carers. Arden House's established referral partnership with Alzheimer Scotland supports people living with dementia and their families. • **Working with community partners:** Arden House contributes to St Kenneth's Parish Church's Open Doors community meals initiative in Kennoway. It also provides premises for Footcare Fife, which delivered approximately 700 appointments over the past 12 months, demonstrating its contribution to preventative health services. • **Supporting unpaid carers:** Arden House ran a programme of supported outings for unpaid carers and the people they care for, including mystery tours, ten-pin bowling, a musical and a pantomime, with accessible transport and trained staff. Carers were asked for their views before it was planned. One 78-

	year-old carer said: "I feel that this project has given me back a part of myself. I can enjoy time with my sister again, not just care for her." • **Engaging the whole community:** Arden House's Open Day on 24 October 2026 welcomed service users, families, a local councillor and a minister. 85 consultation surveys and 35 written comments were completed on the day, and around £1,200 was raised through a tombola, baking, a raffle and donations. In 19 days, Arden House's staff, Trustees and volunteers ran ten consultation activities that reached 1,861 respondents (Section B) • **Bringing people together:** Two Entertainment and Prize Bingo events held in June and September 2026 attracted 80 attendees, demonstrating experience of organising additional community activities and encouraging social participation. • **Supporting unpaid carers:** Arden House ran a programme of supported outings for unpaid carers and the people they care for, including mystery tours, ten-pin bowling, a musical and a pantomime, with accessible transport and trained staff. Carers were asked for their views before it was planned. One 78-year-old carer said: *"I feel that this project has given me back a part of myself. I can enjoy time with my sister again, not just care for her."* **Evidence of individual impact** "Thank you so much for all the love & care & kindness, patience you gave to our Dad & Grandad for the last few years. You have all been a God send." "Thank you all so much for looking after Mum the last few years. It's an amazing service and you all do a fabulous job." "Many thanks for all the love, help support you give to me. Arden is my happy place helping me cope with family loss." "Just wanted to say a heartfelt thank you to all the wonderful staff at Arden House. You truly brightened my Mum's life during the months of her coming here." "It's a great facility with hard working staff who very obviously care about the needs of the service users." "You all provide a valuable service with such commitment & professionalism." These are only a few examples of many cards of appreciation received regularly. Three detailed case studies showing the difference Arden House makes to service users and carers are included in Appendix 5.

D3.	Please state the names, skills and experience of the individuals who intend to take forward the proposal and subsequently manage the asset.
	Arden House has operated since 1982 and is governed by a Board of 12 trustees with extensive experience across finance, management, governance and community service delivery. The Board will retain overall responsibility for the acquisition of Poppyview, financial sustainability and strategic oversight. Its collective expertise includes project management and delivery (XXXX), financial planning and control (XXX), governance and regulatory compliance (XXX), and property and operational management (supported by Facilities Manager XXXX). Day-to-day service delivery and building management will be led by Operational Manager XXXX and Facilities Manager XXXX, supported by the Board's existing financial and governance arrangements.

All trustees hold PVG scheme membership, demonstrating their commitment to good governance and safeguarding.

Arden House currently has 25 members, exceeding the minimum of 20 required for a community transfer body, supporting community representation and accountability.

Trustee XXXX has declared his involvement as Chair of Bayview Shed, with any potential conflicts of interest managed in accordance with Arden House's governance procedures.

The following table identifies the trustees and their relevant skills and experience.

Name	Role	Background & Experience	Focus Area
XXXX	**Chair (Co-opt) Trustee**	**Retired Engineer and Technical Account Manager with over 25 years committee experience with various Levenmouth charities. Chairmanships have included 2 school boards, Leven Rotary, theatre and youth groups and now Arden**	**Board Leadership Staff Management**
XXXX	**Vice Chair (Co-opt) Trustee**	**Project and Operations Management Consultant with 30 years experience of large-scale Project Management, business plan development, complex project delivery, risk management and leadership of cross-functional teams**	**Strategic Project planning and delivery External Stakeholder engagement**
XXXX	**Secretary Trustee**	**Retired Senior Community Health Professional with over 20 years committee experience with Levenmouth charities and 3rd sector organisations**	**Board administration and communications Internal staff coaching Community engagement & fund-raising**
XXXX	**Treasurer**	**Retired local authority finance officer with detailed experience of the running of Arden House accounts for 3 years**	**Treasurer Funding planning Financial compliance**
XXXX	**Trustee**	**British Empire Medal (BEM) for 60 years of meritorious service to various Levenmouth charities including Arden, Guides and several groups tackling social isolation**	**Service user experience Community engagement & fund-raising Links to other Charities**
XXXX	**Trustee**	**Retired teacher, extensive board experience with several Levenmouth charities in addition to Arden**	**Service user experience Community engagement & fund-raising**

			Links to other Charities
XXXX	**Trustee**	**Religious Minister with 25 years working within the Levenmouth community helping some of the most vulnerable members of our society**	**Service user experience Community engagement & fund-raising Links to other Charities**
XXXX	**Trustee**	**Retired Social Work and Training professional with extensive board experience with large 3rd sector organisations within Fife. Continuing links to 3rd sector delivering education initiatives**	**Processes, procedures and compliance**
XXXX	**Trustee**	**3rd Sector Management Professional currently heading up Governance at BRAG Enterprises with extensive links to other 3rd sector organisations**	**Processes, procedures and compliance**
XXXX	**Trustee**	**Retired business owner and former significant employer in Levenmouth. Strong links to local business owners and local charities**	**Business governance and continuity Links to other charities**
XXXX	**Trustee**	**Retired Teacher, current Chair of Bayview Shed and engaged with several other Levenmouth charities including Rotary**	**Business governance and continuity Links to other charities**
XXXX	**Trustee**	**Retired local authority Service Manager with significant expertise in working and developing 3rd Sector organisations with close links to several other Levenmouth charities**	**Business governance and continuity Funding planning Links to other charities**

Operational management

XXXX, Operational Manager, is responsible for day-to-day service delivery, staffing and service-user support. XXXX, Facilities Manager, oversees premises management, maintenance and statutory compliance. Both report to the Board and will play key roles in planning and implementing the relocation to Poppyview.

D4.	Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, including room/hall bookings compliance and staff/volunteer training.

Governance and independent assurance

Arden House's governance arrangements were independently assessed through Fife Voluntary Action's Organisational Health Check on 23 June 2026, which concluded that the charity was *"well-governed and professionally managed ... with effective governance arrangements, sound financial management and committed trustees."*

The Board meets at least four times annually, with trustee attendance ranging from 70–100%, demonstrating consistent engagement and oversight of the organisation.

Decision-making and financial management

The Board retains overall responsibility for strategic decision-making, financial oversight and the proposed acquisition of Poppyview. Day-to-day operations are managed by Operational Manager XXXX, Facilities Manager XXXX, who report quarterly to the Board.

Treasurer XXXX maintains the organisation's financial records and authorises expenditure with Board approval. A Treasurer's Report is presented quarterly to the Board, providing regular oversight of income, expenditure and the organisation's financial position.

Financial controls include a requirement for two of three authorised signatories to approve transactions, providing additional accountability and safeguarding of charitable funds.

Building management and community bookings

Operational Manager XXXX will coordinate community and partner bookings at Poppyview, including room availability, booking arrangements and ensuring users are informed of relevant access, insurance and safeguarding requirements.

Facilities Manager XXXX will oversee building access and keyholding arrangements, including the issuing and recording of keys or access permissions. He will also be the designated contact for reporting building faults, maintenance issues and premises-related concerns, ensuring these are recorded and addressed appropriately.

The Board will approve the overall framework for community use, including booking policies, charging arrangements and any significant contractual commitments. Matters involving substantial expenditure or changes to the agreed use of the premises will be referred to the Board for approval.

Compliance and training

Operational management responsibilities include health and safety, building maintenance, statutory compliance and the safe delivery of services, with overall oversight retained by the Board.

Facilities Manager XXXX maintains a compliance register recording inspection dates, renewal dates and actions required, ensuring that statutory requirements are monitored and outstanding matters identified.

Arden House is also undertaking a digital transformation of its people management, compliance and training systems. Approximately six months ago, the organisation introduced Citation, a digital platform supporting HR management, health and safety compliance and staff training. Arden House is progressively transferring its records onto the system to improve monitoring, record-keeping and accountability.

	Arden House's investment in Citation began before the proposed Community Asset Transfer, demonstrating an existing commitment to strengthening governance, staff development and statutory compliance. Together with the independent Health Check, established management arrangements and Board oversight, this provides a strong foundation for taking on the additional responsibilities of owning and managing Poppyview. Any further procedures required for the building's proposed community use would be formalised before opening.
D5.	Demonstrate that you understand what is required in relation to the management and maintenance of the asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing.
	Arden House recognises that purchasing Poppyview will introduce additional responsibilities for property maintenance, insurance, statutory compliance and long-term financial planning. Its existing experience of managing premises under a full repairing lease provides a strong foundation for meeting these obligations. **Maintenance and statutory compliance** Facilities Manager XXXX already maintains a compliance register recording inspection dates, renewal dates and actions required. This established system will be adapted to incorporate Poppyview. A Property Compliance and Asset Management Plan will cover: • **Building maintenance:** Planned inspections, preventative maintenance, repairs and eventual replacement of major components, including roofing and heating systems. • **Gas and electrical safety:** Boiler servicing, gas safety arrangements, electrical installation inspections and appropriate testing of portable equipment. • **Fire safety:** Fire risk assessments, alarms, emergency lighting, firefighting equipment and evacuation procedures appropriate for people with mobility or cognitive difficulties. • **Water safety:** Legionella risk assessment and appropriate monitoring, particularly important following the building's prolonged vacancy. • **Other requirements:** Asbestos management where applicable, accessibility, cleaning, utilities and appropriate buildings, contents and liability insurance. **Poppyview-specific considerations** The July 2026 Energy Performance Certificate (EPC) records a B rating. The building's gas heating system, larger size and vacancy since 2023 will be considered when assessing servicing requirements, running costs and any remedial work needed before occupation. **Financial planning** Arden House's five-year cash flow forecast carries forward established operating expenditure from its current premises, including insurance, utilities and building maintenance. The forecast provides a routine repairs budget (£3,880 in 2027, rising annually) plus a dedicated £60,000 building budget (£25,000 in 2027, £15,000 in 2028 and £10,000 in each of 2029 and 2030). These allowances will be reviewed against property survey findings to ensure they remain appropriate for Poppyview's condition, size and intended use. **Implementation and accountability** Before completing the purchase, Arden House will seek relevant property records, commission appropriate professional surveys and assess compliance requirements.

	The Facilities Manager will prepare the maintenance and compliance schedule for Board approval before occupation, including arrangements for securing and insuring the property between acquisition and opening. The Board will retain overall responsibility for property management, financial oversight and statutory compliance.
D6.	Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives.
	Arden House already submits monthly performance information to its Fife Council Link Officer, including service-user attendance, meals provided and volunteer participation. These figures are reviewed by the Board alongside quarterly operational reports. **Monitoring and service-user feedback** Alongside its formal performance reporting, Arden House maintains regular contact with service users' families. Operational Manager XXXX contacts family members to discuss how individuals are managing and identify any changes in their health, behaviour, medication or support needs. Individual service-user reports are maintained on each client's file, providing an ongoing record of their circumstances and helping staff identify changes that may require adjustments to their care or activities. This established approach will continue at Poppyview, alongside the existing survey process, providing both individual feedback and wider evidence of service quality and outcomes. **Monitoring Poppyview's objectives** Arden House will build on its existing monitoring arrangements to measure progress against the objectives of the transfer.

What will be measured	How it will be measured
Service expansion	Attendance records against the current 7,000 annual attendances and target of 10,000
Reduced isolation, wellbeing and carer support	Service-user surveys, regular family contact, individual service-user reports and feedback from carers
New activities and community use	Number of sessions delivered, attendance figures, partner involvement and room-use records
Employment and volunteering	New posts created, recruitment from target groups, training and volunteer participation
Accessibility and inequalities	Service uptake, transport provision and feedback on barriers to accessing services
Building and environmental performance	Compliance records, maintenance costs and energy consumption
Financial sustainability	Actual income, expenditure and reserves against the five-year financial forecast

	The Operational Manager and Facilities Manager will coordinate monitoring within their respective areas of responsibility. The Board has agreed to review progress against Poppyview's objectives quarterly, with an annual assessment against the business plan.

	Where targets are not being achieved, the Board will identify corrective action, assign responsibility and monitor progress. Findings will inform decisions on staffing, transport, activities, building management and expenditure. Existing monthly reporting to the Fife Council Link Officer will continue. The Board has also agreed to produce an annual summary of Poppyview's community benefits, sharing progress with service users, carers, members, partners and the wider community through its AGM and existing communication channels. Any additional reporting requirements arising from the Community Asset Transfer agreement will be incorporated into these arrangements.

Section E - Financial Information

(see Section E in the Scoring Matrix)

You need to identify all the resources required to deliver and sustain the proposal. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here.

<table>
<tr><td>E1.</td><td>Cash flow forecast - Please provide a cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. An example of cash flow forecast is available here</td></tr>
<tr><td></td><td>Arden is a long-established organisation. As such, our income streams and costs are well understood. We have considered the last 3 years actuals as the basis for many future projections.
We anticipate a phased approach in a move to Poppyview. For many of our service users Arden is integral to their quality of life – continuity of the service through any move is a critical success factor.
We will maintain existing staffing and service delivery during relocation. Plan and phase the recruitment and training of additional staff in line with confirmed funding, service demand and the timetable for expanding provision at Poppyview.
<table>
<tr><th>Phase 1 (Years 1-2)</th><th>Phase 2 (Years 2-4)</th><th>Phase 3 (Year 5-)</th></tr>
<tr><th>Relocation and Consolidation</th><th>Ramp to Capacity</th><th>Sustaining Operations</th></tr>
<tr><td>• Relocate Arden
• Relocate Bayview Shed
• Retain Current Staffing levels
• Basic renovation
• Recruit & train extra staff</td><td>• Recruit & train extra staff
• Scale transport offering
• Add supplementary services
• Building reconfig as needed</td><td>• Focus on efficiency
• Operational KPI’s</td></tr>
</table>
This phased approach is modelled in the detailed cash flow forecast for 5 forward-looking years. The assumptions for each line item are detailed in the full Cash Flow Forecast in Appendix 6.</td></tr>
<tr><td>E2.</td><td>What funding has the organisation obtained so far? Has the organisation discussed or received any funding for technical work e.g. for surveys, feasibility study, business plan etc. Please detail below the funding source(s), the amount awarded and the purpose which the funding will be used for.</td></tr>
</table>

	In 2019, Arden House received a £100,000 bequest. Through prudent financial management, Arden House has preserved this bequest and continued to build its reserves, which are projected to total £263,227 at the end of 2026. The organisation operates a six-month operational reserves policy, with additional reserves allocated for bus replacement and kitchen refurbishment. The proposed acquisition and relocation to Poppyview will be financed through the planned reallocation of a proportion of these reserves. Five-year cash flow projections demonstrate Arden House's ability to fund the proposed purchase price of £55,791, replace its buses and allocate £60,000 in contingency for repairs and unforeseen expenditure. Reserves remain above the six-month minimum in every year of the forecast; the margin is tightest in 2027, the purchase year (£111), rebuilding to £106,409 by 2031. This will be monitored and managed by the Board as part of its financial oversight. Technical and professional work associated with developing the proposal has not received external funding. 

				With Poppyview				
Reserve Status	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
All reserves (Operational, bus & kitchen)	£225,306	£250,506	£259,176	£215,571	£212,104	£238,532	£258,992	£272,667
Min Operational reserve level (6 months)	£132,886	£157,059	£167,314	£213,355	£198,911	£188,018	£193,284	£198,865
Margin to min desirable	*£92,421*	*£93,447*	*£91,863*	*£2,215*	£13,193	*£50,514*	*£65,707*	*£73,802*

E3.	There is an expectation that applicants will have had discussions with potential funders about their proposal. Please provide details of potential funders approached and the outcome of discussions about what funding may be realistic from these sources.
	Arden House has held discussions with Pride in Place Buckhaven, Methil & Methilhill regarding potential funding for four additional full-time posts to support the expansion of services at Poppyview. Initial discussions have indicated support in principle, although the level of funding and any formal award remain subject to confirmation. The five-year forecast assumes this funding for the four Year 1 posts, which may come from Pride in Place, The Robertson Trust or a combination of both (Appendix 6, line 6). If it is not secured, these posts would not be recruited in Year 1, and Arden House would still add four further posts, one a year in Years 2 to 5, as set out in the business plan (Appendix 3). Up to eight additional posts would be created in total. The Fife Health and Social Care Partnership (HSCP) is Arden House's principal existing funder. The financial projections assume continuation of current commissioned funding, with inflationary increases only. Fife Voluntary Action (FVA) has provided capacity-building support in kind, including governance, consultation, and preparation of the CAT application. FVA has also identified potential opportunities for partnership working at Poppyview, through Footcare Fife and potential carer projects. Arden House intends to fund the £55,791 acquisition and initial relocation from existing reserves, meaning the purchase is not dependent on securing additional external funding. Any further funding secured would support service expansion rather than the acquisition itself. The accompanying cash flow forecast sets out the projected income, expenditure and reserve position.
E4.	Other sources of funding the organisation has access to (e.g. voluntary donations, borrowing). Include information on e.g. fundraising events that will be undertaken; Just Giving; coffee mornings etc. Also include information about any reserves the organisation has (and what they will be used for) and if there is a reserves policy.

	Arden House has established additional income streams through charitable donations, fundraising activities and interest earned on reserves. Voluntary donations generate approximately £8,000 annually, while fundraising activities, including regular Bingo events and Open Days with raffles, contribute around £5,000 each year. These activities will continue following the move to Poppyview, providing supplementary income to support service delivery. Arden House has built substantial reserves through prudent financial management, including a £100,000 bequest received in 2019. Total reserves are projected to reach £259,176 by the end of 2026. The organisation has a formal reserves policy requiring a minimum of six months' operating expenditure, alongside designated reserves for bus replacement and kitchen refurbishment. A proportion of these reserves will be reallocated to fund the proposed £55,791 purchase of Poppyview, relocation costs and a £60,000 contingency for repairs and unforeseen expenditure. The five-year financial forecast demonstrates how these commitments will affect reserves, with the Board continuing to monitor balances against the six-month minimum requirement and adjust expenditure where necessary to protect financial sustainability. Arden House does not propose to rely on borrowing or additional capital grants to fund the acquisition. Details of projected income, expenditure and reserve balances are provided in the accompanying financial forecast and business plan.
E5.	Identify resources already in place for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements. Explain if the organisation is generating an income from other sources**.**
	The anticipated income streams are detailed below. In essence, we continue to fund Arden from the already established sources. The annual award from FHSCP has contemplated a very modest inflationary increase, nothing more. The significant income increase flows from the 3000 extra service spaces we can deliver every year. **Income** **With Poppyview** **Note** / **2024** / **2025** / **2026** / **2027** / **2028** / **2029** / **2030** / **2031** 1 Donations and legacies: £10,445 / £7,841 / £20,203 / *£7,959* / *£8,078* / *£8,199* / *£8,322* / *£8,447* 2 Fife Health & Social Care: £202,687 / £207,040 / £210,875 / *£214,038* / *£217,249* / *£220,507* / *£223,815* / *£227,172* 3 Day Care Centre (Users): £72,443 / £91,220 / £96,146 / *£143,840* / *£153,429* / *£158,223* / *£158,223* / *£158,223* 4 SH Mental Health & Wellbeing: £14,500 / £15,340 / £2,550 / *£0* / *£0* / *£0* / *£0* / *£0* 5 FC other grants: £4,084 / £3,750 / £0 / *£2,000* / *£2,000* / *£2,000* / *£2,000* / *£2,000* 6 Fundraising events: £1,425 / £4,080 / £4,830 / *£4,902* / *£4,976* / *£5,051* / *£5,126* / *£5,203* 7 Bank interest (on reserves): £7,530 / £10,047 / £8,693 / *£10,367* / *£8,623* / *£8,284* / *£9,133* / *£10,335* **£313,114** / **£339,318** / **£343,297** / **£383,106** / **£394,354** / **£402,265** / **£406,620** / **£411,381** The proposed increase in annual attendances will be phased alongside staffing and transport capacity, with service-user income forecast against expected attendance levels. Additional commissioned funding has not been assumed solely because physical capacity increases. The Board will review income, operating costs, reserves and progress against the business plan quarterly, adjusting the pace of expansion where necessary to maintain financial sustainability.
E6.	Will the project have an overall benefit in relation to public sector costs? Applicants should attempt to quantify in financial terms the community benefit that will result from the asset transfer.
	Fife Health and Social Care Partnership (FHSCP) already recognises the value of Arden House's services through an annual recurring grant, linked to an agreed number of service places.

	2024	2025	2026
Fife Health & Social Care Grant	£202,687	£207,040	£210,875
SLA Contracted Spaces per week	130	140	140
SLA Spaces per Year (50 Weeks)	6500	7000	7000
Value per Space	**£31.18**	**£29.58**	**£30.13**

Acquiring Poppyview would enable Arden House to increase annual capacity by approximately 3,000 service places, from 7,000 to 10,000 attendances.

At the current FHSCP contribution of £30.13 per attendance, this represents approximately £90,390 in additional annual service value once fully operational. Over 20 years, the calculated Net Present Value (NPV) of this additional capacity is £1,405,305.

This is an indicative valuation based on the current FHSCP contribution per attendance. It represents the potential value of additional service provision, rather than confirmed commissioning income or a direct saving to public-sector budgets.

Summary of public-sector financial and community benefits

Benefit	Indicative financial value
Capital receipt to Fife Council from the proposed purchase	£55,791 (one-off)
Existing FHSCP rent support potentially ending following relocation	£20,700 annually
Additional day-service capacity of 3,000 attendances	£90,390 annual service value
NPV of additional service capacity over 20 years	£1,405,305
Transfer of future property maintenance, insurance and management responsibilities from Fife Council	Additional potential savings, not yet quantified
Preventative care, reduced social isolation and respite for unpaid carers	Potential longer-term cost avoidance, not quantified

The proposed transfer would therefore provide a capital receipt to Fife Council, potentially reduce ongoing public-sector property and rental expenditure, and substantially increase preventative community-based support for older and vulnerable people.

These benefits are distinct: the capital receipt is a one-off payment, the rental contribution represents a potential recurring saving subject to confirmation of funding arrangements, and the additional service capacity represents community value rather than a direct cash saving.

The preventative value, although not quantified here, is recognised by professionals and families alike. The Fife HSCP Older People Leven Team describes Arden House's short-notice support helping to avoid "more intensive interventions, such as a short-term care home placement" (letter, 19 October 2026). One family wrote that their father "wouldn't have been at home as long if he wasn't able to attend Arden House". At the 2026/27 National Care Home Contract rate of £930.45 per week, each year that one person stays at home rather than entering residential care avoids up to about £48,384 of care costs, depending on individual funding arrangements.

	The full Net Present Value calculation, including the methodology and assumptions, is provided in Appendix 8.

Section F – Property

(see Section F in the Scoring Matrix)

Please specify if you wish to: ~~Lease~~ [ ] or Purchase [X] the asset. If lease, please go to F1, if Purchase please complete F2.	
F1.	~~Annual Rental~~
	~~Please state the:~~ ~~Proposed annual rental:~~ ~~Duration of the lease (see Subsidised Leases Policy):~~ ~~Any other special lease terms required:~~
F2.	Please state the level of discount being requested and provide justification for this level of discount being applied.
	Purchase offer and discount requested Arden House offers **£55,791** to purchase Poppyview, compared with Fife Council's advertised offers-over price of £280,000. This represents a requested discount of £224,209 (80.1%) against the advertised figure, subject to confirmation of the property's market valuation. The proposed offer has been calculated using the net present value of 20 years of Arden House's anticipated £3,500 annual contribution towards Poppyview's advertised £35,000 rent, assuming continuation of the existing 90% FHSCP rental support arrangement. **Public-sector financial benefits** Purchasing Poppyview would remove the need for ongoing rental support for that property, although any saving against the proposed rental arrangement depends on confirmation of FHSCP funding arrangements. Arden House currently occupies Council-owned premises with an annual rent of £23,000, of which FHSCP contributes £20,700. Relocation would end the existing rental arrangement, subject to lease termination and confirmation of the resulting net financial impact on the public sector. Ownership would also transfer future responsibility for Poppyview's insurance, maintenance and repairs to Arden House, potentially reducing Fife Council's ongoing property liabilities. **Additional community benefit** Poppyview would enable Arden House to increase annual day-service capacity from approximately 7,000 to 10,000 attendances, providing an additional 3,000 places annually once fully operational. At the stated service valuation of £30.13 per attendance, this represents approximately £90,390 in additional annual service value at full capacity. This is a measure of service provision, not a guaranteed cash saving to the public sector. The additional capacity would provide approximately 3,000 more day-service attendances annually, offering preventative support, social interaction, nutritious meals and respite for unpaid carers. This expansion responds to evidenced local demand, including Arden House's existing waiting list, and would be supported by the additional space and improved accessibility at Poppyview.

	The transfer would also safeguard an established service, create opportunities for up to eight additional posts, and enable wider community use through partnerships, including the proposed relocation of Bayview Shed and additional carers' support activities. These benefits are supported by the operational evidence, consultation findings and partnership correspondence accompanying this application. **Protection of the public investment** Arden House would be willing to discuss appropriate conditions protecting the public investment and ensuring Poppyview continues to deliver the agreed community benefits, including proportionate repayment provisions if the asset is subsequently sold or ceases to be used for its intended community purpose. **Conclusion** Arden House recognises that its proposed purchase price of £55,791 represents a substantial discount of £224,209 (80.1%) against Fife Council's advertised asking price. The requested discount is justified by the long-term community benefits of securing an established preventative service, increasing day-service capacity by 43%, improving accessibility, supporting local employment and enabling additional community activities and partnerships. These benefits would be delivered by an organisation with 44 years' experience, established referral relationships, demonstrated local demand and a track record of managing Council-owned premises. Arden House considers that the combination of safeguarding existing provision and delivering measurable additional benefits offers a strong public-value justification for the requested discount.

F3.	Has the organisation considered the ongoing costs that will be required to maintain the property – please detail how these will be met? Is funding available to cover initial overheads while services are developed (utilities, rates etc.)?
	Arden House has occupied its existing premises since 1982 and currently manages the building under a full repairing lease, providing established experience of property maintenance and operating costs. **Budgeted property expenditure** The five-year financial forecast makes provision for the following Poppyview costs in 2027: **Expenditure** — **2027 budget** Rent — £0 Insurance — £2,652 Water charges — £3,500 Heat and light — £8,045 Repairs, renewals and equipment — £3,880 Cleaning — £1,300 **Total of these budget lines** — £19,377 These costs are incorporated into Arden House's financial forecast and will be met through established operating income, including recurring Fife Health and Social Care Partnership funding, service-user contributions, donations and fundraising. Existing reserves provide financial support during the initial relocation and development period.

Purchase, refurbishment and contingency

The proposed purchase price is £55,791. The financial forecast includes a £60,000 contingency provision over 2027–2030 for unexpected building repairs and maintenance costs, alongside annual provision for routine maintenance.

A condition survey will inform the final refurbishment budget, including any accessibility adaptations, compliance works and necessary repairs. The Board will review these costs before committing to the purchase.

Energy costs and financial risk

The forecast allows £8,045 for heat and light in 2027, compared with current expenditure of approximately £10,778 annually.

As a prudent stress test, Arden House has considered an additional £8,000 annual energy cost above the forecast allowance, exceeding the difference between current and projected expenditure.

The financial forecast indicates that annual operating surpluses from 2029 onwards would be sufficient to absorb this additional expenditure, although the Board would monitor the impact on reserves during the initial transition period.

The forecast assumes lower energy costs through connection to the existing wind turbine (Appendix 6, note 15); the stress test above covers the cost if this connection is not achieved. Potential solar panels have not been assumed.

Meeting ongoing costs

The five-year forecast incorporates property running costs, routine maintenance, planned capital expenditure and contingency provision. Purchasing Poppyview would remove Arden House's existing rental obligation while transferring responsibility for future property maintenance and capital repairs to the organisation.

The Board will monitor actual expenditure against the forecast, review the condition survey findings and adjust expenditure where necessary to protect financial sustainability.

Expenditure

					With Poppyview				
Note		2024	2025	2026	2027	2028	2029	2030	2031
8	Food Supplies	£18,723	£25,320	£26,354	£34,260	£35,631	£37,056	£38,538	£40,080
9	Wages, salaries & social security costs	£190,108	£220,143	£235,977	£247,776	£255,209	£262,865	£270,751	£278,874
10	Pension costs	£6,035	£8,986	£9,743	£9,889	£10,037	£10,188	£10,341	£10,496
11	Pension charges	£45	£1,012	£0	£0	£0	£0	£0	£0
12	Rent	£750	£1,750	£2,000	£0	£0	£0	£0	£0
13	Water charges	£1,272	£1,527	£2,754	£2,837	£2,922	£3,009	£3,100	£3,193
14	Heat and light	£12,570	£14,113	£10,778	£4,995	£2,997	£2,997	£2,997	£2,997
15	Repairs, renewals and equipment	£6,177	£7,677	£15,243	£3,880	£3,996	£4,116	£4,239	£4,367
16	Insurance	£2,227	£2,243	£2,575	£2,652	£2,732	£2,814	£2,898	£2,985
17	Volunteer expenses	£1,219	£678	£960	£952	£981	£1,010	£1,041	£1,072
18	Staff milage	£155	£95	£72	£200	£206	£212	£219	£225
19	Activities (for service users)	£10,562	£8,420	£6,961	£8,648	£8,907	£9,174	£9,450	£9,733
20	Legal and professional fees	£1,093	£1,147	£1,222	£3,154	£3,249	£3,346	£3,446	£3,550
21	Telephone, post and stationary	£1,888	£2,100	£2,221	£2,288	£2,356	£2,427	£2,500	£2,575
22	Training and conferences	£0	£623	£1,403	£2,500	£2,575	£2,652	£2,732	£2,814
23	Pension interest	£30	£10	£40	£50	£52	£53	£55	£56
24	Subscriptions	£627	£765	£792	£816	£840	£865	£891	£918
25	Bad debt write off	£476	£62	£732	£600	£618	£637	£656	£675
26	Payroll processing	£538	£587	£644	£663	£683	£704	£725	£747
27	Garden project	£223	£845	£247	£254	£262	£270	£278	£286
28	Cleaning	£520	£1,354	£881	£1,300	£1,339	£1,379	£1,421	£1,463
29	Computer and software costs	£552	£464	£530	£900	£927	£955	£983	£1,013
30	Bus expenses	£9,981	£14,197	£12,441	£12,206	£51,200	£19,200	£19,200	£19,200
31	Bank charges	£0	£0	£57	£100	£103	£106	£109	£113
32	New building	£0	£0	£0	£85,791	£10,000	£10,000	£10,000	£10,300
		£265,771	£314,118	£334,627	£426,711	£397,821	£376,036	£386,569	£397,730

F4.	Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations and the outcome of any discussions regarding

	current use/occupation of the asset. This should be flagged up in any consultation process.
	Poppyview is a former Fife Council nursery which has been vacant since 2023 and is currently being marketed for disposal. Arden House first identified the property in December 2024. Following discussions with Councillor Colin Davidson (then Chair of the Levenmouth Area Committee), two site visits were undertaken during 2025 with Fife Council's Dave Paterson. Arden House formally expressed interest in August 2025 and subsequently submitted a lease application in April 2026. Discussions with Dave Paterson and Zahida Ramzan at Fife Council confirmed that the building is unoccupied and no longer in operational use. The building's vacant status and proposed return to community use have been explained throughout the public consultation. The proposed transfer would therefore bring an unused Council property back into community use without displacing an existing service.

Section G - Local and National Outcomes

(see Section G in the Scoring Matrix)

G1.	How will the proposed benefits of the asset transfer request contribute to achieving the Council's outcomes? See Plan for Fife A new Plan for Fife | Our Fife - Community portal
	Arden House's proposal for Poppyview supports the priorities outlined in the Plan for Fife and the local priorities identified in *A Vision for Levenmouth 2023–2030*. **Summary of contributions to Plan for Fife priorities** **Priority/theme** — **Proposed contribution** Thriving Places — Capacity for 3,000 additional day-service attendances annually Opportunities for All — Increased access to services for older and vulnerable people, including accessible transport Inclusive Growth and Jobs — Potential creation of up to 6 additional posts, subject to funding and service growth Climate Action — Estimated 44% reduction in energy consumption per square metre Community Led Services — 98.5% support from 1,861 consultation responses, 59.7% from people with no existing link to Arden House support recorded through community consultation **Our Fife – Levenmouth Area** *"The population in this area is predicted to decrease 2% by 2036 however, in the same period, the number of older people is set to increase by 39%."* This highlights the increasing need for Arden House to expand both its existing day services and the range of support available to older people across Levenmouth. **Thriving Places** Bringing a vacant public building back into use would provide accessible, community-based day care for older and vulnerable adults, promoting inclusion, independence and social connection.

	Poppyview would provide a warm, safe and accessible environment, with adaptations undertaken as required. Arden House would continue working with statutory and third-sector partners to develop additional services in response to the needs of service users, carers and families. The additional space would enable Arden House to increase annual day-service capacity from approximately 7,000 to 10,000 attendances, providing 3,000 additional places each year once fully operational. **Opportunities for All** *A Vision for Levenmouth 2023–2030* identifies the aspiration that *"Everything is on your Doorstep."* Arden House accepts agency, professional and self-referrals, helping ensure that people can access support through different routes. Its escorted transport service accommodates wheelchair users and people with mobility difficulties, reducing barriers to participation. The proposed expansion would increase the number of available day-service places and create opportunities to develop additional support identified through community consultation. Partnership working would help improve access to services and support better health and wellbeing outcomes for service users and their families. **Inclusive Growth and Jobs** *Our Fife – Levenmouth Area* recognises that volunteering and community involvement are important in reducing social isolation among older people. The expansion would create additional volunteering, training and skills-development opportunities, supporting community participation and potentially improving access to employment. Increased service capacity could also support the creation of up to eight additional posts, phased according to operational demand and available funding, contributing to local employment and the wider Levenmouth economy. **Climate Action** Arden House's current premises in Leven date from 1840, with a 1970s extension. The building has significant insulation, damp-proofing and energy-efficiency limitations that are difficult to address. Poppyview is a more modern, well-insulated building. Current estimates indicate that its energy consumption **per square metre could be approximately 44% lower** than that of Arden House's existing premises. This is an estimate of energy efficiency per unit of floor area, not a confirmed 44% reduction in total energy use or carbon emissions. Overall consumption will depend on the building's size, occupancy, operating hours and actual heating requirements. Arden House will also explore opportunities for renewable energy improvements, including potential use of the existing wind turbine and installation of solar panels, subject to feasibility, permissions and funding. **Community Led Services** *A Vision for Levenmouth 2023–2030* identifies that *"Great Services are Community Led."* The Community Asset Transfer process has provided an opportunity for Arden House to develop its proposals around the views and identified needs of local people.

	An extensive consultation programme, including questionnaires, an Open Day and community consultation events, has gathered views from service users, carers, local residents and partner organisations. Of the 1,861 people who took part, 98.5% of those answering supported or strongly supported the proposal, and 59.7% have no existing link to Arden House, demonstrating backing from the wider community as well as current users. The consultation was designed to meet all seven National Standards for Community Engagement (see the table in B1), and the results are already shaping which new services will be developed first. The findings will directly inform the development and delivery of services at Poppyview, ensuring that future provision responds to identified local priorities. Arden House will continue engaging with service users, carers, residents and partner organisations as services develop.
G2	How will the proposal impact on the Council's own delivery of services?
	This proposal will build on Arden's current service offering a preventative community-based alternative to Council funded services by: - • Supporting earlier identification of increased risk or vulnerability, allowing additional interventions to be offered. • Offering a range of interventions preventing escalation to statutory services. • Postponing or reducing the need for additional home based support. • Potentially delaying or reducing the need for residential care. • Respite will support the mental health and well-being of family members and carers. • Reduce pressure on GP appointments and wider NHS. • Examples of early identification leading to GP, dementia, social work and occupational therapy support are given in C3. • Additionally, it removes an ongoing maintenance and liability cost from the Council's asset portfolio while delivering strong alignment with policy outcomes. The anticipated benefits to public services, including the financial value of increased service capacity and potential reductions in public-sector costs, are quantified in Section E6, with the wider social and economic benefits detailed in Section C3.
G3	Demonstrate how the proposal will contribute to national priorities (refer to National Priorities). National Outcomes | National Performance Framework

	National outcome	Poppyview contribution	Evidence of delivery
	Health	Expanded preventative day services and support for unpaid carers	Annual attendances, service-user and carer feedback
	Communities	Reduced isolation and additional community activities	Participation, new groups and partner activity
	Economy / Fair Work	Additional local employment and skills development	Posts created, recruitment, training
	Environment	More efficient use of an existing building	Energy consumption and annual reporting

	Human Rights / Equality	Accessible transport, inclusive services and improved facilities	Uptake, accessibility feedback and individual support plans

Scottish Government priority	Poppyview contribution
Eradicating child poverty	Indirect contribution through potential local employment and support for unpaid carers, including those with family responsibilities.
Growing the economy	Potential creation of up to eight posts, volunteering and training opportunities.
Tackling the climate emergency	Reuse of an existing building with an estimated 44% lower energy consumption per square metre.
Delivering high-quality and sustainable public services	Expansion of preventative day services by up to 3,000 annual attendances, supporting independence and providing respite for unpaid carers.

Section H – Other Information

(see Section H in the Scoring Matrix)

H1.	**Additional information in support of your application** (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation.
	Arden House first identified Poppyview as a potential new home in December 2024. Following engagement with Fife Council, including site visits in 2025, the organisation formally expressed interest in August 2025 and submitted a lease application in April 2026. Leasing was initially considered the most realistic option, given Arden House's longstanding experience of rented premises and the rental support historically provided through Fife Health and Social Care Partnership. Having subsequently explored Community Asset Transfer, Arden House recognised that purchasing Poppyview at a price reflecting its community benefits could make ownership financially achievable. Ownership would provide greater flexibility to develop the building as a community hub, accommodate partner organisations and secure the long-term future of its services. **Community engagement and updates** Arden House has kept the community informed through an extensive consultation programme, including online and paper questionnaires, social media, information sessions, local events, direct engagement with neighbours and businesses, and an Open Day on 24 October 2026.

	These activities have enabled service users, carers, residents and community organisations to comment on the proposal, raise concerns and suggest additional activities. Arden House undertook extensive community consultation between 9 and 28 October 2026, receiving 1,861 valid questionnaire responses. Of those answering the overall support question, 1,825 (98.5%) supported or strongly supported the proposed transfer of Poppyview. The consultation findings, engagement methods and feedback received are detailed in Section B and the accompanying Community Consultation Report (Appendix 5). 669 respondents asked to be kept informed about Poppyview, 108 expressed interest in volunteering and 34 in becoming members. Arden House will share the results and next steps with them, with members at the AGM, and through social media and the Arden House website. Arden House will continue providing updates as the Community Asset Transfer progresses. **Partnership working** Existing relationships with Fife Health and Social Care Partnership, Alzheimer Scotland and Footcare Fife provide an established foundation for collaborative service delivery. Discussions with The Shed @ Bayview and organisations supporting unpaid carers are exploring opportunities for additional community activities and shared use of Poppyview. These proposals remain subject to agreement and appropriate operational arrangements. Fife Voluntary Action has provided governance and Community Asset Transfer support, including an independent Governance Health Check in June 2026. **Supporting evidence** The application is accompanied by consultation findings, letters of support, partnership correspondence, governance evidence, the business plan and financial projections.

Submission Checklist

Before submission, make sure you have read the Council's Guidance on community asset transfer and the Scottish Government Guidance for Community Transfer Bodies.

Please tick that you have included the following accompanying documents:

1.	Full business plan for use of the asset	√ Appendix 3
2.	Most recent full year accounts including reserves policy	√ Appendix 4
3.	Constitution/governance document	√ Appendix 1
4.	Letters of support from community members and copy of community consultation report / consultation survey	√ Appendix 5
5.	5 year cash flow forecast	√ Appendix 6
6.	Insurance	Appendix 2
7.	NPV Value of 20 year lease	Appendix 7
8.	NPV Value of Community Value	Appendix 8
9.	September Operational Report	Appendix 9

Signatures

The application is required to be signed by 2 members of your organisation:

Person submitting Date – 29th Oct 2026

Signature 1 – ~~Director~~/Charity Trustee……..…….

Name……**James Houston**……..Date…….29th Oct 2026……

Signature 2 – ~~Director~~/Charity Trustee……..…….

Name……**Eamonn Kilmurray**……Date……29th Oct 2026…….

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.

Please note that applications are required to be published for any objections but personal information will be redacted in line with data protection principles.

Further information on how your information is used and why can be found at fifedirect.org.uk/privacy. The Council's Data Protection Officer can be contacted at: dataprotection@fife.gov.uk.

Please send completed application form to: CommunityAsset.Transfer@fife.gov.uk or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.